

PROCESS MAP FOR FACULTY/COLLEGE-BASED STUDENT ORGANIZATIONS/COUNCILS' COMMUNITY DEVELOPMENT PROJECT PROPOSAL

Step 1 – CONSULTATION

Consult with the **Community Development Coordinator** of your Faculty/College for a possible project, based on the needs of the community/institution and ask for the **Budget Code** for your project.

Step 2 – PREPARATION

Prepare the proposal based on the required **Project Proposal Template** of the UST-SIMBAHAYAN Community Development Office.

Step 3 – REVIEW

Submit your project proposal to your **Adviser** for comments, suggestions, and endorsement.

Step 4 – ENDORSEMENT

Request for the endorsement signature from your **Adviser, Community Development Coordinator, Dean, SWDB Coordinator, and Regent** of your Faculty/College.

Step 5 – SUBMISSION AND INITIAL EVALUATION

Submit your project proposal **30 calendar days** before the target date of implementation, to the UST-SIMBAHAYAN Community Development Office for initial evaluation.

Step 6 – FOLLOW-UP

Once your project proposal passed the initial evaluation, make a follow-up on the status of your proposal after **3 days**.

Step 7 – APPROVAL AND PREPARATION OF BUDGET AND OTHER REQUESTS

Once your project proposal has been approved, confer with the UST-SIMBAHAYAN Community Development Office Clerk for the preparation of budget. Make a follow-up on the availability of your budget and other requests (i.e. food and transportation) after **two weeks**.

Step 8 – RELEASE OF BUDGET

Once the budget is already available, you may claim your budget at the **Dean's Office** of your specific Faculty/College.

Step 9 – PROJECT IMPLEMENTATION

Implement, monitor, and evaluate your project **with the guidance of your Adviser**.

Step 10 – PROJECT REPORTING AND LIQUIDATION

Submit your **Terminal Report** with necessary endorsement signature from your **Adviser, Community Development Coordinator, Dean, SWDB Coordinator, and Regent** of your Faculty/College and **Expense Report** with necessary endorsement signature from your **Adviser and CD Coordinator**, to your **Adviser two weeks** after the implementation of your project to be submitted to the **Community Development Coordinator**.