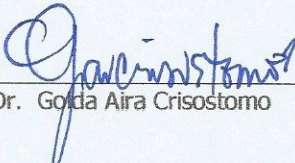


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| Policy No: | ADM-POL-LRC-0008 |
| Policy Title: | Research Consultations Policy |
| Implementation Procedure: | ADM-PROC-LRC-0011 Research Consultations Policy |
| Date of Issuance: | S.Y. 2009 – 2010 |
| Effectivity: | S.Y. 2009 to present |
| Page Number: | One (1) |
| Office of Origin: (Policy Expert) | Letran Research Center Director of the Research Center |
| "Supersedes" Notification: | |
| Purpose of Policy: | Research Consultations is one of the services offered by the Research Center. The policy clarifies the scope and limitations of the Center's research consultation services. |
| Detailed Policy Statement: | <p>Employees who are in need of assistance in the conduct of their researches could avail of the free research consultations offered by the Research Center. However, the following provisions should be observed</p> <ul style="list-style-type: none"> • Only employees and students of the Colegio are allowed to avail of the research assistance. • Research consultations for students are limited on theses, business plans, feasibility studies and other forms of researches as requirement for their enrolled subjects. • Research consultations for employees are limited on commissioned researches or studies for their graduate studies, (masteral / doctoral). • The student and employee should accomplish a Research Assistance Form in order to avail of the free research consultation. The form should be endorsed by their respective superiors. • Every research consultation activity should be accompanied by a Research Assistance Form. No employee or student will be allowed to avail of the research consultation without the accomplished form. • All research consultation activities should be approved by the Research Director. • The Research Center reserves the right in scheduling all research consultation activities. |
| Applicability: | All employees |
| Policy Approval Authority: | Director of the Letran Research Center |
| Related Policies or References | |
| Definition: | |
| Prepared by: | Planning, Funding and Development Office |
| Approved by: |  Dr. Golda Aira Crisostomo |
| Date of Approval: | |