|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Prepared:  |  | Date:  |  |
|  |  (Process owner) |  | Noted: **CAROLYNE DALE C. IGUID** |
|  |  |  |  *Document Control Custodian* |
| Reviewed: | **DEXTER C. LINGBANAN / MARK PRESTON S. LOPEZ** | Date:  |  |
|  | *Vice- President for Administration and Finance/ Vice President for Academic Affairs* |  |  |
|  |  |  |  |
| Noted:  | **EDGAR G. CUE Ph.D** | Date:  |  |
|  | *College President* |  |  |