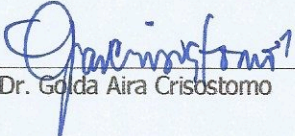


Policy No:	ADM-POL-LRC-0009
Policy Title:	Request for Evaluation Instrument Policy
Implementation Procedure:	ADM-PROC-LRC-0008 Procedure in the Requisition of Evaluation Instruments
Date of Issuance:	S.Y. 2009 – 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Letran Research Center Director of the Research Center
"Supersedes" Notification:	
Purpose of Policy:	This policy enumerates the requirements and process in the requisition of evaluation instruments.
Detailed Policy Statement:	<p>The following are the policies implemented by the Research Center in the requisition of evaluation instruments.</p> <ul style="list-style-type: none"> • Offices who need evaluation instruments for a seminar, training or project may request for an evaluation instrument at the Research Center. • Only enrolled students and employees of the Colegio are allowed to request for an evaluation instrument. • Only activities conducted in the Colegio, involving students and employees, are entitled for requests for evaluation instrument. • Students and employees should submit an accomplished Research Assistance Form. The form should be endorsed by the employee's superior and the student's professor. • The Center devotes three working days for the evaluation instrument. • Unclaimed evaluation instruments shall be disposed after 1 month. • The Center only provides one printed copy of the evaluation instrument. It is the responsibility of the requesting party to reproduce copies. • Generation of evaluation results is the responsibility of the requesting party. However, student and employees can seek for assistance in the form of research consultation. (See policy on Research Consultation)
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:	

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