### Procedure No.
ADM-PROC-LRC-0008

### Procedure Title.
Procedure in Requisition of Evaluation Instruments

### Related Policy:
ADM-POL-LRC-0009 Request for Evaluation Instrument Policy

### Date of Issuance:
S.Y. 2010 to 2011

### Effectivity:
S.Y. 2010 to present

### Page Number:
One (1)

### Office of Origin:
Letran Research Center

### "Supersedes" Notification:

### Procedure Description:
This procedure is designed to regulate the requisition and releasing of all requests for evaluation instruments.

### Areas of Responsibility:
Letran Research Center

### Procedure Details:

1. **Step 1.** The student or employee who intends to request for an evaluation instrument should secure a Research Assistance Form.

2. **Step 2.** The accomplished form should be submitted with the following information: name of the event/activity, date, time, place, name of speaker/s and objectives of the activity.

3. **Step 3.** The Center devotes a maximum of three working days for the preparation of the instrument.

4. **Step 4.** Releasing of requested evaluation instrument will be done by any of the Center's staff. The Center shall release only one printed copy of the evaluation instrument to the requisitioner.

### Procedure Approval:
**Authority:** Director of the Research Center

### References:
Help Page: Letran Research Center
Prepared by: Planning, Funding and Development Office

### Approved by:
Dr. Caida A. Crisostomo

### Date of Approval: