UNIVERSITY OF SANTO TOMAS
UST-SIMBAHAYAN COMMUNITY DEVELOPMENT OFFICE

POLICIES AND GUIDELINES FOR COMMUNITY DEVELOPMENT PROJECT PROPOSALS EFFECTIVE SY 2013-2014

The UST-SIMBAHAYAN Community Development Office will **ONLY** process and finance **community development project proposals** of **Student Organizations / Councils** who have met the following requirements:

1. Presented a Certificate of Submission of **TERMINAL AND EXPENSE REPORT** of the previous projects;
2. Presented a Certificate of Attendance of the **COMMUNITY DEVELOPMENT ORIENTATION;**
3. Presented a Certificate that the chosen beneficiary of the project is an **OFFICIAL PARTNER COMMUNITY/INSTITUTION** of the University;
4. Presented a certificate that there is an **UPDATED PROFILE** of the partner community/institution;
5. Presented a certificate that there is a **MEMORANDUM OF UNDERSTANDING OR AGREEMENT** with the said partner community/institution;
6. Followed the UST-SIMBAHAYAN Community Development Office required **PROJECT PROPOSAL TEMPLATE;**
7. Completed the **SIGNATORIES** as reflected in the project proposal;
8. Identified the **BUDGET CODE** with proper timeframe of budget request to be provided by the Community Development Coordinator/Program Development Officers;
9. Attached in the project proposal the **COMMUNITY DEVELOPMENT ACTIVITY EVALUATION FORM** to be accomplished by the **participants and beneficiaries** of the project; and
10. Submitted the project proposal **30 CALENDAR DAYS** before the target date of implementation.

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Note:

- Certificates mentioned in **items 1-5** and the budget code mentioned in **item 8** can be secured from the **Community Development Coordinator** for **Faculty/College-based student organizations/councils** and from the **UST-SIMBAHAYAN Community Development Office** for **University-wide student organizations.**

- Project proposals that have duration of a semester or two should **liquidate first the previous budget** requested before the succeeding budget request can be processed.

- Any vehicle request should be included in the project proposal together with the list of passengers.

cf: OVRRA/Vice Rector for Finance/CD Coordinators/Deans/Administrative Offices