



Information Center  
FORM FOR APPROVAL OF CPU  
PRESS RELEASES

Date: \_\_\_\_\_

Title \_\_\_\_\_  
 Author's Complete Name \_\_\_\_\_ Contact # \_\_\_\_\_  
 Designation \_\_\_\_\_ Dept/College \_\_\_\_\_  
 Radio (name): \_\_\_\_\_  TV (name): \_\_\_\_\_  
 Newspaper (name): \_\_\_\_\_  Others: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ ENDORSED BY: \_\_\_\_\_

Signature Over Printed Name & Date \_\_\_\_\_ **Coordinator**  
 Unit/Dept./College \_\_\_\_\_ Signature Over Printed Name & Date \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

**DIRECTOR**, External Affairs & Public Relations **University President**

(For IC use only) Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please fill out 2 copies  
IC Form 11  
Rev. 1 (06/26/2007)



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