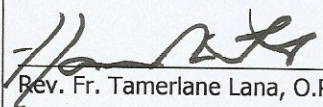


Policy No:	ADM-POL-0059
Policy Title:	Policies on Requesting for the Rector's Participation in an event
Implementation Procedure:	ADM-PROC-0033
Date of Issuance:	S.Y. 2013-2014
Effectivity:	S.Y. 2013-2014 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Rector and President
"Supersedes" Notification:	None
Purpose of Policy:	The policy defines the purpose, terms and conditions in requesting the participation of the Rector and President in an event.
Detailed Policy Statement:	<ul style="list-style-type: none"> • In general, the Rector's participation should only be sought for events that are institutional in nature. Otherwise, prior arrangements must be made to the Office of the Rector and President before accomplishing the Rector's Participation Form (RPF). • No request will be accommodated unless the procedure on Request for the Rector's participation in an event is followed. • No printed materials (related to the event) bearing the name of the Rector and President or his office will be allowed without his prior approval. • Request for participation of the Rector and President should be submitted for approval at least three (3) days prior to the event. • The office of the Rector and President shall act on the RPF at least one (1) working day upon receipt of the RPF.
Applicability:	All Department Heads and External Parties
Policy Approval Authority:	Rector and President
Related Policies or References	Rector's Participation Form (RPF)
Definition:	None
Prepared by:	Office of the Rector and President
Approved by:	 Rev. Fr. Tamerlane Lana, O.P.
Date of Approval:	6/3/2013

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