### Policy No: ADM-POL-PAO-0003

### Policy Title: Honorarium for Letran News Staffers and Contributors

### Implementation Procedure: ACA-PROC-PAO-0003 Processing of Honoraria for Letran News Staffers

### Date of Issuance: S.Y. 2009 to 2010

### Effectivity: S.Y. 2009 to present

### Page Number: One (1)

### Office of Origin: Public Affairs Office (Policy Expert)

### “Supersedes” Notification: None

### Purpose of Policy:
This policy aims to standardize the honoraria received by the staffers and other contributors of the Letran News.

### Detailed Policy Statement:
- The following staff of the Letran News are entitled to receive honoraria:
  - Editor-in-chief
  - Appointed Article Contributors
  - Non-appointed Article Contributors.
- The amount of honoraria given to the article contributors shall be based on the length of their article.
- The honoraria of the Editor-in-chief shall be based...
- All honoraria shall be processed after the issue of the Letran News has been released.
- The release of the honoraria will be dependent on the processing period of the Financial Affairs Division.

### 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. Ofelia Legaspi

Date of Approval