



# Public Affairs and Information Office Internal Services



#### 1. News Coverage

The Public Affairs and Information Office provides news coverage of programs, projects and events ofthe 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 Ir	formation Of	ffico	
		normation O	lince	
Classification:	Simple			
Type of	G2G – Government to Government			
Transaction:				
Who may avail:	All			
CHECKLIST OF	REQUIREMENTS WHERE TO SECURE			
1. Request Slip (1 C	riginal 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	Office Staff PAIO
2. Secure and fill- out request form	2. Release request form to client	None	1 minute	Office Staff PAIO
3. Advise where and when the event will take place	3. Discuss with client details of event	None	5 minutes	Office Staff PAIO
	3.1 Assign staff who will be in charge	None	2 minutes	Head 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	G2G – Government to Government			
Transaction:	G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF				
1. Request Slip (1 O				
CLIENT STEPS		FEES TO	PROCESSING	PERSON
	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			
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			17.00
	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 Ir	formation Of	ffice	
Classification:	Simple			
Type of	G2G – Government to Government			
Transaction:				
Who may avail:	All			
CHECKLIST OF I	REQUIREMENTS WHERE TO SECURE			
1. Request Slip (1 O	riginal 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			
	REQUIREMENTS	MENTS WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G 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 LED Billboard	None	2 minutes	Office Staff PAIO
	3.1 Post materials to the LED Billboard	None	5 minutes	Office Staff PAIO
	TOTAL:	None	9 Minutes	