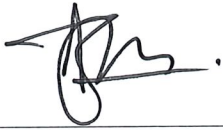



## PROMOTION & PUBLICATION UNIT

Prepared By:-	Approved By:-
	
Name : Azura binti Abdul Razak	Name : Shahrizad binti Sa-idul Haj
Position : Deputy Director Office for Communication Advocacy and Promotion	Position : Director Office for Communication Advocacy and Promotion
Date : 14/8/2024	Date : 14/8/2024

## 1.0 OBJECTIVE

The purpose of this document is to ensure that the publication processes are effectively and efficiently managed.

## 2.0 SCOPE

The procedure covers the following activities:

- 2.1 Annual Report
- 2.2 Diary, Calendar and Planner
- 2.3 Greeting Cards

## 3.0 ACCOUNTABILITY

## 4.0 ABBREVIATION

3.1	DMR	: Deputy Management Representative
3.2	DD	: Deputy Director
3.3	AA	: Administrative Assistant
3.4	GD	: Graphic Designer
3.5	FR	: Finance Division Representative
3.6	EDF	: Executive Director of Finance
3.7	OCAP	: Office for Communication, Advocacy and Promotion

## 5.0 REFERENCE

-NA-

## 6.0 RECORD RETENTION PERIOD

## 7.0 PROCESS FLOW

### Responsibility

DD

DMR / AO / GD

DD/AA

AA

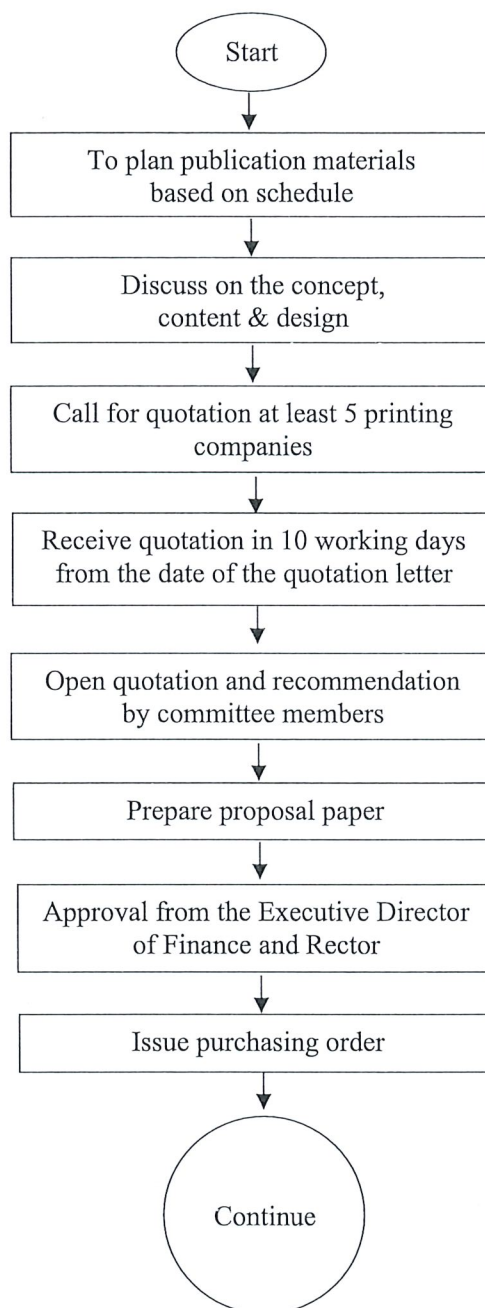
DD / FR / DMR

DD and AA

DD

AA / FR

### Flow Chart



DMR / DD / GD

DD / DMR

DMR

AA

AA

AA

AA

