

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

**College/Department:** \_\_\_\_\_ Medium of File Transfer

Purpose: Photo Documentation       E-mail: \_\_\_\_\_

Event       Flash Drive (reformatted)

Name: \_\_\_\_\_ Requested by: \_\_\_\_\_

Date: \_\_\_\_\_ (Signature above printed name)

Time: \_\_\_\_\_

Venue: \_\_\_\_\_ Noted: \_\_\_\_\_

Facilities      Head of Department

Name: \_\_\_\_\_ (Signature above printed name)

Specifics: \_\_\_\_\_

*\*Please attach programme*

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**For MAPA Personnel**

Verified by: \_\_\_\_\_ Approved by: \_\_\_\_\_

MELISSA R. MESIAS      KRISTINA D. AZAÑA, MBA  
Media Content Development Staff      Director, MAPA

Assigned to: \_\_\_\_\_ Remarks: \_\_\_\_\_

\_\_\_\_\_  
Signature above printed name      \_\_\_\_\_

TRANSACTION TRACKER		
Transactions	Date	Attested by (name):
Request received by MAPA		
Request accomplished by the photographer		
Photos uploaded in Facebook/Website		
Photos sent to the chosen medium of file transfer		
SR form forwarded to the Supply and Property Office		

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