


Procedure No:	ADM-PROC-PAMD-0005
Procedure Title:	Photo and Video Coverage Procedure
Related Policy:	ADM-POL-PAMD-0005 Photo and Video Coverage 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 photo and video coverage.
Areas of Responsibility:	Public Affairs and Media Development
Procedure Details:	<p>Step 1. Offices who wish to have photo and video and coverage on their departmental events submits an accomplished service requisition slip at least two days before the activity.</p> <p>Step 2. The Media Center personnel checks the availability of their schedule. The requisitioner is also informed of the needed storage materials needed for the coverage.</p> <p>Step 3. If the proposed schedule is available, the request is forwarded to the Media Center Director.</p> <p>Step 4. The materials are forwarded to the PAMD by the requisitioner a day before the activity.</p> <p>Step 5. The photo and video coverage is undertaken.</p> <p>Step 6 The PAMD processes the final copy of the photo and video coverage.</p> <p>Step 7. The final copy of the coverage is given to the requisitioner.</p>
Procedure Approval Authority:	Director of the Public Affairs and Media Development
References:	Service Requisition Slip
Definition:	
Help Page:	Public Affairs and Media Development
Prepared by:	Planning, Funding and Development Office
Approved by:	 <hr/> Ms. Jhenlie Villar
Date of Approval:	