



Junta
Administrativa

Universidad de Puerto Rico en Arecibo

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CERTIFICATION NUMBER 2010-2011-54

I, Johanne Rivera Rivera, Secretary of the Administrative Board of the University of Puerto Rico at Arecibo, CERTIFY THAT: -----

The Administrative Board, in an ordinary meeting held on February 15, 2011, considered the Proposal to establish a procedure as to deliver press releases through the mailing service "Cartero El Lobo" of the University of Puerto Rico at Arecibo, submitted by the Office of Planning and Institutional Studies. The Board agreed:

TO APPROVE THE PROPOSAL TO ESTABLISH A PROCEDURE AS TO DELIVER PRESS RELEASES THROUGH THE MAILING SERVICE "CARTERO EL LOBO" OF THE UNIVERSITY OF PUERTO RICO AT ARECIBO.

The Procedures approved are part of this Certification.

For legal statement, I expedite the following Certification at Arecibo, Puerto Rico, today February seventeen of year two thousand eleven.

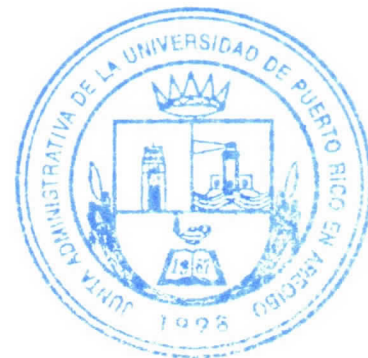
Johanne Rivera Rivera
Administrative Secretary

jrr

Enclosure

I certify correct:

Prof. Juan Ramirez Silva
Rector



Procedure as to Deliver Press Releases through the Mailing Service "Cartero El Lobo"

I. Classification of Delivery

- a. All communication delivered within the UPR are considered systematic.
- b. All communication delivered to the UPRA university community are considered institutional.
- c. All communication delivered to a specific deanery area, will be delivered through the correspondent dean area.

For example:

- ✓ All communication of the Academic Affairs Deanery is those addressed to the teachers and the students when related to academic affairs.
- ✓ All communication of the Student Affairs Deanery is those addressed to the personnel of that specific area, and the students when related to students' affairs.
- ✓ All communication of the Administrative Affairs Deanery is those addressed to the teachers, personnel and students when they are related to administrative processes.

II. Procedure to deliver the communications. All communication that is not considered institutional must be approved by the dean or designated person by the dean.

- a. All systematic and institutional communications will be authorized and delivered under the Rectors' Department.
- b. All communication of the departments and offices will be authorized and delivered under the correspondent deanery, using the following e-mail addresses:
 - ✓ correoupra.rectoria@upr.edu – institutional communications and Rector dependencies
 - ✓ correoupra.academicos@upr.edu – communication of the academic departments and other dependencies of the deanery
 - ✓ correoupra.administrativo@upr.edu – communication of the Administrative Academic Deanery dependencies
 - ✓ correoupra.estudiantes@upr.edu – communication of the Students Affairs Deanery dependencies.
- c. The correspondent Rector or Deanery will send the approved communications to be delivered to the Technologies of Information Center (CTI), through the e-mail correoupra.cti@upr.edu.
- d. All communication to be delivered must be sent four (4) days prior to delivery.

The communications will be published simultaneously in the blog of each deanery through the e-mail www.upra.edu.

Approved by the Administrative Board
University of Puerto Rico at Arecibo
Certification Number 2010-11-54