### Procedure Description:
This aims to delineate the steps in the recruitment of coaches and trainers.

### Areas of Responsibility:
Athletics Office

### Procedure Details:
- **Step 1.** All applicants for coaches and trainers shall undergo initial interview from the Recruitment Office.
- **Step 2.** The applicant shall be subjected for employment examination.
- **Step 3.** Once the applicant has passed the examination, he is forwarded to the Athletics Moderator for interview.
- **Step 5.** The applicant is subjected for final interview with the Rector and President.
- **Step 6.** The applicant is required to submit his employment requirements to the Recruitment Officer.
- **Step 7.** The applicant is given his appointment paper.

### Procedure Approval Authority:
Athletics Moderator

### References:
Athletics Office

### Definition:

### Help Page:
Athletics Office

### Prepared by:
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### Approved by:
Fr. Victor Calvo, O.P.

### Date of Approval: