


Procedure No:	ADM-PROC-CCD-0004
Procedure Title:	Community Development Project Procedure
Related Policy:	
Date of Issuance:	SY 2017-2018
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Office of Origin: (Procedure Expert)	Center for Community Development
"Supersedes" Notification:	
Procedure Description:	This procedure contains steps in applying for Community Development Project that the Letran community – faculty, students, office staff, alumni, parents, CCD staff, CD coordinators – must observe.
Areas of Responsibility:	Center for Community Development
Procedure Details:	<p>Part I – Application</p> <ol style="list-style-type: none"> <li>1. The proponent secures community development project application form at the Center for Community Development.</li> <li>2. The proponent discusses their intention to conduct the project with the class adviser and/ or community development coordinator. The proponent seeks the recommendation of the class adviser and community development coordinator.</li> <li>3. The proponent asks permission from their academic/ department head.</li> </ol> <p>Part II – Approval</p> <ol style="list-style-type: none"> <li>4. The proponent submits the community development application form for the approval of CCD.</li> <li>5. The CCD endorses the community development form for the final approval of VPRA and VPAA (for projects initiated by students only).</li> </ol> <p>Part III – Others</p> <ol style="list-style-type: none"> <li>6. The CCD informs the project proponent about the approved community development project.</li> <li>7. For the projects that will NOT use the CCD Extension Fund, the proponent processes the following requisitions that are pertinent to the project: cash advance, use of facilities, trip ticket, and other materials. For the projects that will use the CCD Extension Fund, the CCD processes the above-mentioned requisitions.</li> </ol> <p>Part IV – Reports and Certification</p> <ol style="list-style-type: none"> <li>8. The proponent submits two copies of the accomplishment report to the CCD within five (5) days.</li> <li>9. The CCD provides the proponent with certificate of participation/ appreciation.</li> </ol>
Procedure Approval Authority:	Director of the Center for Community Development
References:	Community Outreach Project Proposal Community Outreach Project Report
Definition:	
Help Page:	Center for Community Development
Prepared by:	
Approved by:	
	Asst. Prof. Leo Bernadas
Date of Approval:	July 4, 2017

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