


Policy No:	ADM-POL-PAMD-0003
Policy Title:	Lay-out Assistance Policy
Implementation Procedure:	ADM-PROC-PAMD-0003 Graphic Design Production Procedure
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 (PAMD)
"Supersedes" Notification:	
Purpose of Policy:	The policy details the Colegio's terms and conditions in requisition and approval of all lay-out assistance.
Detailed Policy Statement:	<ul style="list-style-type: none"> • All requisitioners should fill out the layout assistance form. • All requests are subject for approval from the Director of the PAMD. • Layout will only commence once complete materials (in soft copy) were submitted. • The PAMD has the discretion of determining the duration needed to finish the work. • The approval of the final design shall be decided by the requisitioner. • The final output shall be produced by the Artist only when the requisitioner has rendered the final approval. • The format of the final output shall be decided by the requisitioner. • The Artist and the PAMD will not be responsible for any errors, after the final output has been made. • In case corrections were observed in the final output, the requisitioner has to submit another layout requisition form. • PAMD only assists in the layout/design. It is the responsibility of the requisitioner to process the production and printing.
Applicability:	All students and employees
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 style="width: 100px; margin-left: 0;"/> Ms. Jhennie Villar
Date of Approval	

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