

1.0 AIM AND SCOPE

1. This document is to explain the methods of executing announcements through **Pentadbir Emel Jabatan**.
2. This document contains the guidelines and procedures for an announcement that must be obeyed by all Pentadbir Emel Jabatan so that the announcements made can be convey immediately and systematically to USM citizens.
3. The announcement switching from **Pentadbir Emel USM** to **Pentadbir Emel Jabatan** is executed to ease the self-emailing documentation. This process will reduce the waiting time to make the announcement

2.0 ANNOUNCEMENT PROCEDURE

1. Announcement's content must follow the standardized format as below:

Activity Title	:
Date	:
Time	:
Place	:
Description (Bahasa Melayu)	: ** Compulsory to fill
Description (English)	: ** Fill if there's any
2. Any announcements that involves **OUTSIDERS** should get the **APPROVAL from MPRC Office** before the announcement can be made public. **Pentadbir Emel Jabatan** is responsible for getting the approval from the PRO Office.
3. Announcements to be made must be sent using the department's email account. If the department does not have one, please send an application to Email and Document Management Unit (UEPD), Centre for Knowledge, Communication & Technology to create one.
4. **Announcement** made must be full and complete, easy to understand and the file size **not exceeding 5 MB**.
5. Send the receiver's list for the announcement based on the mailing list provided by Email Unit.

3.0 GUIDELINE TO FOLLOW

1. Insert the name of the officer as the sender of the announcement. This is to ensure the authenticity and integrity of the announcement's content falls under the responsibility of the officer which will be put under the announcement's footer.
2. Users are forbid to upload any attachment files with these extensions:
 - .scr, .com, .exe, .dll, .pif, .vbs, .bat, .asd, .chm, .ocx, .hlp, .hta, .js, .vb, .shs, .vb, .vbe, .wsf, .wsh, .reg, .ini, .diz, .cpp, .cpl, .vxd, .sys, .cmd

These extensions might contain viruses and will be spread when opened.
3. Pentadbir Emel Jabatan is fully responsible for all the announcements made to public.
4. Announcement that consists of political speeches, gambling, criminal intents, racial slurs and personal business which brings personal benefits is **NOT ALLOWED**.
5. If Pentadbir Emel Jabatan does not follow the guidelines provided, PPKT will not hesitate and will take back the privilege of sending announcement which is given to the department.

4.0 CHECK LIST

Num	Action	Check (/)	Remark
1.	Getting approval from Arahan Ketua PTJ.		
2.	Preparing the announcement following the standardized format listed under 2.0 Procedure.		
3.	Apply for MPRC approval for announcement on events / programs / activities involving cooperation with outsiders.		
4.	Check the announcement email whether it follows the designated guideline.		
5.	Insert a Disclaimer <i>footnote</i> .		
6.	Sending the announcement to all users using Pentadbir Emel Jabatan's email account.		