

# Public Affairs and Information Office Internal Services



#### 1. News Coverage

event will take

place

event

charge

3.1 Assign staff

TOTAL:

who will be in

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 Information Office				
Classification:	Simple				
Type of	G2G – Government to Government				
Transaction:					
Who may avail:	All	All			
CHECKLIST OF F	REQUIREMENTS WHERE TO SECURE			CURE	
1. Request Slip (1 O	riginal Copy)	Public Affai	rs and Information	on 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	
Secure and fill- out request form	2. Release request form to client	None	1 minute	Office Staff PAIO	
3. Advise where and when the	3. Discuss with client details of	None	5 minutes	Office Staff PAIO	

None

None

2 minutes

9 Minutes

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Head

PAIO





#### 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:	on: Simple		
Type of G2G – Government to Government			
Transaction:			
Who may avail:	All		

Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Slip (1 Original Copy)		Public Affairs and Information Office		
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
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	



#### 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	Simple			
Type of	G2G - Government	G2G – Government to Government			
Transaction:					
Who may avail:	All				
CHECKLIST OF I	WHERE TO SECURE				
1. Request Slip (1 C	riginal Copy)	Public Affairs and Information Office, 2/F			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present	Check and     verify if request	1. Check and None 1 minute Office Staff			

CLIENT STEPS	ACTIONS	BE PAID	TIME	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
Secure and fill- out request form	2. Release request form to client	None	1 minute	Office Staff PAIO
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	

None

9 Minutes

TOTAL:

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### 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	Public Affairs and Information Office		
Division:			
Classification:	Simple		
Type of	G2G – Government to Government		
Transaction:			
Who may avail:	All		

Who may avail:	All				
CHECKLIST OF I	CHECKLIST OF REQUIREMENTS		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	
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		



# 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	Public Affairs and Ir	Public Affairs and Information Office				
Division:						
Classification:	Simple					
Type of	G2C – Government	G2C – Government to Citizen, G2B – Government to Business				
Transaction:	Entity	Entity				
Who may avail:						
CHECKLIST OF	CHECKLIST OF REQUIREMENTS WHERE TO SECURE					
1. Request Slip (1 C	riginal Copy)	Public Affai	rs and Information	on Office		
<ol><li>Received request Copy)</li></ol>	letter (1 Original	Requesting	Client			
Sketch of Physica     Original Copy)	al layout of event (1	Requesting	Requesting Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Present	Review and	None	2 minutes	Office Staff		
submitted request	validate request if			PAIO		
letter and layout to	already approved					
PAIO for verification	by the City Mayor					
<ol><li>Secure and fill-</li></ol>	2. Release	None	1 minute	Office Staff		
out request form	request form to client			PAIO		
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-					

None

10 Minutes

TOTAL:



#### 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			nt to Business,
Transaction:	G2G – Government	to Governm	ent	
Who may avail:	All			
CHECKLIST OF F	REQUIREMENTS		WHERE TO SE	
1. Request Slip (1 O	riginal Copy)	Public Affai	rs and Information	on Office
2. Received request Copy)	letter (1 Original	Requesting	Client	
3. Layout of graphics	s (1 Original Copy)	Requesting	Client	
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
OLILIAI OILI O	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			
2.0	City Mayor			0.00
2. Secure and fill-	2. Release	None	1 minute	Office Staff
out request form	request form to			PAIO
	client			
	0.4.5.1			111
	2.1 Endorse client	None	1 minute	Head
	to any available			PAIO
0. Daniel de la constitu	graphic artist	NI	4	Owen to 'a Aut'at
3. Provide layout to	3. Receive layout	None	1 minute	Graphic Artist
graphic artist	4 A.I. ' I' 1	NI	4	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	TOTAL	None	E Minutos	
	TOTAL:	None	5 Minutes	



## 3. Sound System Set-Up

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

Office or	Public Affairs and Information Office				
Division:					
Classification:	Simple				
Type of	G2C – Government	to Citizen, G	32B – Governme	nt to Business	
Transaction:	Entity, G2G - Gove	rnment to Go	overnment		
Who may avail:	All	All			
CHECKLIST OF I	REQUIREMENTS		WHERE TO SE	CURE	
1. Request Slip (1 O	riginal Copy)	Public Affai	rs and Information	on Office	
2. Received request	letter (1 Original	Requesting	Client		
Copy)					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
CLILINI SILFS	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				
<ol><li>Secure and fill-</li></ol>	2. Release	None	1 minute	Office Staff	
out request form	request form to			PAIO	
	client				
	2.1 Endorse client	None	1 minute	Office Staff	
	to personnel-in-			PAIO	
	charge				
3. Advise where	3. Discuss with	None	5 minutes	Office Staff	
and when the	client details of			PAIO	
event will take	event				
place	0.4.0.1.1.1			000	
	3.1 Schedule	None	2 minutes	Office Staff	
	event			PAIO	
	TOTAL:	None	10 Minutes		



