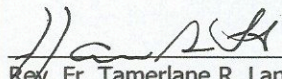


Procedure No:	ADM-PROC-ORC-0001
Procedure Title:	Procedure in Assigning Officer-in-Charge
Related Policy:	ADM-POL-ORP-0001 Policies in Assigning Officer-in-Charge
Date of Issuance:	S.Y. 2010-2011
Effectivity:	S.Y. 2010-2011 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Office of Rector and President
"Supersedes" Notification:	
Procedure Description:	This procedure identifies the designation and approval of recommendations for Officer-in-Charge.
Areas of Responsibility:	Office of the Rector and President
Procedure Details:	<p>Step 1. The Department Head submits a letter recommending one of his staff to become the Officer-in-Charge.</p> <p>Step 2. The Rector and President reviews the recommendation.</p> <p>Step 3. The Rector and President issues an acknowledgement letter to the Department Head. In cases when the first recommendation was disapproved, the Department Head should recommend another staff, following the previous steps.</p>
Procedure Approval Authority:	Office of the Rector and President
References:	Recommendation Letter Acknowledgement Letter
Definition:	
Help Page:	Office of the Rector and President
Prepared by:	Planning, Funding and Development Office
Approved by:	 Rev. Fr. Tamerlane R. Lana, O.P.
Date of Approval:	2-16-12