


Procedure No:	ADM-PROC-PAMD-0007
Procedure Title:	Selection of Printing Company for the Yearbook
Related Policy:	ADM-POL-PAMD-0007 Yearbook Policy
Date of Issuance:	S.Y. 2012 to 2013
Effectivity:	S.Y. 2012 to present
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Office of Origin: (Procedure Expert)	Public Affairs and Media Development
"Supersedes" Notification:	
Procedure Description:	This procedure aims to establish the selection process of the Colegio's yearbook.
Areas of Responsibility:	Public Affairs and Media Development
Procedure Details:	<p>Step 1. The PAMD coordinates with the Financial Affairs Division on the screening of possible printing companies for the yearbook.</p> <p>Step 2. The PAMD schedules a meeting participated by the Financial Affairs Division and each of the printing company bidders.</p> <p>Step 3. The PAMD conducts a deliberation with the Financial Affairs Division.</p> <p>Step 4. The PAMD informs the selected printing company to discuss the Colegio's terms and memorandum of agreement.</p> <p>Step 5. A memorandum of agreement is signed between the Colegio and the selected printing company.</p>
Procedure Approval Authority:	Director of the Public Affairs and Media Development
References:	
Definition:	
Help Page:	Public Affairs and Media Development
Prepared by:	Planning, Funding and Development Office
Approved by:	 <hr/> Ms. Jhennie Villar
Date of Approval:	

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