Republic of the Philippines
CARAGA STATE UNIVERSITY
Ampayon, Butuan City 8600, Philippines
Competence Service Uprightness
PUBLIC INFORMATION AND COMMUNICATION OFFICE

BAGONG PILIPINAS

SOCOTEC ISO 9001

PAB

REQUEST FOR MEDIA PUBLICATION/PRODUCTION FORM

Request No.: _____

Date filed: _____ Time: _____ Date Needed: _____

Requestor's Name: _____ College/Office/Unit: _____
Position/Designation: _____ Contact Details: _____
Request Authorized by: _____ Position/Designation: _____
Nature of Work Order:

[ ] Publishing [ ] Media Production [ ] Design [ ] Other Service *(specify)* _____

[ ] Graphic Illustration
[ ] Book Publishing/Production
[ ] Content Layout
[ ] Poster/Backdrop Layout
[ ] Photography (i.e. coverage for activities)
[ ] Videography
[ ] Audio Recording
[ ] Image Enhancement
[ ] Audio-Video Production
[ ] Film/Video Production
[ ] Content Proofing
[ ] Web Publishing
[ ] Others *(specify)*_____

[ ] electronic text/copy of files and text
[ ] draft only [ ] ready for production
[ ] Photographs/Video clips
[ ] Graphic Elements
[ ] Reference materials/samples
[ ] Raw materials
[ ] Others *(specify)*
_____
_____
_____
_____
_____

Target Audience/End User: _____

Request Description:

**If the requested piece is new product, please provide either of the following: sample illustration, photo, video, or prototype.*

List the names of key individuals responsible for reviewing/proofing:

Full Name	Mobile number	Email address
1.		
2.		
3.		

Requestor	Assignee	Approved
(Signature)	*(Signature)*	*(Signature)*
Name:		
Position/Designation:		
Date: Time:	Date: Time:	Date: Time: