

MEMORANDUM NO. SAPT-2025-001

15 July 2025

TO: All Deans, Directors, Heads of Units

FROM: Sir Anril P. Tiatco, PhD
Director

SUBJECT: **Guidelines for Event Coverage Requests**

This memorandum outlines the guidelines and coverage scope for event coverage requests submitted to the UP Diliman Information Office (UPDIO) by college and unit heads, following the UPDIO Citizen's Charter.

UPDIO will prioritize coverage for the following types of events:

1. **Events with national and international impact:**
Activities that significantly affect the university community, national or international audiences, or that highlight UP Diliman's leadership and contributions.
2. **Academic events and public service-related activities**
Includes conferences, symposia, lectures, forums, and academic celebrations that demonstrate scholarly achievement and innovation.

Events outside these categories may be considered on a case-by-case basis, subject to resource availability and alignment with the University's communication priorities.

Coverage Request Submission Process. UP Diliman Units organizing events must submit a formal request for coverage at least one (1) week before the scheduled event. Requests should include:

- Event title, date, time, and venue
- Brief description and objectives
- List of key participants and speakers
- Expected impact and audience reach

Requests may be submitted via the UPDIO's official email or through the online request form available on the UPDIO website.

Written Reports for Website and Social Media Promotion. UPD Units are encouraged to submit written reports of their events if they wish to have their activities promoted or posted on the UP Diliman website and social media accounts. Reports should include:

- A concise summary of the event
- Highlights and outcomes
- Photographs (with captions and credits)
- Names and affiliations of key participants

Submission of reports does not guarantee publication, but will be considered for posting and promotion based on editorial guidelines and space availability.

Please be reminded that coverage requests are subject to the availability of UPDIO personnel and resources. Priority will be given to events that align with the university's mission and have a broad academic or societal impact. For further details, refer to the UP Diliman Information Office Citizen's Charter.

For inquiries, please get in touch with UPDIO at local 3985/3986 or updio@up.edu.ph.

Thank you very much for your usual cooperation.