

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	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 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	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	

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	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	

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 Division:	Public Affairs and Information Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business Entity			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Slip (1 Original Copy)		Public Affairs and Information Office		
2. Received request letter (1 Original Copy)		Requesting Client		
3. Sketch of Physical layout of event (1 Original Copy)		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present submitted request letter and layout to PAIO for verification	1. Review and validate request if already approved by the City Mayor	None	2 minutes	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 of the set-up	None	2 minutes	Head PAIO
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 Division:	Public Affairs and Information Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, 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. Received request letter (1 Original Copy)		Requesting Client		
3. Layout of graphics (1 Original Copy)		Requesting Client		
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
	2.1 Endorse client to any available graphic artist	None	1 minute	Head PAIO
3. Provide layout to graphic artist	3. Receive layout	None	1 minute	Graphic Artist PAIO
4. Wait for advice from graphic artist when the materials are ready to be picked up	4. Advise client when materials are ready to be picked up	None	1 minute	Graphic Artist PAIO
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 Division:	Public Affairs and Information Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business Entity, 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. Received request letter (1 Original Copy)		Requesting Client		
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
	2.1 Endorse client to personnel-in-charge	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 Schedule event	None	2 minutes	<i>Office Staff</i> PAIO
TOTAL:		None	10 Minutes	