

Policy No:	ADM-POL-PAO-0004
Policy Title:	Printing of the Letran News
Implementation Procedure:	ACA-PROC-PAO-0004 Printing Procedure of the Letran News
Date of Issuance:	S.Y. 2009 to 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Public Affairs Office
"Supersedes" Notification:	
Purpose of Policy:	This policy is designed to systematize the selection, acceptance and preparation process in the printing of the Letran News.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• The Public Affairs Office is the exclusive office that gathers and accepts articles for publication in the Letran News.</li> <li>• The Editor-in-Chief has the responsibility of conducting the initial review and edit of all the articles that were submitted for publication.</li> <li>• The Managing or Associate Editors conducts the second screening of the articles that will be included in the initial lay out.</li> <li>• The Publication Assistant is the only employee allowed to do the layout of the Letran News.</li> <li>• The Public Affairs Office coordinates with the Finance and Resources Department in providing the printing company for the Letran News.</li> <li>• The Finance and Resources Office possesses the full authority in the selection of the printing company.</li> <li>• Proofing and editing are two key processes that should not be eliminated in the production of the Letran News.</li> <li>• The Letran News Adviser (Rector and President) provides the final approval before the final printing of the Letran News.</li> </ul>
Applicability:	All employees
Policy Approval Authority:	Director of the Public Affairs Office
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	_____ Ms. Jhennie Villar
Date of Approval	

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.