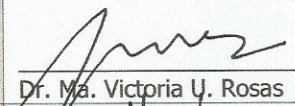


Procedure No:	ACA-PROC-REG-0003
Procedure Title:	Application for Summer Classes Permit
Related Policy:	ACA-POL-REG-0003 Summer Classes Permit Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Office of the Registrar
"Supersedes" Notification:	
Procedure Description:	This procedure involves the application and approval of all request for Summer Classes in the Basic Education Department.
Areas of Responsibility:	Office of the Registrar
Procedure Details:	<p>Step 1. The Principal submits a letter to the Registrar requesting for the application of summer classes.</p> <p>Step 2. The Liaison Officer submits the request and the following documents to the DepEd.</p> <ul style="list-style-type: none"> <li>2.1 List of Faculty Members with details such as degree or area of specialization, subjects to be taught, number of years teaching the subject and the corresponding school years when the subject was taught.</li> <li>2.2 Tentative list of subjects to be offered</li> <li>2.3 Schedule of student fees</li> <li>2.4 Rate of Teacher's Salary</li> <li>2.5 Summer School Calendar</li> <li>2.6 Letter of Application</li> </ul> <p>Step 3. Submit all the documents to DepEd.</p> <p>Step 4. Forward the approved application for summer class to the Office of the Principal.</p>
Procedure Approval Authority:	Registrar
References:	
Definition:	
Help Page:	Office of the Registrar
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Ma. Victoria U. Rosas
Date of Approval:	11/10/12

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