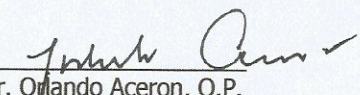


Policy No:	ADM-POL-RAO-0002
Policy Title:	Request for Spiritual Activities
Implementation Procedure:	
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Religious Affairs Division
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to establish the conditions for requesting the conduct of spiritual activities.
Detailed Policy Statement:	<ul style="list-style-type: none"> • Offices who wish to conduct spiritual activities like masses can request the assistance of the Religious Affairs Office. • The concerned department head submits a letter of request addressed to the Vice Rector of the Religious Affairs Office if they wish to conduct masses or other sacraments and spiritual activities. • In the case of the students, their respective adviser should write the letter of request. • The Vice Rector of the Religious Affairs Office shall assign the priest who will officiate the sacrament or spiritual activity requested by the department head. • The services of the Religious Affairs Office are exclusive for the employees and students of the Colegio. Requests for spiritual activities beyond official purposes are subject for approval of the Vice Rector for Religious Affairs.
Applicability:	
Policy Approval Authority:	Vice Rector for Religious Affairs
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Fr. Orlando Acheron, O.P.
Date of Approval	

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