<table>
<thead>
<tr>
<th>Policy No:</th>
<th>ADM-POL-PAO-0001</th>
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<tr>
<td>Policy Title:</td>
<td>Letran News Staff Policy</td>
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<tr>
<td>Implementation Procedure:</td>
<td>ACA-PROC-PAO-0001 Selection Procedure for the Letran News Staff</td>
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<td>Date of Issuance:</td>
<td>S.Y. 2010 to 2011</td>
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<td>Effectivity:</td>
<td>S.Y. 2009 to present</td>
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<td>Page Number:</td>
<td>One (1)</td>
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<td>Office of Origin:</td>
<td>Public Affairs Office</td>
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<td>&quot;Supersedes&quot; Notif.:</td>
<td>(Policy Expert)</td>
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**Purpose of Policy:**
This policy aims to establish the selection, responsibilities and duration of term of all Letran News staffers.

**Detailed Policy Statement:**
- The Rector and President is automatically the Adviser of the Letran News.
- The Editor in Chief of the Letran News is selected by the Public Affairs Office and appointed by the Rector and President.
- The Editor in Chief is given a year of appointment that is subject to renewal.
- The Assistant Director of the Public Affairs Office is automatically the Associate Editor of the Letran News.
- The Director of the Public Affairs Office is automatically the Editor of the Letran News.
- The staffers of the Letran News shall be comprised of representatives from the Administrators, Faculty Members, and Students.
- All Letran News staff are given a term of one school year that is subject to renewal or reappointment.
- The Editor in Chief of the Letran News is selected by the Public Affairs Office and is subject for approval by the Rector and President.
- The Public Affairs Office reserves the right in selecting the staff of the Letran News.

**Applicability:**
All employees

**Policy Approval Authority:**
Director of the Public Affairs Office

**Related Policies or References:**

**Definition:**

**Prepared by**
Planning, Funding and Development Office

**Approved by**
Ms. Jhennie Villar

**Date of Approval**

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