**Procedure No:** ADM-PROC-LRC-0006  
**Procedure Title:** Paper Presentation Permission Procedure  
**Related Policy:** ADM-POL-LRC-0005 Paper Presentation Policies  
**Date of Issuance:** S.Y. 2010 to 2011  
**Effectivity:** S.Y. 2010 to present  
**Page Number:** One (1)  
**Office of Origin:** Letran Research Center  
**Procedure Description:** This procedure aims to monitor and regulate all researches that are submitted for national or international presentation.  
**Areas of Responsibility:** Letran Research Center  

**Procedure Details:**  
Step 1. Employees, who wish to represent and carry the name of the Colegio, to any paper presentation should submit a letter of permission to the Director of the Research Center. Attached in the letter should be a copy of the paper presentation invitation and a budget proposal. In case of the students, the professor or the concerned academic head should inform the Center.  
Step 2. The Center should evaluate whether the research and the organizing body of the presentation would be worthy for a meritorious effort.  
Step 3. Once the Center grants the permission, the applicant could submit his paper and budget proposal to the Center.  
Step 4. The Center submits the budget proposal to the Rector and President for approval.  
Step 5. The approved budget shall only be processed once the employee/student have presented a letter of acceptance from the organizing committee of the paper presentation.  

**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. Gilda Aira Crisostomo  
**Date of Approval:**  

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