

## PROCESS MAP FOR UNIVERSITY-WIDE STUDENT ORGANIZATIONS' COMMUNITY DEVELOPMENT PROJECT PROPOSAL

### Step 1 – CONSULTATION

Consult with your **Adviser** for a possible project, based on the needs of the community/institution.

### Step 2 – PREPARATION

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

### Step 3 – REVIEW AND ENDORSEMENT

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

### Step 4 – 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 5 – FOLLOW-UP

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

UNIVERSITY OF SANTO TOMAS  
UST-SIMBAHAYAN COMMUNITY DEVELOPMENT OFFICE

**Step 6 – 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 7 – RELEASE OF  
BUDGET**

Once the budget is already available, you may claim your budget at the **UST-SIMBAHAYAN Community Development Office**.

**Step 8 – PROJECT  
IMPLEMENTATION**

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

**Step 9 – PROJECT  
REPORTING AND  
LIQUIDATION**

Submit your **Terminal Report and Expense Report** to the **UST-SIMBAHAYAN Community Development Office** with necessary endorsement signature from your **Adviser** **two weeks** after the implementation of your project.