**Policy No:** ACA-POL-CCD-0010  
**Policy Title:** Policy on the Designation of Community Development Coordinator (CDC)  
**Implementation Procedure:** ADM-PROC-CCD-0005 Selection and Appointment of Community Development Coordinator  
**Date of Issuance:** S.Y. 2017 - 2018  
**Effectivity:** S.Y. 2017 – 2018 to present  
**Page Number:** Two (2) pages  
**Office of Origin:** Center for Community Development  
**“Supersedes” Notification:** ADM-POL-0001 Selection and Appointment of Community Coordinator  
**Purpose of Policy:** This policy aims to define the designation and appointment of CDC. Effective AY 2015 – 2016, the CCD changed the terms Volunteer Community Service Coordinator and Extension Service Coordinator into Community Development Coordinator.

### THE COMMUNITY DEVELOPMENT COORDINATOR

1. The CCD Office seeks the assistance of the Academic Heads in identifying the CDC.
2. There shall be one CDC per academic department. A CDC shall be a faculty member, preferably a full-time faculty, formally designated by the dean/principal form the following academic departments: Basic and Junior High School, CBAA, CLAS, COE and Religious Education, and Graduate School.
3. All selected CDC shall serve for one (1) academic year.
4. The CDC shall report regularly to the CCD on matters pertaining to community development.
5. The CDC shall update regularly his/her department head on matters pertaining to community development affecting their departments.
6. The CDC shall be compensated, not according to teaching units/loads equivalent, but by a performance-based honorarium to be determined by the Economic Council, in consultation with the CCD Director.

### DUTIES AND RESPONSIBILITIES: The Community Development Coordinator:

1. The CDC represents the department in the Community Development Program of the College;
2. The CDC reports regularly to the Directress, CCD on matters pertaining to Community Development;
3. The CDC coordinates with his/her department head on the active service learning and/or community outreach projects, integrated into the courses/programs offered;
4. The CDC joins the CCD team in the planning, preparation, implementation, documentation, and evaluation of active service learning and community outreach projects;
5. The CDC endorses the CS Form; monitors the submission of narrative report, evaluation, liquidation report, and other pertinent documents to the CCD and his or her department head;
6. The CDC assists the mobilization of human resources in community development projects;
7. The CDC performs other functions pertinent to community development such as community baseline survey, yearly evaluation of projects, Lingap Arriba or Community Service and Volunteerism Day, and ARRIBAyani Volunteer Formation Program.
8. The CDC ascertains that all community development projects will be properly documented. The documentation report shall include the approved community service form, narrative report, attendance of volunteers and community participants, evaluation result, program of the activity, action pictures and videos in CD, and liquidation report.

### Applicability:

All employees  
**Policy Approval Authority:** Director of the Center for Community Development

### Related Policies or References

**Definition:**
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