



Office of the President of the Philippines  
**MOVIE AND TELEVISION REVIEW AND CLASSIFICATION BOARD**  
6/F President Tower, 81 Timog Ave., Quezon City Tel

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**MEMORANDUM CIRCULAR NO. 04-07**

TO : ALL MOVIE PRODUCERS / DISTRIBUTORS / TV STATION  
MANAGERS / BLOCKTIMERS / REPRESENTATIVES

FROM : THE MTRCB CHAIRMAN

SUBJECT : CUT-OFF TIME FOR REVIEW AND APPROVAL OF PUBLICITY  
MATERIALS

DATE : March 8, 2007

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So as to avoid undue pressure upon the Board and the Staff Members, effective immediately, the following rules have to be observed with respect to the application of publicity materials for review and classification:

Publicity materials such as movie/TV trailers, teasers, plugs, layouts, and still photos may be reviewed on the same day it is being applied for, provided that fees are paid for and is submitted before the cut-off period.

As regular movie review sessions are scheduled at 1:30 P.M. and 3:30 P.M., there will be a maximum of two (2) trailers to be reviewed before every movie review session. Cut-off time for application of trailers to be reviewed before the 1:30 P.M. session shall be at 11:30 A.M., and cut-off time for application of trailers to be reviewed before the 3:30 P.M. session shall be at 2:00 P.M., subject however, to a "first-come, first-served" basis. Fees paid for trailer review shall be forfeited, if applicant requests for cancellation or re-scheduling of trailer review. Requests for trailer review outside of the review schedule or after the cut-off time shall require prior approval of the Chairman and shall be considered a special review.

Cut-off time for application of TV plugs/teasers, layouts, and still photos to be reviewed/approved on the same day it is being applied for, is 2:00 P.M. Applications that are received after the 2:00 P.M. cut-off shall already be scheduled for review/approval on the following day.

Please be guided accordingly.

  
**MA. CONSOLIZA P. LAGUARDIA**  
Chairman *cb*