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CONDUCT OF FILM/TV REPRESENTATIVES IN MTRCB PREMISES

MTRCB MEMORANDUM CIRCULAR NO. 99-09, September 06, 1999

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It has come to our attention that some Film/TV Representatives still approach MTRCB Officers and Members seeking to facilitate or expedite the review and release of materials they have submitted to the Board for review and approval. Some of these incidents have resulted in undue pressure upon the Board and Staff Members and have also opened the possibility of irregularities in the conduct of the Board's work.

IN THIS REGARD, the following policies and procedures with respect to the conduct of the Film/TV representatives while in the MTRCB premises in the course of their work shall be observed and implemented, effective immediately:

1. All transactions concerning the submission of relevant materials for the Board's inspection and review shall be coursed through the MTRCB Registration Office only. This includes follow-ups that may be needed to check whether the Board has approved the submitted materials or not.

2. The 3rd and 4th Floor Preview Areas shall be off-limits to non-Board personnel, except in cases where the Representative/s of a material being reviewed may be asked or allowed to be present to answer questions or provide information to the board of the Committee undertaking the review.

3. Outside of the review session, Film and TV Representatives shall not be allowed to approach any Board Member regarding materials scheduled for inspection or review. Should there be any need for the Representatives to speak to any other MTRCB officer or staff member, they shall make the necessary appointments to do so.

4. Film and TV representatives, and all other personnel of any entity registered with the Board, are prohibited from making any offers of money, gift, food, or similar items to any MTRCB Member, officer or staff member. MTRCB Members, officers and staff members are likewise prohibited from asking for any payments, gifts, or any other offers other than what is provided for under the Board's regulations and procedures. All payment in relation to the Board's work of inspection and review must be made to the MTRCB cashier and properly receipted.

Failure to comply with the above may result in the suspension or cancellation of the film or TV programs permit and other administrative and criminal sanctions.

The MTRCB Registration and Operations Division, as well as the Building Security, are tasked with ensuring compliance with the above policies and procedures.

For your information and strict compliance.

Adopted: 6 Sept. 1999

(SGD.) ARMIDA P.E. SIGUION-REYNA
Chairman

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