


Policy No:	ADM-POL-PAMD-0008
Policy Title:	Graduation Photo Packages Policy
Implementation Procedure:	ADM-PROC-PAMD-0008 Selection of Photo Package Service Provider
Date of Issuance:	S.Y. 2012 to 2013
Effectivity:	S.Y. 2012 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Public Affairs and Media Development (PAMD)
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to centralize, monitor and regulate the graduation photo packages.
Detailed Policy Statement:	<ul style="list-style-type: none"> • The PAMD is the lone office in the Colegio authorized to handle the portrait packages of the graduating students. • The Colegio outsources a company who will handle the photo packages of the graduating students. • The PAMD, in coordination with the Financial Affairs Division, is responsible for screening and selecting the official photo package service provider for the Colegio. • A memorandum of agreement between the Colegio and the selected service provider shall be made in order to protect the interest of the Colegio. • The Financial Affairs Division determines the price of the photo packages. • The PAMD's responsibility is limited in the monitoring, facilitating the pictorial and releasing the photo packages. • The collection of payments and issuance of receipts are included in the responsibility of the Financial Affairs Division. • Only paid photo packages shall be released by the PAMD. • A copy of the receipt is required in claiming the photo package. Graduates who lost their receipt could present two valid IDs as substitute. • Photo packages could also be claimed by the authorized representative of the graduate. However, a receipt and letter of authorization are required. • Unclaimed photo packages after five years after the year of graduation shall be disposed by the PAMD
Applicability:	All graduates
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. Jhermie Villar
Date of Approval	

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