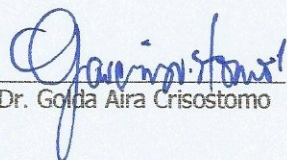


Policy No:	ADM-POL-LRC-0005
Policy Title:	Paper Presentation Policies
Implementation Procedure:	ADM-PROC-LRC-0006 Paper Presentation Permission Procedure
Date of Issuance:	S.Y. 2009 - 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Letran Research Center Director of the Research Center
"Supersedes" Notification:	
Purpose of Policy:	This policy is designed to ensure that all paper presentations made in behalf of the Colegio are monitored, regulated and at par with the Colegio's research standards.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• All funded and commissioned researches are considered as property of the Colegio.</li> <li>• Employees who wish to submit commissioned and funded researches for presentation should submit a written permission to the Director of Research Center.</li> <li>• The Director of the Research Center has to review the contents of the paper before submission.</li> <li>• Authors can only submit their papers for presentation once the Research Director has granted them the approval.</li> <li>• In case the paper is accepted for presentation, the author should inform the Research Director.</li> </ul>
Applicability:	All employees
Policy Approval Authority:	Director of the Letran Research Center
Related Policies or References	
Definition:	
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Golda Aira Crisostomo
Date of Approval:	

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.