


Procedure No:	ADM-PROC-PAMD-0008
Procedure Title:	Selection of Photo Package Service Provider
Related Policy:	ADM-POL-PAMD-0008 Graduation Photo Packages 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 (PAMD)
"Supersedes" Notification:	
Procedure Description:	This procedure facilitates the selection, approval and monitoring of photo service providers hired by the Colegio.
Areas of Responsibility:	Public Affairs Office
Procedure Details:	<p>Step 1. The PAMD coordinates with the Financial Affairs Division for the outsourced photo service provider of the graduating batch.</p> <p>Step 2. The PAMD, in coordination with the Financial Affairs Division, schedules a meeting with the photo service provider bidders.</p> <p>Step 3. The PAMD and the Financial Affairs Division selects the final photo service provider.</p> <p>Step 4. The selected photo service provider is called to discuss the terms and conditions of the memorandum of agreement.</p> <p>Step 5. The Colegio (represented by the PAMD and the Financial Affairs Division) enters into a memorandum of agreement.</p> <p>Step 6. The PAMD monitors the compliance of the photo service provider.</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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