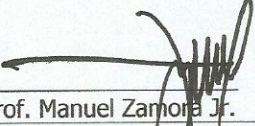


Procedure No:	ADM-PROC-CCD-0002								
Procedure Title:	Requesting for Community Outreach Program								
Related Policy:	ADM-POL-CCD-0002 Community Outreach Project Proposal Policy								
Date of Issuance:	S.Y. 2010 to 2011								
Effectivity:	S.Y. 2010 to present								
Page Number:	One (1)								
Office of Origin: (Procedure Expert)	Center for Community Development								
"Supersedes" Notification:									
Procedure Description:	This procedure is designed to systematize the application and approval of community outreach programs.								
Areas of Responsibility:	Center for Community Development								
Procedure Details:	<p>Step 1. The proponent fills out CCD Form 1: Community Service Activity Form and prepares the required attachments.</p> <p>Step 2. The proponent's Volunteer Community Service Coordinator reviews and evaluates the proposal.</p> <p>Step 3. The Volunteer Community Service Coordinator endorses the proposal to</p> <table border="1" data-bbox="630 679 1242 886"> <thead> <tr> <th>Type of Proponent</th> <th>Person to which the proposal should be endorsed</th> </tr> </thead> <tbody> <tr> <td>Employee</td> <td>CCD Director</td> </tr> <tr> <td>Student</td> <td>OSACA Director to CCD Director</td> </tr> <tr> <td>CCD Initiated Projects</td> <td>No required endorsement</td> </tr> </tbody> </table> <p>Step 5. The CCD Director reviews the proposal.</p> <p>Step 6. If the activity is conducted within the premises of the Colegio, the required facilities shall be requested by the CCD Staff. If the activity will be conducted outside the Colegio, the succeeding steps should be observed.</p> <p>Step 6. If the activity requires the participation of students, prior approval and endorsement from the Vice President for Academic Affairs is required. In case of the employees, the staff should be allowed by his respective director to participate.</p> <p>Step 7. The CCD Staff requests for the needed facilities (i.e. transportation, food) and budget to the Financial Affairs Division.</p> <p>Step 8. The Vice President for Financial Affairs approves the required budget.</p> <p>Step 9. The budget is released.</p> <p>Step 10. The activity is conducted with the supervision of the CCD Director.</p>	Type of Proponent	Person to which the proposal should be endorsed	Employee	CCD Director	Student	OSACA Director to CCD Director	CCD Initiated Projects	No required endorsement
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Employee	CCD Director								
Student	OSACA Director to CCD Director								
CCD Initiated Projects	No required endorsement								
Procedure Approval Authority:	Director of the Center for Community Development								
References:	CCD Form 1: Community Service Activity Form								
Definition:									
Help Page:	Center for Community Development								
Prepared by:	Planning, Funding and Development Office								
Approved by:	 Asst. Prof. Manuel Zamora Jr.								
Date of Approval:									

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