



VISAYAS
STATE UNIVERSITY

**UNIVERSITY
INTEGRATED MEDIA
AND PUBLIC AFFAIRS**

UIMPA TECHNICAL ASSISTANCE REQUEST FORM

Please read the guidelines for requesting technical assistance before filling out the request.

Important Guidelines:

- Calendared university activities must be given priority over other requests. Thus, UIMPA has the right to decline requests for technical assistance with conflicting events/activities.
 - Broadcasting/live-streaming of events must be requested within 5-7 working days before the scheduled date. Transport of equipment shall be shouldered by the requesting party.
 - Broadcasting/live-streaming will be temporarily limited to scheduled university activities, opening and closing programs of international, national, and local conferences/seminars/etc, and programs requested by the Office of the President.
 - Activities with expected audiences from outside of VSU may be considered for broadcast depending on the necessity.
 - Webinars should be handled by the requesting party. UIMPA will only provide technical support/assistance for such events.
 - For layouts/production of publicity materials, requests must be filed at least 1-2 weeks before the target reproduction/publication/posting.
 - Reproduction of requested materials and coordination for reproduction should not be catered to by UIMPA.
 - For events not hosted by VSU (co-host/partner), collateral should be produced by the hosting agency/institution.
-

For Requesting Party

Date Filed:

Dept/Office/Unit:

In-Charge/Requester:

Email:

Signature:

For UIMPA

Date Received:

Received by:

Signature:

VSU's Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

VSU's Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements



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Nature of Request <i>(Pls attach a separate document for the necessary details and request instructions)</i>	
Layout/Design	Article/Story Write-up
Name of Activity _____ Event Date/Date Needed _____ Specify Material(s) to be Produced _____ _____ _____ _____ Dimensions (if to be printed) _____	Nature of Story _____ Brief Overview _____ Focal Person _____ Email/Phone Number _____
Photo Documentation	Social Media Dissemination
Name of Activity _____ Date and Time _____	Name of Activity _____ Date to be Posted _____
Live Broadcast/Streaming	Request for Workshop/Seminar
Name of Activity _____ Date and Time _____ Name of page for broadcasting _____	Nature of Workshop/Seminar _____ Purpose _____ Tentative Date and Time _____ Target Participants and Pax _____
Video Production	Technical Support
Production Title _____ Purpose _____ Expected Date of Completion _____	Name of Event/Activity _____ Date and Time _____ Support Needed _____

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Approve Request ___ YES ___ NO

Remarks from UIMPA

Noted by:

MS. ELMERA Y. BAÑOC
Information Officer III, UIMPA

Approved by:

ASSOC. PROF. MICHAEL CARLO C. VILLAS
Director, UIMPA

Endorsed to:

(Name and Signature of UIMPA In-charge)

(Position/Designation)

UIMPA Feedback Form

For Requesting Party

Service Satisfaction	☐ 3. Moderately Satisfied
☐ 1. Extremely Satisfied	☐ 4. Slightly Satisfied
☐ 2. Very Satisfied	☐ 5. Not Satisfied

Comments/Suggestions:

(Name and Signature of Requester)

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