



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@lettran-calamba.edu.ph. Incomplete submission shall not be processed by the MISD. 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
- Post-event announcement
- Advocacy Campaign
- News
- Bulletin/Notices/Calendar of Activities
- 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
- Departmental Page
- Homepage
- Others (please specify): _____

Prepared by: _____

Noted by: _____

Name and signature of the requestor
Date: _____

Name and signature of the office/department head
Date: _____

Approved by:

Name and signature of the Division Head

Date: _____

To be accomplished by the MISD

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

Uploaded by:

Attested by:

Name and signature of Web Master
Date Uploaded: _____

Name and signature of the MISD Director
Date: _____