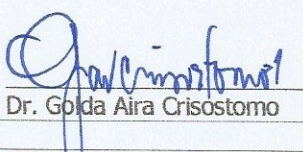


Procedure No:	ADM-PROC-LRC-0003
Procedure Title:	Conduct of Commissioned Researches
Related Policy:	ADM-POL-LRC-0002 Commissioned Researches Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Letran Research Center
"Supersedes" Notification:	
Procedure Description:	This procedure is designed to ensure that all researches produced by the Center would be useful and valuable to the Colegio.
Areas of Responsibility:	Letran Research Center
Procedure Details:	<p>Step 1. The Rector and President issues a memorandum addressed to the Research Director on the possible researches that the Center should conduct.</p> <p>Step 2. The Center prepares the research proposal, budget and timetable of the study which will be subject for approval of the Rector and President.</p> <p>Step 3. Once the research proposal is approved, the Center proceeds to the actual conduct of the study.</p> <p>Step 4. The Center submits the completed research report to the Rector and President. The Center could also facilitate for the presentation of the research upon request of the Rector and President.</p>
Procedure Approval Authority:	Director of the Research Center
References:	
Definition:	
Help Page:	Letran Research Center
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Golda Aira Crisostomo
Date of Approval:	

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