

Public Affairs and Information Office External Services





1. Stage/Official Events Set-Up

The Public Affairs and Information Office of the City of San Pedro has artists and other personnel that are trained to assist and stage and venues for official events.

Office or	Office or Public Affairs and Information Office				
Division:	T dollo / titalio and information office				
Classification:	Simple				
Type of	G2C – Government to Citizen, G2B – Government to Business				
Transaction:	Entity				
Who may avail:	All				
CHECKLIST OF I		WHERE TO SECURE			
1. Request Slip (1 Original Copy)		Public Affairs and Information Office			
2. Received request letter (1 Original		Requesting Client			
Copy)					
3. Sketch of Physical layout of event (1		Requesting Client			
Original Copy)	Original Copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present	1. Review and	None	2 minutes	Office Staff	
submitted request	validate request if			PAIO	
letter and layout to	already approved				
PAIO for	by the City Mayor				
verification					
2. Secure and fill-	2. Release	None	1 minute	Office Staff	
out request form	request form to			PAIO	
	client				
3. Advise where	3. Discuss with	None	5 minutes	Office Staff	
and when the	client details of			PAIO	
event will take	event				
place					
	3.1 Assign staff	None	2 minutes	Head	
	who will be in			PAIO	
	charge of the set-				
	up		40.00		
	TOTAL:	None	10 Minutes		



2. Graphics Layout

The Public Affairs and Information Office offers layout of graphics, to be used in information dissemination materials, such as tarpaulins, brochures, pamphlets, among others.

Office or	Public Affairs and Information Office				
Division:					
Classification:	Simple				
Type of	G2C – Government to Citizen, G2B – Government to Business,				
Transaction:	G2G – Government to Government				
Who may avail:	All				
CHECKLIST OF F	REQUIREMENTS		WHERE TO SE	CURE	
1. Request Slip (1 O	Public Affairs and Information Office				
2. Received request letter (1 Original		Requesting Client			
Copy)					
3. Layout of graphics (1 Original Copy)		Requesting Client			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Present	1. Check and	None	1 minute	Office Staff	
received request	verify if request			PAIO	
letter to PAIO	letter has been				
	approved by the				
	City Mayor				
2. Secure and fill-	2. Release	None	1 minute	Office Staff	
out request form	request form to			PAIO	
	client				
	2.1 Endorse client	None	1 minute	Head	
	to any available			PAIO	
	graphic artist				
3. Provide layout to	3. Receive layout	None	1 minute	Graphic Artist	
graphic artist				PAIO	
4. Wait for advice	4. Advise client	None	1 minute	Graphic Artist	
from graphic artist	when materials			PAIO	
when the materials	are ready to be				
are ready to be	picked up	+			
picked up		1			
	TOTAL:	None	5 Minutes		





3. Sound System Set-Up

Sound System and set-up is available to clients or businesses for their event.

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Office or	Public Affairs and II	Public Affairs and Information Office				
Division:	0: 1					
Classification:	Simple					
Type of		G2C – Government to Citizen, G2B – Government to Business				
Transaction:	Entity, G2G – Government to Government					
Who may avail:	All					
	REQUIREMENTS		WHERE TO SE			
1. Request Slip (1 0				and Information Office		
2. Received reques Copy)	t letter (1 Original	Requesting	Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Present received request letter to PAIO	1. Check and verify if request letter has been approved by the City Mayor	None	1 minute	Office Staff PAIO		
2. Secure and fill- out request form	2. Release request form to client	None	1 minute	Office Staff PAIO		
	2.1 Endorse client to personnel-in-charge	None	1 minute	Office Staff PAIO		
3. Advise where and when the event will take place	Discuss with client details of event	None	5 minutes	Office Staff PAIO		
	3.1 Schedule event	None	2 minutes	Office Staff PAIO		
	TOTAL:	None	10 Minutes			