


Procedure No:	ADM-PROC-PAMD-0003
Procedure Title:	Layout Assistance Procedure
Related Policy:	ADM-POL-PAMD-0003 Layout Assistance 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 layout assistance.
Areas of Responsibility:	Public Affairs and Media Development
Procedure Details:	<p>Step 1. The requisitioner submits an accomplished layout assistance form.</p> <p>Step 2. The Artist evaluates the request made. The duration needed for the work to finish is also presented to the requisitioner.</p> <p>Step 3. The form is forwarded to the Director or Assistant Director of the PAMD.</p> <p>Step 4. The initial output is shown to the requisitioner.</p> <p>Step 5. The Artist implements the necessary revisions.</p> <p>Step 6. The final output is produced. The requisitioner is asked to render his signature for approval of the material.</p>
Procedure Approval Authority:	Director of the Public Affairs and Media Development
References:	Layout Assistance Form
Definition:	
Help Page:	Public Affairs and Media Development
Prepared by:	Planning, Funding and Development Office
Approved by:	 <hr/> Ms. Jhennie Villar
Date of Approval:	