**Workshops Policy**

1. **OBJECTIVES**

   *1.1    To create a smooth flow of planning and preparation for short term workshops*

   *1.2    To define responsibilities of each department involved in the process*

   *1.3    To ascertain that before a workshop can be open to students, two conditions have to met: mentor availability and number of required students.*

2. **POLICY STATEMENT**

   2.1    Program Department responsibilities are:

   - *To create workshops, prepare schedules and venue for the workshop*
   - *To assign or hire mentor to facilitate the workshop for acting or filmmaking*
   - *To endorse to Sales and Marketing department all workshops to be offered to the public.*

   2.2    Sales and Marketing responsibilities are:

   - *To put together marketing collaterals for the workshops*
   - *To respond inquiries regarding workshops*
   - *To sell workshops to the public*

   2.3    Admissions and Registrar responsibilities are:

   - *To prepare the necessary admission application forms to enroll in a workshop*
   - *To submit to TESDA enrollment and terminal reports.*
   - *To prepare participants' profile for the mentor/facilitator of the workshop*
   - *To prepare and provide certificates to participants who have successfully completed the workshop*

   2.4    Technical Support's responsibility is to:

   - *To prepare equipment and facility needed for the workshop*

### 3. WORKSHOP PROGRAM FLOW AND PROCESS

| RESPONSIBILITY | STEP | ACTIVITY |
|---|---|---|
| Program Department | 1 | Create workshop, prepare schedule and venue, assign/hire mentor to facilitate the workshop. |
| | 2 | Forwards/endorses to Sales and Marketing complete workshop information |
| Sales and Marketing | 3 | Put together marketing collaterals for the workshop. |
| | 4 | Endorses workshop participants to Admissions |
| Admissions | 5 | Facilitate enrollment of participants and assist in filling-up of necessary forms such as: TESDA manpower profile and application for admission. |
| Student | 6 | Pay workshop fee |
| | 7 | Attend workshop |
| Registrar | 8 | Prepare certificate of completion for each participant |
| Program Department | 9 | Facilitate evaluation of the workshop and the mentor by the end of the workshop |
| | 10 | Distribute certificates to the students upon completion of the workshop. |