

# Public Information Services



## 1. Request for coverage of activities within Oriental Mindoro

To provide coverage of activities by requesting parties through quad media i.e (Print, Radio, Television and Social Media) and disseminate timely and reliable information regarding said activities.

|                                                                                                                                       |                                                                              |                        |                              |                           |
|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------|------------------------------|---------------------------|
| <b>Office or Division:</b>                                                                                                            | Public Information Services Division                                         |                        |                              |                           |
| <b>Classification:</b>                                                                                                                | Complex                                                                      |                        |                              |                           |
| <b>Type of Transaction:</b>                                                                                                           | G2C G2B G2G                                                                  |                        |                              |                           |
| <b>Who may avail:</b>                                                                                                                 | All                                                                          |                        |                              |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                      |                                                                              | <b>WHERE TO SECURE</b> |                              |                           |
| Written letter request (1 original copy)                                                                                              |                                                                              | Requesting party       |                              |                           |
| Activity/ Itinerary of Program                                                                                                        |                                                                              | Requesting party       |                              |                           |
| Feedback form & client satisfaction rating                                                                                            |                                                                              | Administrative Section |                              |                           |
| <b>CLIENT STEPS</b>                                                                                                                   | <b>AGENCY ACTIONS</b>                                                        | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>       | <b>PERSON RESPONSIBLE</b> |
| Submit letter request with supporting documents addressed to the PISD head at least three days to one week ahead of activity schedule | 1. Receive letter and required documents and assess the nature of request.   | None                   | 3 minutes                    | Administrative Aide IV    |
|                                                                                                                                       | 1.2 Letters and documents will be forwarded to the PISD head                 |                        | 5 minutes                    | Administrative Aide IV    |
|                                                                                                                                       | 1.3 For approval of the PISD head for the go signal of coverage              |                        | 7 days                       | PISD Head                 |
|                                                                                                                                       | 1.4 Once approved, contact the requesting party for confirmation of coverage |                        | 3 minutes.                   | Administrative Officer V  |
| Fill up feedback form and client satisfaction rating                                                                                  | 4. Assist client in filling-up feedback and client satisfaction rating       | None                   | 5 minutes                    | Administrative Aide IV    |
|                                                                                                                                       | <b>TOTAL:</b>                                                                | NONE                   | 7 Days , 1 Hour & 16 Minutes |                           |

## 2. Request for radio, TV & social media announcement

|                                                                                                             |                                                                                            |                        |                        |                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                  | Public Information Services Division                                                       |                        |                        |                                                                                                                                           |
| <b>Classification:</b>                                                                                      | Complex                                                                                    |                        |                        |                                                                                                                                           |
| <b>Type of Transaction:</b>                                                                                 | G2C G2B G2G                                                                                |                        |                        |                                                                                                                                           |
| <b>Who may avail:</b>                                                                                       | All                                                                                        |                        |                        |                                                                                                                                           |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                            |                                                                                            | <b>WHERE TO SECURE</b> |                        |                                                                                                                                           |
| Written letter request (1 original copy)                                                                    |                                                                                            | Requesting party       |                        |                                                                                                                                           |
| <b>CLIENT STEPS</b>                                                                                         | <b>AGENCY ACTIONS</b>                                                                      | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                                                                                                 |
| Submit letter request addressed to the PISD head at least three days to one week ahead of activity schedule | 1. Receive letter and assess required documents                                            | None                   | 3 minutes              | Administrative Aide IV                                                                                                                    |
|                                                                                                             | 1.2 Assist the requesting party in filling-up information through logbook and request slip | None                   | 3 minutes              | Administrative Aide IV                                                                                                                    |
|                                                                                                             | 1.3 Letters and documents will be forwarded to the PISD head                               | None                   | 5 minutes              | Administrative Aide IV                                                                                                                    |
|                                                                                                             | 1.4 Provide the assigned staff details of the announcement                                 | None                   | 30 minutes             | PISD Head/<br>Administrative Office V                                                                                                     |
|                                                                                                             | 1.5 Drafting and preparation of announcement                                               | None                   | 3 days                 | PISD Production staff:<br>Audio Visual and Equipment Operator II<br>Administrative Assistant I & II,<br>Administrative Officer II, IV & V |
|                                                                                                             | 1.6 For approval and finalization of output by the PISD Head                               | None                   | 1 day                  |                                                                                                                                           |
|                                                                                                             | 1.7 Airing and posting of approved and finalized output                                    | None                   | 1 hour                 | PISD Head<br>Audio Visual and Equipment Operator II                                                                                       |

|                                                      |                                                                        |      |                              |                        |
|------------------------------------------------------|------------------------------------------------------------------------|------|------------------------------|------------------------|
| Fill up feedback form and client satisfaction rating | 2. Assist client in filling-up feedback and client satisfaction rating | None | 5 minutes                    | Administrative Aide IV |
|                                                      | <b>TOTAL:</b>                                                          | NONE | 4 Days , 1 Hour & 46 Minutes |                        |

### 3. Request for copy of photos & video documentation

|                                  |                                                                                           |                        |                        |                                            |
|----------------------------------|-------------------------------------------------------------------------------------------|------------------------|------------------------|--------------------------------------------|
| <b>Office or Division:</b>       | Public Information Services Division                                                      |                        |                        |                                            |
| <b>Classification:</b>           | Simple                                                                                    |                        |                        |                                            |
| <b>Type of Transaction:</b>      | G2C G2B G2G                                                                               |                        |                        |                                            |
| <b>Who may avail:</b>            | All                                                                                       |                        |                        |                                            |
| <b>CHECKLIST OF REQUIREMENTS</b> |                                                                                           | <b>WHERE TO SECURE</b> |                        |                                            |
| Request Slip form                |                                                                                           | Administrative Section |                        |                                            |
| Storage Device                   |                                                                                           | Requesting Party       |                        |                                            |
| <b>CLIENT STEPS</b>              | <b>AGENCY ACTIONS</b>                                                                     | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                  |
| Fill up Request Slip Form.       | 1. Assist the requesting party in filling-up information through logbook and request slip | None                   | 3 minutes              | Administrative Aide IV                     |
|                                  | 1.1 Inform and forward the request slip to the officer in charge of PISD                  | None                   | 5 minutes              | Administrative Aide IV                     |
|                                  | 1.2 Upon approval notify the designated staff re: the requested copy of files.            | None                   | 5 minutes              | PISD Head /<br>Administrative Officer<br>V |

|                                                      |                                                                        |      |                     |                                                                    |
|------------------------------------------------------|------------------------------------------------------------------------|------|---------------------|--------------------------------------------------------------------|
| Provide Storage Device for the requested files.      | 2. Transfer and copy the requested files by the designated staff.      | None | 1 hour              | Administrative Officer IV & Audio Visual and Equipment Operator II |
| Fill up feedback form and client satisfaction rating | 3. Assist client in filling-up feedback and client satisfaction rating | None | 5 minutes           | Administrative Aide IV                                             |
|                                                      | <b>TOTAL:</b>                                                          | NONE | 1 Hour & 18 Minutes |                                                                    |

#### 4. Request for information materials

|                                  |                                                                                                                                                                      |                        |                        |                           |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>       | Public Information Services Division                                                                                                                                 |                        |                        |                           |
| <b>Classification:</b>           | Simple                                                                                                                                                               |                        |                        |                           |
| <b>Type of Transaction:</b>      | G2C G2B G2G                                                                                                                                                          |                        |                        |                           |
| <b>Who may avail:</b>            | All                                                                                                                                                                  |                        |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b> |                                                                                                                                                                      | <b>WHERE TO SECURE</b> |                        |                           |
| Request Slip form                |                                                                                                                                                                      | Administrative Section |                        |                           |
| Details of Information Material  |                                                                                                                                                                      | Requesting Party       |                        |                           |
| <b>CLIENT STEPS</b>              | <b>AGENCY ACTIONS</b>                                                                                                                                                | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| Fill up Request Slip Form.       | 1.Assist the requesting party in filling-up information through logbook and request slip<br>1.1 Inform and forward the request slip to the officer in charge of PISD | None                   | 3 minutes              | Administrative Aide IV    |
|                                  |                                                                                                                                                                      | None                   | 5 minutes              | Administrative Aide IV    |
|                                  |                                                                                                                                                                      |                        | 5 minutes              |                           |

|                                                            |                                                                                                                                                                                          |                              |                                        |                                            |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------|--------------------------------------------|
|                                                            | 1.2 Upon approval notify the designated staff re: the requested copy of files.                                                                                                           | None                         |                                        |                                            |
| Provide the details of the requested information material. | 2. Drafting and layout of the information material.<br>2.1 For approval and finalization of the information material.<br>2.2 Posting of the approved and finalized information material. | None<br><br>None<br><br>None | 2 hours<br><br>1 day<br><br>30 minutes | PISD Head /<br>Administrative Officer<br>V |
| Fill up feedback form and client satisfaction rating       | 3. Assist client in filling-up feedback and client satisfaction rating                                                                                                                   | None                         | 5 minutes                              | Administrative Aide IV                     |
|                                                            | <b>TOTAL:</b>                                                                                                                                                                            | NONE                         | 1 day, 2 Hours & 48 Minutes            |                                            |