

Request Form for Public Announcement

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| Name of Club or Organization: |  |
| Student-in-Charge: |  |
| Teacher(s)-in-Charge: |  |
| Contact Number (PIC): |  |
| Date of Application: |  |
| Date of Announcement: |  |
| Message: |  |

Please be reminded that the deadline for hard-copy requests is **the end of the school day prior to the announcement to the SU Office (letter box)**. Late submissions will not be entertained.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student-in-Charge (S. ) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Teacher-in-Charge |