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| Policy No:                           | ADM-POL-PAO-0013  |
| Policy Title:                        | Posting Announcements in the Bulletin Boards  |
| Implementation Procedure:            | ADM-POL-PAO-0010 Procedure for Using Bulletin Boards  |
| Date of Issuance:                    | S.Y. 2009 to 2010   |
| Effectivity:                         | S.Y. 2009 to present  |
| Page Number:                         | One (1)   |
| Office of Origin:<br>(Policy Expert) | Public Affairs Office   |
| "Supersedes" Notification:           |   |
| Purpose of Policy:                   | The policy aims to establish the terms and conditions in the usage of bulletin boards.  |
| Detailed Policy Statement:           | <ul style="list-style-type: none"> <li>• All requests for posting of announcements (e.g. communications, memoranda, flyers, posters, etc.) in the bulletin boards shall be submitted and endorsed to the Center for Public Affairs and Media Development (PAMD).</li> <li>• The PAMD Director or his official representative shall approve the request for posting. The director or the representative shall sign in the announcement and will indicate its validity date.</li> <li>• No other signatory is allowed to approve the request for posting. Other department directors might endorse the request but still, the final approving authority should still be the PAMD.</li> <li>• Only the announcement with the stamp "approved for posting" shall be displayed in the bulletin boards.</li> <li>• PAMD, together with the Auxiliary Services, shall facilitate the removal of the announcement after its due date.</li> <li>• PAMD and the Auxiliary Services shall facilitate the removal of the announcement after its due date.</li> <li>• PAMD and Auxiliary Services reserve the right to remove "unapproved / unofficial" announcements in the bulletin boards.</li> </ul> |
| Applicability:                       | All 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 style="width: 20%; margin-left: 0;"/> Ms. Jhennie Villar  |
| Date of Approval                     |   |

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