<table>
<thead>
<tr>
<th>Policy No.:</th>
<th>ADM-POL-OAPA-0009</th>
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</thead>
<tbody>
<tr>
<td>Policy Title:</td>
<td>Guidelines for the Use of the Public Address System</td>
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<tr>
<td>Implementation Procedure:</td>
<td>ADM-PROC-OAPA-0009 Procedure for Using the Public Address System</td>
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<tr>
<td>Date of Issuance:</td>
<td>A.Y. 2016-2017</td>
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<tr>
<td>Effectivity:</td>
<td>A.Y. 2016-2017 to present</td>
</tr>
<tr>
<td>Page Number:</td>
<td>One (1)</td>
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<tr>
<td>Office of Origin:</td>
<td>Office of the Alumni and Public Affairs</td>
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<tr>
<td>Policy Expert:</td>
<td></td>
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<td>&quot;Supersedes&quot; Notification:</td>
<td>This policy details the proper use of the Colegio’s Public Address System.</td>
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### Purpose of Policy:
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:
   - 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
2. The announcement should be as short and easily articulated as possible.
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.
4. All requests for announcements should be endorsed by the designated department head.
5. The Office reserves the right to approve / disapprove requests for announcements.

### 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. Jennie Villar

### Date of Approval:

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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.