


Policy No:	ADM-POL-OAPA-0009
Policy Title:	Guidelines for the Use of the Public Address System
Implementation Procedure:	ADM-PROC-OAPA-0009 Procedure for Using the Public Address System
Date of Issuance:	A.Y. 2016-2017
Effectivity:	A.Y. 2016-2017 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Alumni and Public Affairs
"Supersedes" Notification:	
Purpose of Policy:	This policy details the proper use of the Colegio's Public Address System.
Detailed Policy Statement:	<p>1. The Colegio de San Juan de Letran is equipped with the Public Address (PA) system, which is being maintained by the Office of the Alumni and Public Affairs (OAPA). Announcements, through the PA system, reach all public areas of the Colegio, including the classrooms, offices, libraries, dormitory, halls, etc. However, the public announcements disturb operational and academic activities of the institution. Therefore, the use of the PA system is limited to:</p> <ul style="list-style-type: none"> • Institutional prayers and/ or hymns • Emergency announcements (fire or other evacuation announcements, drills, etc.) • Institutional/ divisional activities. • Important announcements, which concern the majority of the employees and/or students (suspension of classes, employee assembly, payment of fees, etc.) • Other information that the OAPA deem fit for public announcement <p>2. The announcement should be as short and easily articulated as possible.</p> <p>3. The announcement may be aired at most three times in a day. The time of the announcement shall be in between the schedule of Collegiate or Basic Education classes or as determined by the OAPA.</p> <p>4. All requests for announcements should be endorsed by the designated department head.</p> <p>5. The Office reserves the right to approve / disapprove requests for announcements.</p>
Applicability:	All students and employees
Policy Approval Authority:	OAPA Director
Related Policies or References	
Definition:	
Prepared by	Office of the Alumni and Public Affairs
Approved by	 Ms. Jhennie Villar
Date of Approval	

Note: 1/30/19
 This policy was created by the OAPA, without informing and furnishing the PDO a copy. Hence, the absence of an originally signed document.
 A copy of this policy was only discovered from the office of the VPAA