Policy No: ADM-POL-CCD-0002

Policy Title: Community Service Activity Policy

Implementation Procedure: ADM-PROC-CCD-0002 Request for Community Outreach Program

Date of Issuance: S.Y. 2009 to 2010

Effectivity: S.Y. 2009 to present

Page Number: One (1)

Office of Origin: Center for Community Development

Policy Expert: (Policy Expert)

"Supersedes" Notification: The policy is designed to systematize the application, approval, implementation and evaluation of all Community Service Activities.

Purpose of Policy:

Detailed Policy Statement:

- Students, Faculty Members or Non-Teaching Employees (or group) who wish to conduct community service activities in any of the Colegio’s adopted communities should submit a Community Service Activity Form, 14 days before the target implementation.

- The details of the activity such as the project title, proponents, subject of implementation, target community, rationale of the project, objectives of the project, date, venue, and budget should be identified in the project proposal.

- All Community Service activities should be duly endorsed by the department head and shall be approved by the Director of the Center for Community Development before implementation.

- Approval of the Vice President for Academic Affairs should be made, in cases when the Community Service activity involves students and are conducted outside the Colegio.

- All activities should be aligned with the existing community development programs of CCD. Research-based activities are highly encouraged.

- Priority is to be given to the department’s partner community as recipients of the activity. In cases when the proponent targets another community that is not affiliated with the CCD, prior evaluation and approval from the CCD Director is required.

- All Community Service Activities should also respond to the five pillars of community development of the Colegio:
  - Health Awareness and Services
  - Opportunities for Productivity
  - Practical Skills and Literacy Training
  - Environmental Transformation
  - Spirituality and Citizenship

- Proponents should submit Community Service Accomplishment reports within seven (7) days after the implementation of the activity.

- The CCD Director will release a Certification (for employees) /Grades (for students) after the proponent have submitted the Accomplishment report.

Applicability: All employees and students

Policy Approval Authority: Director of the Center for Community Development

Related Policies or References: Community Outreach Project Proposal Form

Definition: