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| Procedure No: | ADM-PROC-PAMD-0002 |
| Procedure Title: | Video Editing Procedures |
| Related Policy: | ADM-POL-PAMD-0003 Video Editing Policy |
| Date of Issuance: | S.Y. 2010 to 2011 |
| Effectivity: | S.Y. 2010 to present |
| Page Number: | One (1) |
| Office of Origin: (Procedure Expert) | Public Affairs and Media Development |
| "Supersedes" Notification: | |
| Procedure Description: | This procedure contains the requisition and approval of all requests for video editing procedures. |
| Areas of Responsibility: | Public Affairs and Media Development |
| Procedure Details: | <p>Step 1. The requisitioner submits an accomplished service requisition form.</p> <p>Step 2. The Media Editor evaluates the request made. The duration needed for the work to finish is also presented to the requisitioner.</p> <p>Step 3. The form is forwarded to the Director or Assistant Director of the PAMD.</p> <p>Step 4. The initial output is shown to the requisitioner.</p> <p>Step 5. The Media Editor implements the necessary revisions.</p> <p>Step 6. The final output is produced. The requisitioner is asked to render his signature for approval of the material.</p> |
| Procedure Approval Authority: | Director of the Public Affairs and Media Development |
| References: | Service Requisition Form |
| Definition: | |
| Help Page: | Public Affairs and Media Development |
| Prepared by: | Planning, Funding and Development Office |
| Approved by: |  <hr/> Ms. Jhennie Villar |
| Date of Approval: | |

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