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| **NAME** | | |  | | | | | | | | | | | | | | | | | | | **UNIT** | | |  | | | | | **DATE :** | | | | |
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|  |  | Memorandum | | | | | | | | | |  | | | Tarpaulin Layout | | | |  | News/Feature Article | | | | | | |  | Advisory | | | |  | Policy | |
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|  |  | Announcements | | | | | | | | | |  | | | Photo News | | | |  | Others, please specify : | | | | | |  | | | | | | | |  |
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| **WHERE TO PUBLISH?** | | | | | | | |  | | |  | | PSU Echoes | | | | | |  | National Newspaper | | | | | | |  | PSU Website | | | |  | LED Display | |
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|  | | Local Newspaper | | | | | |  | PSU Facebook Page | | | | | | |  | Tarpaulin | | | | | | |
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| **NAME** | | |  | | | | | | | | | | | | | | | | | | | **UNIT** | | |  | | | | | **DATE :** | | | | |
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|  |  | Announcements | | | | | | | | | |  | | | Photo News | | | |  | Others, please specify : | | | | | |  | | | | | | | |  |
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|  | | Local Newspaper | | | | | |  | PSU Facebook Page | | | | | | |  | Tarpaulin | | | | | | |
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| **RISK/S IF NOT PUBLISHED** | | | | | | |  | | --- | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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