

MMPROJ2 Endorsement Procedure

1. Secure endorsement slip from Ms. Nitz / Cory at the 14th floor, SDA office.
2. Present the **FINAL OUTPUT** to the adviser. Get approval from the adviser to present the final output to the content evaluator. Adviser SHOULD sign the endorsement slip as approval.
3. Present the **FINAL OUTPUT together with the Executive Summary** to the **CONTENT EVALUATOR**.
4. Have the content evaluator sign the endorsement slip.
5. Show the endorsement slip to the adviser. There should be two (2) signatures, 1 from the adviser and 1 from the content evaluator.
6. **Adviser** should **post list of endorsed students** for **PROJ2 External Defense** to the mmprojadvisers@yahoo.com and MMPROJ@yahoo.com, indicating the student's name, title of project and medium.
7. Show endorsement slip to Ms. Nitz / Cory at the 14th floor, SDA office.
8. Secure payment slip from Ms. Nitz / Cory at the 14th floor, SDA office.
9. Pay external defense fee of P900 at the Accounting Office, 3rd floor.
10. Submit duplicate copy of the official receipt (yellow) to Ms. Nitz / Cory at the 14th floor, SDA office.

NOTE:

*** Marketing collaterals, marketing paper and power point presentation must be presented to the adviser and NOT to the content evaluator.**

*** Endorsement slip must be presented to the PROJ Adviser-in-charge during External Defense.**

*** Should there be any MINOR REVISIONS in the Final Output, students coordinate with their respective content evaluators for screening prior to the External Defense.**