REQUEST FORM FOR WEBSITE UPLOADING

Department/Office: ____________________________  _____ semester, AY ___________________

Reminder: This form shall be submitted to MISD at least five working days before the intended date of uploading. Soft copy of the text and accompanying photo shall be sent to web@letran-calamba.edu.ph. Incomplete submission shall not be processed by the Web Team. Pre-event announcements shall be uploaded at least two weeks, at most, before the date of activity and shall be automatically deleted once the event is over.

Intended date of Uploading: ____________________________

What is the type of Material to be Uploaded?

☐ Pre-event announcement  ☐ News
☐ Post-event announcement  ☐ Bulletin/Notices/Calendar of Activities
☐ Advocacy Campaign  ☐ Others (please specify): ____________________________

Is there an accompanying photo?  ☐ Yes  ☐ No

Reminder: Please ensure that the photo is in .jpeg or .png file and has high resolution. Otherwise, it will not be processed by the MISD.

Where will the Material be Uploaded?

☐ Banner  ☐ Homepage
☐ Departmental Page  ☐ Others (please specify): ____________________________

Prepared by: ____________________________

Name and signature of the requestor

Date: ____________________________

Noted by: ____________________________

Name and signature of the office/department/Division Head

Date: ____________________________

To be accomplished by the Web Team

We hereby received from the Web Knight Mail, edited, and approved the material.

Edited and Reviewed by: ____________________________  Approved by: ____________________________

Name and signature of Feature/Culture and Sports Editor  Name and signature of the Editor-in-Chief

Date Downloaded and Reviewed: ____________________________  Date Downloaded: ____________________________

Date Forwarded through Web Knight Mail: ____________________________  Date Approved: ____________________________

I hereby uploaded the approved material in the Letran Calamba Website.

Uploaded by: ____________________________

Name and signature of Web Master  Attested by: ____________________________

Date Uploaded: ____________________________  Date: ____________________________

Name and signature of the MISD Director  Date: ____________________________