

TABLE OF CONTENTS

Section 1: Rationale

- 1.1 Mandate from the University
- 1.2 CAO as Part of Student Affairs
 - 1.2.1 Student Affairs Vision
 - 1.2.2 Student Affairs Mission
- 1.3 CAO Vision/Mission
 - 1.3.1 CAO Vision/Mission
 - 1.3.2 Functions and Programs of the Office
 - 1.3.3 The Lasallian Artist Framework
 - 1.3.4 The Culture and Arts Office Groups & Offices
 - 1.3.5 Organizational Chart

Section 2: Organizational Standards

- 2.1 Mandate from the University
- 2.2 Nature of CAO as an Administration-Initiated Office
- 2.3 Organizational Standards for Culture and Arts Office Groups
- 2.4 Councils within the Culture and Arts Office
 - 2.4.1 Council of Advisers
 - 2.4.2 Council of Company Managers
- 2.5 Procedures on Transactions with the Office
- 2.6 Working Conditions of the Staff and Trainers
- 2.7 Job Description of the Staff and Trainers
- 2.8 Responsibilities of the CAO Groups
- 2.9 Code of Ethics
- 2.10 Social Norms
- 2.11 Decorum in Offices
- 2.12 Communication System within the Culture and Arts Office
- 2.13 Standards Of Customer/Client Service
- 2.14 Grievances

Section 3: Human Resource Policies

- 3.1 Attendance
 - Procedures for Approved Absence

Procedures for Advance Special Exam

- 3.2 Attitude and Ability
- 3.3 Status and Classification of Members
- 3.4 Effectivity/Non Renewal of Contract
- 3.5 Recruitment Procedures
- 3.6 Promotion Conditions
 - 3.6.1 Trainee To Member
 - 3.6.2 Member to Section Head or Committee Head
 - 3.6.3 Member or Section/Committee Head to Officer
- 3.7 Leave of Absence
- 3.8 Acceptance of Professional Jobs
- 3.9 Academic Standing Measures
- 3.10 Membership Discipline and Severance of Service
- 3.11 Offense table
- 3.12 Resignations
- 3.13 Membership Benefits
- 3.14 Academic Residency
- 3.15 Non-Academic Residency (Summer Pass)
- 3.16 Alumni Involvement
- 3.17 Membership of CSB Students in DLSU CAO
- 3.18 Holding of Clearances for Graduation

Section 4: Arts Quality Assurance

- 4.1 Objectives
- 4.2 General Description of the Arts Quality Assurance System
- 4.3 Components
- 4.4 Aqua Check Documentations and Presentation Requirements
- 4.5 Accreditation Guidelines
- 4.6 Tuition Discount Allocation –Credit Point System per Group

Section 5: Activity Policies And Guidelines

- 5.1 Performance/Production and Media Request Procedures and Policies
- 5.2 External Performance/Production and Media Request Policies
- 5.3 Festivals and Competitions
- 5.4 Policies and Guidelines on Self-Organized Activities

- 5.5 Policies on Off-Campus Activities
- 5.6 Policies on Entry Permits And VIP Guests
- 5.7 Policies On Cancellation Of Activities
- 5.8 Policies On Overstaying

Section 6: Marketing Management Policies

- 6.1 Policies on Solicitations
- 6.2 Policies on Information Dissemination
- 6.3 Posting of Publicity Materials
- 6.4 Policies on Media-Related Activities
- 6.5 Internal Policies For The Learning By Doing Tie-Up Program
- 6.6 Request For Financial Assistance From Parents Of University Students' Organization
- 6.7 Assistance to GMG to market Indie-Unfilm
- 6.8 Branding Guidelines

Section 7: Financial Management

- 7.1 Definition of Terms
- 7.2 Request for Cash Advance
- 7.3 Liquidation of Cash Advance
- 7.4 Request for Cash Reimbursement
- 7.5 Request for Advance Official Receipt
- 7.6 Charging of Photocopy and Materials Requisition At DLSU Bookstore
- 7.7 Purchasing Process/Commissioned Professional Work
 - 7.7.1 For Materials
 - 7.7.2 For Services by Professional Individuals/Advisers
- 7.8 Cancellation/Replacement of Checks
- 7.9 Ticket Selling/Collection of Fees & Payments for Seminars/ Workshops
- 7.10 Standardization of Financial Management Procedures

Section 8: Property Management Policies

- 8.1. Policies On Usage Of Venues
- 8.2. Policies on Usage of Culture and Arts Office Properties
- 8.3. Policies on Bringing of Food Inside The Campus
- 8.4. Use of environment friendly materials

APPENDICES

Appendix A. Student Artist Managers	a
Appendix B. Green Media Group	d
Appendix C. Financial Documents	e
Appendix C.1. Projected Income Statement	e
Appendix C.2. Current Financial Status Report	f
Appendix C.3. Financial Statement	f
Appendix C.4. Request for Cash Advance	g
Appendix C.5. Liquidation of Cash Advance	h
Appendix C.6. Request for Reimbursement	i
Appendix C.7. Request to Issue Advance Official Receipt	j
Appendix C.8. Sample Photocopy Slip	j
Appendix C.9. Sample Bookstore Requisition Slip	k
Appendix C.10. Sample Canteen Order Slip	k
Appendix C.11. Ledger Format	l
Appendix C.12. Budget Monitoring (per term)	l
Appendix C.13. Budget Monitoring (per project)	m
Appendix C.14. Billing Statement Format for External Performance Requests	m
Appendix D. Planning Documents	
Appendix D.1. Operational Plan Format	o
Appendix D.2. Organizational Learning Format	u
Appendix E. Project and Production Management & Marketing Management Documents	
Appendix E.1. Project Proposal Format	v
Appendix E.2. Production Checklist	x
Appendix E.3. Solicitation Proposal Format	cc
Appendix E.4. Solicitation Letter	dd
Appendix E.5. Sponsorship Packages	ee
Appendix E.6. Show Script Format	ff
Appendix E.7. Publicity/Production Design Samples	ff
Appendix E.8. Media Activity Form	gg
Appendix E.9. Concept Paper Outline	gg
Appendix E.10. MOA w/ Beneficiary	hh

Appendix E.11 Sponsorship Contract	\
Appendix E.12 Sample MOA with Organization	ii
Appendix E.13 Accomplishment Report	iii
Appendix F. Other Documents	jj
Appendix F.1. Parent’s/Guardian’s Permit and Waiver Form	ll
Appendix F.2. Inventory List of Supplies	
Appendix F.3 Inventory List of Costumes/Property	
Appendix F.4 Minutes of the Meeting	mm
Appendix F.5 Sample Officer’s Contract	oo
Appendix F.6 Sample Members’ Contract	pp
Appendix F.7 Application Form for Officership	qq
Appendix F.8. Performance Request Form Sample	rr
Appendix F.9 Feasibility Meeting Form Sample	ss
Appendix F.10 Granted Performance Request Sample-Call Slip	tt
Appendix F.11 Confirmation of Performance Request Sample-for Clients	uu
Appendix F.12 Performance Request Evaluation Sheet	vv
Appendix F.13 Evaluation Sheet For Self Organized Shows	ww
Appendix F.14 Production and Media Services Request Form	xx
Appendix F.15 Production and Media Services Feasibility Form	yy
Appendix F.16 Production and Media Services Confirmation Form	zz
Appendix F.17 Production and Media Services Evaluation Form	aaa
Appendix F.18 Visitor’s Entry Permit	bbb
Appendix F.19 Reservation Form For SPS 5 th Flr. Rehearsal Room	ccc
Appendix F.20 Building Grounds & Maintenance Form	ddd
Appendix F.21 Violation Form	eee
Appendix F.22 Approved Absence Form	fff
Appendix F.23 Request for Advance Special Exam	ggg
Appendix F.24 Call Slip for Off Campus Activities	ggg
Appendix F.25 Ushering Request Form	hhh
Appendix F.26 Learning By Doing Accreditation Form	iii
Appendix F.27 Sample Monthly Sales Report	iii
Appendix F.28 Electronic Message Form	jjj
Appendix F.29 PUSO Funding Request Form	kkk
Appendix F.30 Performance Grading System and Tuition Discount	lll

Appendix G. Artistic Development Training Syllabi	III mmm nnn
Appendix H. Trainers Professional Rates	ooo
Appendix I. Term-End Documents	zzz
Appendix I.1. A&A Format	
Appendix I.2 List of Members	
Appendix I.3 External Request Report	
	cccc
	dddd
	eeee