

REPUBLIC OF THE PHILIPPINES
Sandiganbayan
Quezon City

**REVISED SANDIGANBAYAN MEDIA ACCREDITATION
GUIDELINES AND POLICIES**

A. PURPOSE

These Guidelines and Policies define the policies and procedures in the accreditation of media representatives in the Sandiganbayan in order to facilitate media coverage of court proceedings, special events and activities held in the Sandiganbayan.

B. POLICIES

1. All requests for media accreditation must be covered by a duly accomplished application form, together with an endorsement letter from the managing editor of their media organization/agency involved and ID picture.
 - a. The Sheriff and Security Services Division (SSSD) of the Court shall conduct a verification with the concerned media organization/agency to ascertain the legitimacy of connection/employment of the applicant.
 - b. For new applicants, reporters must submit an endorsement letter from the managing editor of the media organization/agency concerned addressed to MR. ALBERT A. DELA CRUZ, Acting Chief Judicial Staff Officer, SSSD of the Court.
 - c. No Sandiganbayan Media Identification (ID) Card will be issued without the said endorsement letter from the managing editor of the media organization/agency concerned.
2. The Sandiganbayan Media ID card is issued to reporters, camera technicians, assistant camera technicians, and/or photojournalists/photographers legitimately covering the Sandiganbayan on an average of two (2) to three (3) times a week and representing major broadcast networks, multimedia, daily broadsheets and tabloids that have national or provincial circulation.

3. The Sandiganbayan Media ID card is valid only for six (6) months subject to renewal.
 - a. New designs of the Sandiganbayan Media ID card is prepared by the SSSD and approved by the Executive Clerk of Court IV (ECCIV) prior to its printing and issuance.
 - b. The SSSD regularly monitors legitimacy of connection/employment of bearers of the Sandiganbayan Media ID card with their respective media organizations/agencies.
4. The Sandiganbayan Media ID card bears the full name, signature, and picture of the bearer, his/her ID number and the signature of the ECCIV. Its dorsal side contains information on the use of the ID and media access in the Sandiganbayan.
5. The Sandiganbayan Media ID card is non-transferable and shall become void, if altered.
6. The Sandiganbayan Media ID card should be worn conspicuously at all times, together with the bearer's valid Media Agency card, while inside the premises of the Sandiganbayan.
7. Bearers of the Sandiganbayan Media ID card are required to wear appropriate attire while inside the Sandiganbayan premises. The wearing of slippers, sandals, head caps, shorts, and undershirts is not allowed.
8. When the arrival of party litigants is imminent, correspondents must remain behind the barriers and not stand or walk through the area between the said barriers.
9. The bearers of Sandiganbayan Media ID have the following access privileges:
 - a. Accredited correspondents may enter and exit through the lobby door at Commonwealth Avenue or at the back door (fronting the parking area) between 8:00 A.M. and 4:30 P.M., unless the SSSD declares a heightened period of security.

- b. All correspondents and news crew members accessing the premises with TV and/or photo equipment must pass security screening before registering in the media log sheet at the lobby security post.
 - c. All accredited correspondents and their crew are permitted to film and record and interview litigants and/or their counsels, unless they object or they are forbidden by the court, in the following designated areas:
 - 1) ***At the center of the 2nd, 3rd, and 4th floor lobby (near the main stairway, away from courtroom doors).*** Under no circumstances should the elevators and main stairway be blocked.
 - 2) ***Canopy area located at the back parking area and outside the ground floor lobby.*** Ambush interviews along corridors at the ground floor, including the canteen area, elevator, and ground floor lobby are strictly prohibited.
 - d. Accredited correspondents may conduct TV “stand-ups” outside the lobby area or anywhere in the parking area provided that the stand-up will not hamper the smooth flow of pedestrian and/or vehicular traffic. However, the Sandiganbayan will not be a power source for media high wattage equipment.
 - e. Hallways leading to the Justices’ Chambers are restricted to authorized persons only.
 - f. Correspondent without clearance are not allowed on the 5th floor, 6th Floor, and in the basement.
10. Order and decorum in and around the court room must be strictly observed while the court is in session.
11. All forms of communications and electronics such as cell phones, iPods/iPads, cameras, tape recorders, internet, etc., are not allowed in the court room.
12. Live newsfeed during coverage of court proceedings is strictly prohibited.

13. Subject to the approval of the Chairperson of the Division, photo opportunities are only open to accredited TV crews and photographers, who need to be screened, along with their equipment, at least thirty (30) minutes prior to the event. No tripods are allowed inside the court room and no questions are permitted during photo opportunities.
14. Smoking inside the building, including comfort rooms and fire exits, is strictly prohibited.
15. Accredited correspondents are advised to wait for press releases in the designated press area at the ground floor lobby. Likewise, for safe measure, all correspondents are advised to clear all security posts at all times.
16. Accreditation of correspondents who violate the ground rules is subject to revocation or suspension after due proceedings.
17. The SSSD is responsible for the enforcement of the proper use of the Sandiganbayan Media ID card and will strictly impose the “No ID No Entry” policy.
18. These rules may be modified as may be demanded by exigent circumstances.

C. PROCEDURES

1. A new applicant must accomplish a Media Accreditation Application Form, which can be downloaded from the Sandiganbayan website, and submit the same, together with an endorsement letter on letterhead and contact number of their respective media organizations/agencies, and two (2) 1” x 1” recent colour photo, to the SSSD.
2. The SSSD verifies the legitimacy of connection/employment of applicant with the media organization/agency.
 - a. Upon verification, the SSSD determines and recommends the action to be taken.
 - b. If recommended for disapproval, the SSSD must indicate the reason(s) for disapproval.

3. The Executive Clerk of Court (ECC) IV acts on the application.
 - a. If approved, the ECCIV returns the application to the SSSD for the issuance of the SB Media ID card.
 - b. If disapproved, the ECCIV returns the application to the SSSD which must inform the applicant of the reason/s for such disapproval.
4. The SSSD prepares and issues the Sandiganbayan Media ID card to the applicant.
5. The bearer surrenders the Sandiganbayan Media ID card to the SSSD upon expiration of its validity.
6. For renewal of the Sandiganbayan Media ID card, the applicant must submit a new letter of endorsement, together with the issued Sandiganbayan Media ID card to the SSSD.
7. Lost Sandiganbayan Media ID card should be immediately reported to the SSSD with accompanying affidavit of loss.

D. ISSUANCE OF SANDIGANBAYAN MEDIA IDENTIFICATION CARDS

1. SB MEDIA ID CARDS

- a. SB Media IDs will only be issued to correspondents who cover the Sandiganbayan on an average of two (2) to three (3) times a week. The average shall be based on the number of attendance registered on the media log sheet.
- b. Applicants may claim their accreditation cards within fifteen (15) days after the filing of application.

2. DAY PASS

- a. A Day Pass is for the relievers or temporary substitute/s of accredited correspondents who cannot cover a specific event or attend a press conference/open meeting in the Sandiganbayan.
- b. Only media representative from an accredited media agency may be given a DAY PASS.
- c. Accredited media agencies whose accredited reporters/news crews who will not be able to cover/attend the intended event must notify in writing the SSSD at least one (1) day prior to such event and must inform the SSSD on who will substitute/pitch in for the said accredited reporter/crew.
- d. Substitute reporters may secure a Day Pass at the SSSD after signing an agreement that they will adhere to the guidelines herein set forth.
- e. Day Pass is non-transferable. Correspondents who will be issued Day Passes must deposit a valid ID to the SSSD.
- f. After covering the event, the Day Pass must be returned to the SSSD immediately.
- g. In case of loss, the bearer must execute an affidavit in order to reclaim his/her ID deposited in the SSSD.

E. EFFECTIVITY

This revised media accreditation guidelines and policies shall take effect immediately.


ALBERT A. DELA CRUZ
Acting Chief Judicial Staff Officer
Sheriff and Security Division