


Policy No:	ADM-POL-PAMD-0002
Policy Title:	Video Editing Policy
Implementation Procedure:	ADM-PROC-PAMD-0002 Video Editing Procedures
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Public Affairs and Media Development
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to detail the Colegio's rules and regulations in accepting video editing services.
Detailed Policy Statement:	<ul style="list-style-type: none"> • Students and employees who wish to avail of the video editing / dubbing services should submit an accomplished service requisition slip at least two days before the proposed schedule of editing. • All requests will be subject for scheduling. The PAMD reserves the right to adjust the schedule dates in cases of unavoidable circumstances. • All requisitioners are required to have a pre-production meeting with the Video Editor to formally discuss the scope of the project. • The requisitioner should bring all the necessary materials needed for the finished project or master. • The Media Center also accepts external clients for video editing/ dubbing. • All external clients will be charged with a fee for the video editing services • The fee for external clients will be dependent on the number of hours used, cost of editing and the prevailing rate card of the department. • All payments for video editing should be made through the Financial Affairs Division.
Applicability:	All students, employees and external clients
Policy Approval Authority:	Director of the Public Affairs and Media Development
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 <hr/> Ms. Jhennie Villar
Date of Approval	

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