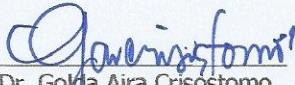


Procedure No:	ADM-PROC-LRC-0012
Procedure Title:	Submission for Publication Procedure
Related Policy:	Publications of Researches Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
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Office of Origin: (Procedure Expert)	Letran Research Center
"Supersedes" Notification:	
Procedure Description:	This procedure is designed to regulate and monitor all commissioned researches that will be submitted for external publication.
Areas of Responsibility:	Letran Research Center
Procedure Details:	<p>Step 1. Any employee who wishes to have his commissioned research for publication should submit a letter of permission to the Director of the Research Center. In the case of students, their respective professors or deans should inform the Center.</p> <p>Step 2. The Center shall evaluate whether the research merits a publication and if the journal is a valuable material.</p> <p>Step 3. The employee or student can proceed with the submission once the Center gives the final approval.</p>
Procedure Approval Authority:	Director of the Research Center
References:	
Definition:	
Help Page:	Letran Research Center
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Golda Aira Crisostomo
Date of Approval:	

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