


Policy No:	ADM-POL-PAMD-0005
Policy Title:	Photo and Video Coverage Policy
Implementation Procedure:	ADM-PROC-PAMD-0005 Photo and Video Coverage 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
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to establish the Colegio's policy on accepting photo and video coverage of institutional and departmental events.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• The PAMD automatically provides photo and video coverage to all institutional activities.</li> <li>• Departments who wish to have photo and video coverage for their events should submit a service requisition slip at least two working days before the activity.</li> <li>• All requests shall be screened and approved by the Director of the department</li> <li>• The PAMD implements the first come first served policy for departmental events.</li> <li>• In cases of conflicts in the schedule, PAMD reserves the right to decide which one to prioritize.</li> <li>• All department requisitioners should submit the materials needed for the photo and video coverage. The list of materials shall be given by the PAMD staff.</li> <li>• All the needed materials for the coverage should be delivered to the PAMD at least one day before the activity.</li> <li>• The PAMD owns the discretion of determining the number of days needed to produce the final videos and photos.</li> </ul>
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/> Ms. Jhennie Villar
Date of Approval	

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