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SECTION	PRODUCT REALIZATION	Effectivity Date	
SUBJECT	PRODUCTION AND DISTRIBUTION OF S&T POST		

1.0 Objective

- To establish an efficient and effective system in the production and distribution of S&T Post

2.0 Scope

- The procedure covers the production and distribution processes of S&T Post.

3.0 Definition of Terms

Associate Editor – assists the Editor-in-Chief in editing task

Design – the overall look of a page or the entire magazine

Distribution – the process of disseminating the copies of S&T Post to intended audience

Editor-in-Chief – reviews the material for readability and understandability to intended audience

Executive Editor – Division Chief of CRPD who approves the entire issue and endorses to
Publication Director

Layout – the process of arranging the articles, photos, images and space on magazine pages

Production – the process of publishing the S&T Post magazine from concept to bound copy


Proof – the “blueprint” or draft look of the finalized copy produced by the printing press

Proofread – the process of reviewing the revised copy for typographical and other errors based
on the edited draft copy

Publication Director – Director of STII who gives final approval to the entire issue and its
financial documents

4.0 Records

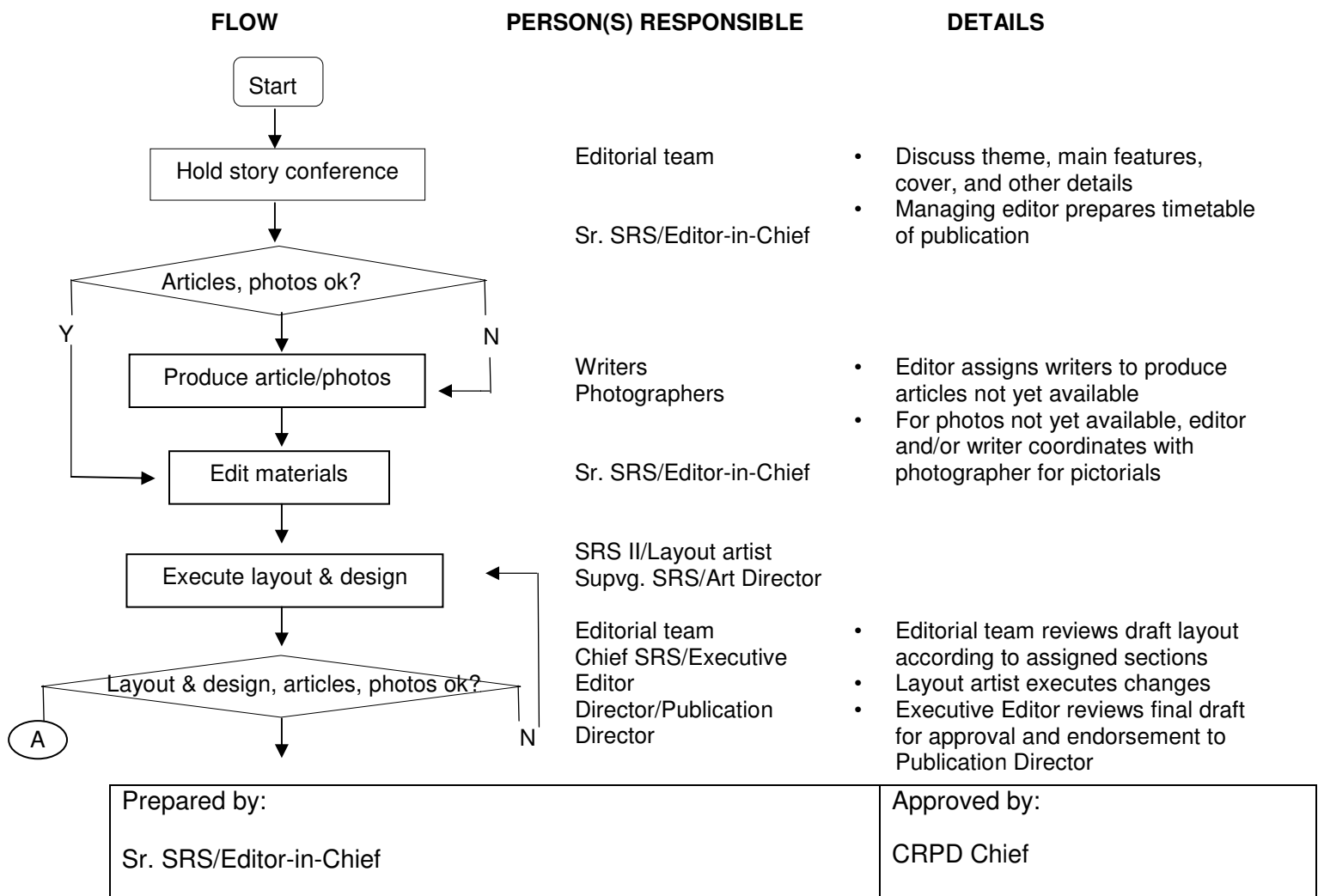
Prepared by: Sr. SRS/Editor-in-Chief	Approved by: CRPD Chief
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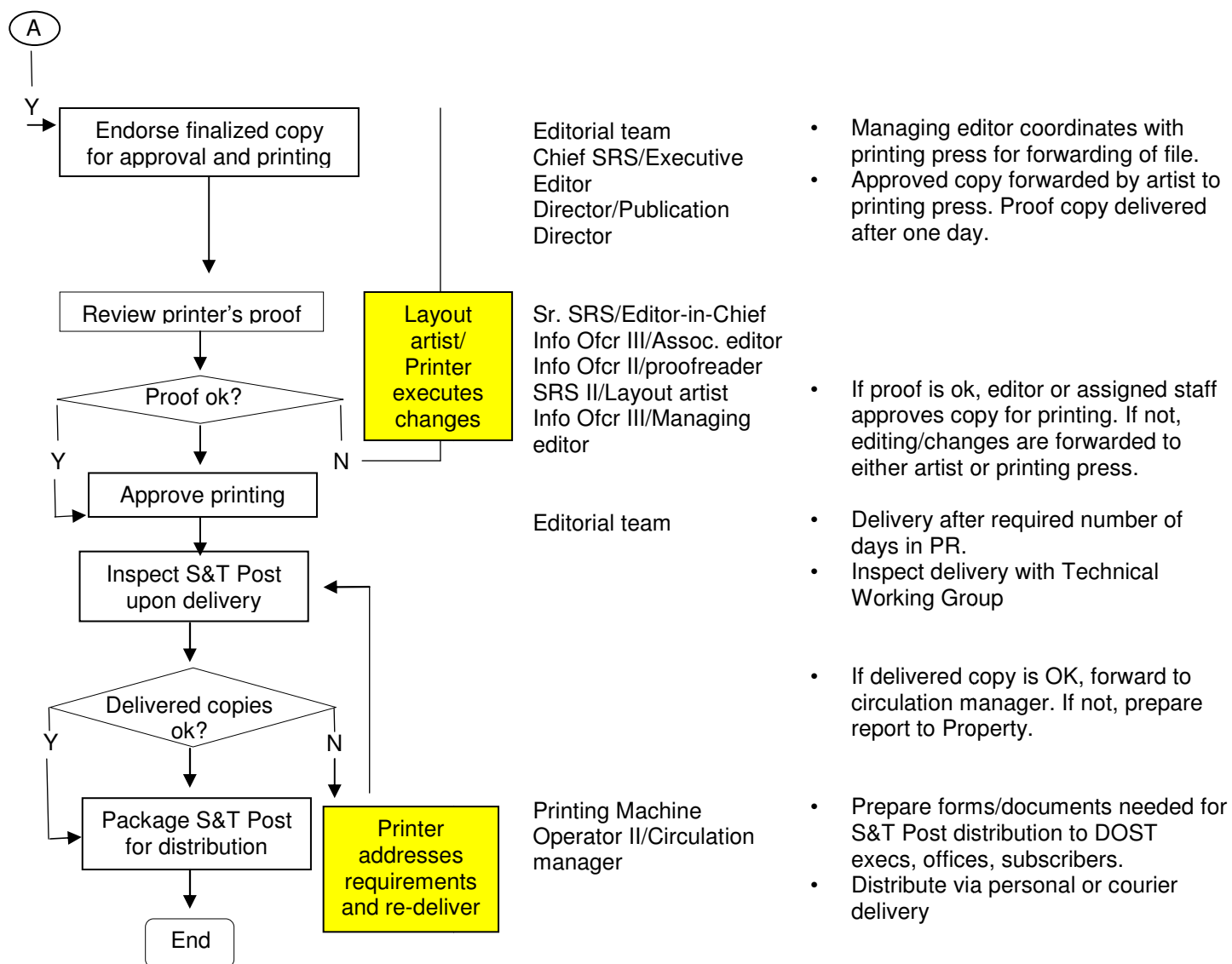
- Draft layout copies
- Proof copy/copies

5.0 References

6.0 Procedure



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