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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 Video Production

REMINDER:

- *The request form shall be accomplished **at least 2 weeks** prior to the release date. 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:	PURPOSE OF VIDEO (including target audience):
PRODUCTION SCHEDULE:	FINAL VIDEO EXPECTED RELEASE DATE:
ABOUT THE VIDEO <i>Write a brief description of the video. Attach the script and storyboard, if available.</i>	



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PROOFS

D R A F T		Transmittal Date to Requestor	Action Required		Signature of SCO Staff
			For Review	For Final Approval	
	1				
	2				
	3				
	4				
	5				

SCO ACTION

For release
 For archiving
 Reason for archiving: _____

Director, USTP System Strategic Communication Office

PROJECT COMPLETED

Release Date:



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