

UNIVERSITY OF MAKATI
WEBSITE MANAGEMENT TEAM

WEBSITE CONTENT POSTING APPROVAL FORM

Date: _____ College/Center/Office _____

The undersigned request permission for posting and release of content entitled:

Target Release Date: _____

Attached/Forwarded is/are the following content:

ARTICLE/WRITE-UP/INFORMATION; Writer/s _____

PHOTO/S WITH CAPTION; No. of Photo/s _____ Photographer/s _____

VIDEO WITH WRITE-UP; Videographer/s _____

WEB BANNER; Artist/s _____

Content Format/s: Copy in CD/DVD Saved Soft Copy File Emailed Copy Hard Copy/Printout

Signature over Printed Name of
Requesting Employee/Student

Signature over Printed Name of
Dean/Executive Director/Director/Administration Head

1st ENDORSEMENT

Date: _____

The abovementioned request of _____ is hereby endorsed to the Content Manager and Chair of the Website Management Team for editing/review and approval. All requirements have been complied with by the requesting party.

Signature over Printed Name of Content Publisher, WMT

2nd ENDORSEMENT

Date: _____

The content has been edited/reviewed and approved. This request is respectfully forwarded to the Executive Vice President for final action.

Signature over Printed Name of Content Manager, WMT

Signature over Printed Name of Chair, WMT

ACTION TAKEN

Date: _____

This request is approved and will be posted subject to the guidelines stated at the back of this form.

This request is not approved and will not be posted due to _____

DR. RAYMUNDO P. ARCEGA
Supervising ManCom/Executive Vice President

Copies to: Requesting party, ITC, WMT, OEVP

Note: 1. Please read the guidelines at the back of this form very carefully.

2. Accomplish this form in four (4) copies.

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GUIDELINES

1. File and submit four (4) copies of the request and approval form with the content at least **seven (7) working days** before the target posting/release date.
2. Fill out all the information needed in the form. Attach and/or forward the content to be posted.
3. Content should be in soft copy, ideally saved in CD/DVD, to facilitate editing and posting. Hard copy/printout may be provided for written content. Content includes article, write-up, information, photo with caption, video with write-up of *major event/activity/milestone of college/center/office*.
4. Affix your signature in front and at the back of the form to ascertain that you have read, understood, and will comply with the terms and conditions stated herein. The respective Dean/Executive Director/Director/Administration Head should also clear and countersign the approval form.
5. Submit four (4) copies of the form with the attached/forwarded content to the UMak Website Management Team (WMT) Content Publisher assigned to your college/center/office, i.e. Executive Assistant of the Executive Vice President/Vice President for Academic Affairs/Vice President for Administration/University Secretary. For students, submit four (4) copies to your respective Dean/Executive Director (for college/center-specific content) or the Director for Student and Cultural Affairs (for University-wide content).
6. The requesting party understands that content submitted will be subject to editing and verification.
7. The UMak WMT and UMak Management Committee (ManCom) reserve the right to postpone, disapprove, or cancel posting and release due to time and space constraints, or if content is deemed incomplete, inaccurate, untruthful, biased, libelous, defamatory, discriminatory, lewd and with no redeeming moral value, or other reasons not stated herein, at the discretion of UMak WMT and UMak ManCom.
8. All content submitted for posting becomes the property of WMT and may be reproduced by WMT in any manner it sees fit.
9. The requesting party is responsible for obtaining any and all releases/consents/permits for use and posting of submitted content/s, if needed, prior to submission of content/s to WMT. WMT assumes that all content/s submitted for posting is/are owned by the requesting party or has been cleared for posting.
10. Cancellation by requesting party should be done in writing at least three (3) working days prior to target posting/release date.

CONFORMÉ:

Signature over Printed Name

Designation

Date

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