

AQUINAS UNIVERSITY OF LEGAZPI Office of Media, Alumni and Public Affairs	Reference No. MAPA Form B-2	Effectivity date: SY 2017-2018	Revision No.: 01
--	--------------------------------	-----------------------------------	------------------

WEB ARTICLE FORM

*(For Non-Institutional Collegiate/Departmental activities and events
NOT INCLUDED in the institutional calendar of activities.)*

College/Department: _____

Requested by:

(Signature above printed name)

Noted:

Head of Department
(Signature above printed name)

<p>Type of article:</p> <p><input type="radio"/> News</p> <p><input type="radio"/> Feature*</p> <p><input type="radio"/> Contribution**</p> <p><i>* for feature articles, it is advised to recommend a person to be interviewed and his/her contact information.</i></p> <p><i>**for contributed news or feature articles, please send the MS Word file via email: media.publications@aq.edu.ph</i></p>

Please attach details of the event, contest, or any significant undertaking:

Name	
Date	Time
Venue	
Participant/s (if applicable, please attach a list of participants)	
Description	
Recommended person to be interviewed	Contact information (e-mail address, mobile number, Facebook)

** Please attach programme*

FOR MAPA PERSONNEL

TRANSACTION TRACKER		
Transactions	Date	Attested by (name):
Request received by MAPA		
Request accomplished by Media Content Development Staff		
Article uploaded in website		

Remarks: _____

Approved by:

Kristina D. Azaña, MBA
Director