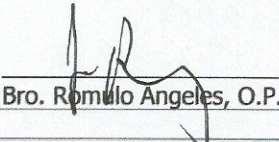


Procedure No:	ADM-PROC-FNR-0020
Procedure Title:	Procedure for Accepting Athletes in the Dormitory
Related Policy:	ADM-POL-FNR-0021 Acceptance of Athletes in the Dormitory
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Finance and Resources Office
"Supersedes" Notification:	
Procedure Description:	This procedure details the acceptance and assignment of rooms to athletes.
Areas of Responsibility:	Finance and Resources Office
Procedure Details:	Step 1. The athlete presents his approved letter of recommendation to the Dorm Administrator. Step 2. The Dorm Administrator verifies the letter from the Athletics Moderator. Step 3. The Dorm Administrator gives the room assignment to the athlete. Step 4. The athlete can stay in the Dormitory.
Procedure Approval Authority:	Director of the Finance and Resources Department
References:	Approved Letter of Recommendation
Definition:	
Help Page:	Finance and Resources Office
Prepared by:	Planning, Funding and Development Office
Approved by:	
Date of Approval:	Bro. Romulo Angeles, O.P.

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