**Procedure No:** ADM-PROC-CCD-0004  
**Procedure Title:** Community Development Project Procedure  
**Related Policy:**  
**Date of Issue:** SY 2017-2018  
**Effectivity:** SY 2017-2018- Present  
**Page Number:** One (1)  
**Office of Origin:** Center for Community Development  
**(Procedure Expert)**  

**"Supersedes" Notification:**  
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.

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<tr>
<th>Areas of Responsibility:</th>
<th>Center for Community Development</th>
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<tbody>
<tr>
<td><strong>Procedure Details:</strong></td>
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**Part I – Application**

1. The proponent secures community development project application form at the Center for Community Development.
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.
3. The proponent asks permission from their academic/department head.

**Part II – Approval**

4. The proponent submits the community development application form for the approval of CCD.
5. The CCD endorses the community development form for the final approval of VPRA and VPAA (for projects initiated by students only).

**Part III – Others**

6. The CCD informs the project proponent about the approved community development project.
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.

**Part IV – Reports and Certification**

8. The proponent submits two copies of the accomplishment report to the CCD within five (5) days.
9. The CCD provides the proponent with certificate of participation/appreciation.

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<tr>
<th>Procedure Approval Authority:</th>
<th>Director of the Center for Community Development</th>
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| References: | Community Outreach Project Proposal  
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<th>Community Outreach Project Report</th>
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| Definition: |  
|-------------|----------------------------------|
| Help Page:  | Center for Community Development |
| Prepared by:|  

**Approved by:**  
Asst. Prof. Leo Bemadas

**Date of Approval:** July 4, 2019