



Public Affairs and Information Office Internal Services



1. News Coverage

The Public Affairs and Information Office provides news coverage of programs, projects and events of the City, whether it be spearheaded by the Mayor's office and other departments which will be published in the official newsletter of the City "Ang Susi" and official social media accounts of the City.

Office or Division:	Public Affairs and Information Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Slip (1 Original Copy)		Public Affairs and Information Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present received request letter to PAIO	1. Check and verify if request letter has been approved by the City Mayor	None	1 minute	<i>Office Staff</i> PAIO
2. Secure and fill-out request form	2. Release request form to client	None	1 minute	<i>Office Staff</i> PAIO
3. Advise where and when the event will take place	3. Discuss with client details of event	None	5 minutes	<i>Office Staff</i> PAIO
	3.1 Assign staff who will be in charge	None	2 minutes	<i>Head</i> PAIO
TOTAL:		None	9 Minutes	



2. Photo and Video Coverage

The Public Affairs and Information Office provides photo and video coverage to the of events, projects, and program of the City, whether it be spearheaded by the Mayor's office and other departments.

Office or Division:	Public Affairs and Information Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Slip (1 Original Copy)		Public Affairs and Information Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present received request letter to PAIO	1. Check and verify if request letter has been approved by the City Mayor	None	1 minute	<i>Office Staff</i> PAIO
2. Secure and fill-out request form	2. Release request form to client	None	1 minute	<i>Office Staff</i> PAIO
3. Advise where and when the event will take place	3. Discuss with client details of event	None	5 minutes	<i>Office Staff</i> PAIO
	3.1 Assign staff who will be in charge	None	2 minutes	<i>Head</i> PAIO
TOTAL:		None	9 Minutes	



3. Uploading of Materials to Website and Social Media Accounts

Projects, programs, announcements and events of the City are posted on the official social media accounts and official website of the City for strengthened information dissemination.

Office or Division:	Public Affairs and Information Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Slip (1 Original Copy)		Public Affairs and Information Office, 2/F		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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
3. Wait for materials to be uploaded	3. Process materials to be uploaded to the official website and social media accounts	None	2 minutes	Office Staff PAIO
	2.1 Post materials to the official website and social media accounts		5 minutes	
TOTAL:		None	9 Minutes	



4. Uploading of Materials to LED Billboard

Events programs, projects, and announcements of the government are posted on the LED Billboards around the City, for strengthened information dissemination.

Office or Division:	Public Affairs and Information Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present received request letter to PAIO	1. Check and verify if request letter has been approved by the City Mayor	None	1 minute	<i>Office Staff</i> PAIO
2. Secure and fill-out request form	2. Release request form to client	None	1 minute	<i>Office Staff</i> PAIO
3. Wait for materials to be uploaded	3. Process materials to be uploaded to the LED Billboard	None	2 minutes	<i>Office Staff</i> PAIO
	3.1 Post materials to the LED Billboard	None	5 minutes	<i>Office Staff</i> PAIO
TOTAL:		None	9 Minutes	