



Office of the Associate Dean for Research and Graduate Studies

UCC CONTRACT AND AGREEMENT PROCESS

At least three (3) weeks prior to the intended date

- OADRGS needs it to ensure proper and timely management.
- OADRGS oversees the contract, which includes guidelines, internal and external policies, budget, and annexes.



At least 2.5 weeks prior to the intended date

- OADRGS submits the contract to the legal counsel for his review and approval.
- Any recommended modifications to clauses or conditions made by the legal advisor must be implemented.



At least one (1) week prior to the intended date

- OADRGS submits the modified contract or agreement to the Presidency's office for signature.
- The legal counsel approval's consultation must be attached to the contract.
- The signed contract is sent to the agency by OADRGS for finalization.

