

UNIVERSITY OF SANTO TOMAS-LEGAZPI Office of Media, Alumni, and Public Affairs	Reference No. MAPA Form B1e	Effectivity date: SY 2018-2020	Revision No.: 03
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REQUEST FOR PHOTO DOCUMENTATION

Please provide all the details being requested in this form and submit it two working days before the event. For inquiries or clarifications, contact MAPA at 276/+639759230746 or please refer to the MAPA Form B1e Procedure Manual.

Requesting College/Department	The medium of file transfer <input type="radio"/> E-mail: _____ <input type="radio"/> Flash drive (reformatted)
Activity Details Name: Date: Time: Venue:	Requested by _____ Signature above printed name/position Noted by _____ Signature above printed name/Head of Office
	Contact Information

Please attach a copy of the programme.

For MAPA Personnel only

Control Number	Transaction Tracker	
Action	Date	Name/Signature
1. The office receives the MAPA Form B1e.		
2. The media content development staff verifies the form.		
3. MAPA Director approves the form.		
4. The media content development staff endorses the form to the media production staff.		
5. The media production staff endorses the post-processed photos to the media content development staff.		
6. The media content development staff sends the post-processed photos to the requesting department via the chosen medium of file transfer.		
7. The media content development staff uploads the post-processed photos on Facebook/website.		

Remarks: _____

