<table>
<thead>
<tr>
<th><strong>Procedure No:</strong></th>
<th>ADM-PROC-PAMD-0003</th>
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<tbody>
<tr>
<td><strong>Procedure Title:</strong></td>
<td>Layout Assistance Procedure</td>
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<tr>
<td><strong>Related Policy:</strong></td>
<td>ADM-POL-PAMD-0003 Layout Assistance Policy</td>
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<tr>
<td><strong>Date of Issuance:</strong></td>
<td>S.Y. 2010 to 2011</td>
</tr>
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<td><strong>Effectivity:</strong></td>
<td>S.Y. 2010 to present</td>
</tr>
<tr>
<td><strong>Page Number:</strong></td>
<td>One (1)</td>
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<tr>
<td><strong>Office of Origin:</strong></td>
<td>Public Affairs and Media Development</td>
</tr>
</tbody>
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**"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:**

1. The requisitioner submits an accomplished layout assistance form.
2. The Artist evaluates the request made. The duration needed for the work to finish is also presented to the requisitioner.
3. The form is forwarded to the Director or Assistant Director of the PAMD.
4. The initial output is shown to the requisitioner.
5. The Artist implements the necessary revisions.
6. The final output is produced. The requisitioner is asked to render his signature for approval of the material.

**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:**
Ms. Jennie Villar

**Date of Approval:**

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