


Policy No:	ADM-POL-PAMD-0007
Policy Title:	Yearbook Policy
Implementation Procedure:	ADM-PROC-PAMD-0007 Selection of Printing Company for the Yearbook
Date of Issuance:	S.Y. 2012 to 2013
Effectivity:	S.Y. 2012 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Public Affairs and Media Development (PAMD)
"Supersedes" Notification:	
Purpose of Policy:	This aims to establish the selection, preparation and releasing of yearbooks to graduates.
Detailed Policy Statement:	<ul style="list-style-type: none"> • The PAMD is the exclusive department that facilitates the preparation and releasing of the institutional yearbook. • The printing of the Colegio's institutional yearbook is outsourced to a credible printing company. • The PAMD in coordination with the Financial Affairs Division, handles the selection of the printing company who will be responsible for the full production of the yearbook. • A memorandum of agreement is made between the Colegio and the outsourced printing company, in order to ensure the fulfillment of the task. • Only students who have availed of the graduation portrait packages will be included in the yearbook. • The price of the yearbook shall be determined by the Financial Affairs Division. • Only graduates who made full payment for the yearbook before the graduation rites shall be entitled for a copy. • Graduates, who decided to avail of the yearbook after graduation, should pay the price of the yearbook to the Financial Affairs Division. However, the availability of the yearbook shall be dependent on the number of extra supplies. • The issuance of the yearbook will be dependent on the working days and processing period of the outsourced printing company and the Financial Affairs Division. • The PAMD exhaust all the necessary communication means once the yearbook is already available. • Graduates should present their valid receipt in claiming for the yearbook. Graduates who lost their receipt should present two valid IDs as an alternative. • Representatives of the graduates are allowed to claim the yearbook upon presentation of the valid receipt of payment and letter of authorization. • Graduates are given five years in claiming their yearbooks. Yearbooks that were paid but remained unclaimed after such number of years shall be forfeited. • In cases there are discrepancies or faults in the graduates' information in the yearbook, the PAMD is compelled to do the necessary actions to correct the information.
Applicability:	Graduates, PAMD and Financial Affairs Division
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/> Ms. Jhennie Villar
Date of Approval	

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