**Policy No:** ADM-POL-PAMD-0005  
**Policy Title:** Photo and Video Coverage Policy  
**Implementation Procedure:** ADM-PROC-PAMD-0005 Photo and Video Coverage Procedure  
**Date of Issuance:** S.Y. 2010 to 2011  
**Effectivity:** S.Y. 2010 to present  
**Page Number:** One (1)  
**Office of Origin:** Public Affairs and Media Development  
**“Supersedes” Notification:**  
**Purpose of Policy:** The policy aims to establish the Colegio's policy on accepting photo and video coverage of institutional and departmental events.  
**Detailed Policy Statement:**  
- The PAMD automatically provides photo and video coverage to all institutional activities.  
- Departments who wish to have photo and video coverage for their events should submit a service requisition slip at least two working days before the activity.  
- All requests shall be screened and approved by the Director of the department  
- The PAMD implements the first come first served policy for departmental events.  
- In cases of conflicts in the schedule, PAMD reserves the right to decide which one to prioritize.  
- All department requisitioners should submit the materials needed for the photo and video coverage. The list of materials shall be given by the PAMD staff.  
- All the needed materials for the coverage should be delivered to the PAMD at least one day before the activity.  
- The PAMD owns the discretion of determining the number of days needed to produce the final videos and photos.  
**Applicability:** All students and 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** Ms. Jhennie Villar  
**Date of Approval**