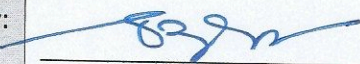


Procedure No:	ADM-PROC-CCD-0005
Procedure Title:	Selection and Appointment of Community Development Coordinator
Related Policy:	ACA-POL-CCD-0010 Policy on the Designation of Community Development Coordinator
Date of Issuance:	SY 2017-2018
Effectivity:	SY 2017-2018- Present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Center for Community Development
"Supersedes" Notification:	
Procedure Description:	This procedure contains the selection, evaluation, and appointment process of Community Development Coordinator by the CCD Office.
Areas of Responsibility:	Center for Community Development
Procedure Details:	<ol style="list-style-type: none"> 1. The Director of the Center for Community Development sends a letter to the academic heads, requesting for the names of faculty members willing to serve as CD coordinator for the particular academic year. Enclosed in the letter is the duties and responsibilities of the CD coordinator. 2. The Director of the Center for Community Development acknowledges the letters of recommendation from the academic heads. 3. The Director of the Center for Community Development endorses the faculty members to the Vice President for Religious Affairs (VPRA) for approval. 4. The Director of the Center for Community Development acknowledges the approved CD coordinators from the VPRA. 5. The Director of the Center for Community Development writes a letter to the Human Resources Department, requesting for processing the additional assignment of the concerned faculty members as CD Coordinators. The HRD provides a copy of the approved additional assignments to the Financial Affairs for the performance-based honorarium of the CDC.
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:	
Date of Approval:	Asst. Prof. Leo Bernadas August 10, 2017

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