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

STRATEGIC COMMUNICATION OFFICE

Request Form for Technical Assistance

REMINDER:

- *The request form shall be accomplished **at least 1 week** prior to the event/activity/meeting. 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/MEETING:
NAME OF EVENT/ACTIVITY/MEETING:		VENUE/LOCATION & EXPECTED NUMBER OF PARTICIPANTS:
OTHER DETAILS OF THE EVENT/ACTIVITY/MEETING: (Please attach other supporting documents, as applicable)		
JOB TYPE (Please check what applies)		
<input type="checkbox"/>	Live Streaming	<input type="checkbox"/> Others (Please specify)
<input type="checkbox"/>	Hybrid Meeting	
CERTIFICATION OF SERVICES RENDERED		
	Date and Time Accomplished	Signature of Requestor



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<input type="checkbox"/>	Technical run-through/ dry run rendered		
<input type="checkbox"/>	Technical Assistance rendered		
SERVICE/S COMPLETED			

