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UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES
 Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon | Villanueva

STRATEGIC COMMUNICATION OFFICE

Request Form for Documentation

REMINDER:

- *The request form shall be submitted **at least 1 week** prior to the event/activity. Request/s will be attended to in the order they are received and are subject to prioritization as deemed necessary by SCO.*

REQUESTED BY (Name with Campus/Department/Division/Unit/Office):	
DATE SUBMITTED TO SCO:	DATE OF EVENT/ACTIVITY:
NAME OF EVENT/ACTIVITY:	LOCATION OF EVENT/ACTIVITY & EXPECTED NUMBER OF PARTICIPANTS:
JOB TYPE (Please check what applies)	
<input type="checkbox"/>	Photo Documentation
<input type="checkbox"/>	Video Coverage
EXPECTED OUTPUT/DELIVERABLE FROM SCO	
<input type="checkbox"/>	Photo Documentation
<input type="checkbox"/>	Event/Activity Documentation
<input type="checkbox"/>	Pictorial
<input type="checkbox"/>	Video Coverage
<input type="checkbox"/>	USTP Reels
<input type="checkbox"/>	Video Recording of Event/Activity
<input type="checkbox"/>	Recap/Highlight Video
SCO ACTION	
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved Reason for disapproval:



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STRATEGIC COMMUNICATION OFFICE

Director, USTP System Strategic Communication Office

PROJECT COMPLETED

Release Date:

