



**UNIVERSITY OF SANTO TOMAS**  
**OFFICE OF THE SECRETARY-GENERAL**

**PHOTOGRAPHY SERVICE RESERVATION FORM**

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

Sponsoring College/Faculty/Organization: \_\_\_\_\_

Title of Activity/Event: \_\_\_\_\_

Special Guest: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Time: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Telephone no.: \_\_\_\_\_

\_\_\_\_\_  
(Signature over Printed Name)  
Dean/Assistant Dean/Faculty Secretary/Director

Approved by:

\_\_\_\_\_  
**REV. FR. JESUS M. MIRANDA, JR., O.P., Ph.D.**  
Secretary-General

Upon approval of the request by the Father Secretary-General, the CONTACT PERSON will be responsible for coordinating with **DMD Photography**, at Tel. Nos. 02-710-66-95; 0925-333-55-44, and 0917-532-04-53. **PLEASE SUBMIT THIS FORM AT LEAST SEVEN (7) WORKING DAYS BEFORE THE ACTIVITY.**

*cc: DMD Photography/Applicant*