



DEPARTMENT OF WORKS AND HIGHWAYS

WEBSITE CONTENT REQUEST APPROVAL FORM

Responsible team	Insert name: _____ Signature: _____ Insert title: _____ Date: _____
Wings / Division /Branch / Section / Region	Insert Division/Branch:
Content timeframe /schedule	<input type="checkbox"/> Emergency <input type="checkbox"/>Annualy <input type="checkbox"/> Project updates <input type="checkbox"/>Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/>Weekly
Content subject	<input type="checkbox"/> Connect PNG <input type="checkbox"/>Bridge contract <input type="checkbox"/> Provincial <input type="checkbox"/>Road contract <input type="checkbox"/> Regional <input type="checkbox"/>Donor project <input type="checkbox"/> Minor works
Content details	<input type="checkbox"/> Profile <input type="checkbox"/>Map/Graphs/Charts/Tables <input type="checkbox"/> Newsletter <input type="checkbox"/>Reports / Circulars / Updates <input type="checkbox"/> Policy Documents <input type="checkbox"/>Corporate/Strategy plan
Content file format	<input type="checkbox"/> PDF <input type="checkbox"/>PNG <input type="checkbox"/> MS Office <input type="checkbox"/>Scan files <input type="checkbox"/> JPEG <input type="checkbox"/>GIF
Division/Branch Head	Insert name: _____ Sign: _____ Insert title: _____ Date: _____
For Secretary Office Use only	
Approved	Secretary and / or his delegates Sign: _____ Date: _____



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WEBSITE CONTENT REQUEST APPROVAL FORM

For Media Unit Section Use Only

Content collection / Creation	Approval
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> TBC	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> TBC

Content type

- Photography
- Videography
- Graphs/Tables/Charts
- Text
- Mapping
- Reports

Content Timeframe	
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Content Subject	
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Content timeframe

- | | | |
|---|--------------------------|--|
| <input type="checkbox"/> Emergency | Urgent: (dd/mm/yy) | |
| <input type="checkbox"/> Project update | Deadline: (dd/mm/yy) | |
| <input type="checkbox"/> Quarterly | Periodically: (dd/mm/yy) | |
| <input type="checkbox"/> Annually | Set date: (dd/mm/yy) | |
| <input type="checkbox"/> Montly | Set date: (dd/mm/yy) | |
| <input type="checkbox"/> Weekly | Set date: (dd/mm/yy) | |

Content subject

<input type="checkbox"/> Connect PNG	Project location	Project amount	Project distance (km/m)
<input type="checkbox"/> Provincial project	Project location	Project amount	Project distance (km/m)
<input type="checkbox"/> Regional project	Project location	Project amount	Project distance (km/m)
<input type="checkbox"/> Bridge contract	Project location	Project amount	Project distance (km/m)
<input type="checkbox"/> Highway contract	Project location	Project amount	Project distance (km/m)
<input type="checkbox"/> Donor project	Project location	Project amount	Project distance (km/m)
<input type="checkbox"/> Minor works	Project location	Project amount	Project distance (km/m)

Note:

**It is a mandatory requirement to clearly state the project (Highway/Road) location, the contractor and the source of funding with the amount of the project cost and the distance. Eg: Sub-National Roads(Provincial and Districts). By filling out the form correctly makes it easier to track the project progressive updates for the purpose of reporting, evaluation and monitoring.*