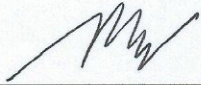


Procedure No:	ACA-PROC-ATH-0001
Procedure Title:	Procedure in Recruiting Coaches and Trainers
Related Policy:	ACA-POL-ATH-0001 Recruitment of Coaches and Trainers
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2010-2011 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Athletics Department
"Supersedes" Notification:	
Procedure Description:	This aims to delineate the steps in the recruitment of coaches and trainers.
Areas of Responsibility:	Athletics Office
Procedure Details:	<p>Step 1. All applicants for coaches and trainers shall undergo initial interview from the Recruitment Officer.</p> <p>Step 2. The applicant shall be subjected for employment examination.</p> <p>Step 3. Once the applicant has passed the examination, he is forwarded to the Athletics Moderator for interview.</p> <p>Step 5. The applicant is subjected for final interview with the Rector and President.</p> <p>Step 6. The applicant is required to submit his employment requirements to the Recruitment Officer.</p> <p>Step 7. The applicant is given his appointment paper.</p>
Procedure Approval Authority:	Athletics Moderator
References:	
Definition:	
Help Page:	Athletics Office
Prepared by:	Planning, Funding and Development Office
Approved by:	 Fr. Victor Calvo, O.P.
Date of Approval:	

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