



4. PRODUCTION OF INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIALS AND POSTING

Assists in the conceptualization, layout, and production of IEC materials and facilitates their dissemination through official communication platforms.

Office or Division:	City Public Information Office
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	Any constituent, company, agency, institution
CHECKLIST OF REQUIREMENT/S	WHERE TO SECURE
<p>1. Request letter and must contain the following data:</p> <p>Must contain the following data:</p> <ul style="list-style-type: none"> • Name of focal/representative from the requesting institution • Contact number/email address • Full details about the request 	<p>Requesting party</p> <p><i>*If requesting party does not have a formal letter, they may fill out the Request Form from the CPIO</i></p>

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIB LE
<p>1. Submit request with complete information needed</p> <p>For walk-ins: Submit request to any PIO Receiving Officer</p>	<p>1.1. Receive letter request / endorsement from City Mayor's Office or LGU Department</p>	<p>None</p>	<p>3 minutes</p>	<p>CPIO Receiving Officer</p>



For email: Send via officialcpio2023@gmail.com				
	1.2. Draft IEC content	None	12 hours	<i>Information Officer / CPIO writer</i>
	1.3. Forward IEC content to Division Chief for his clearance	None	30 minutes	Division Chief
	1.4. Forward draft to requesting party for clearance and approval	None	10 minutes <i>*does not include review time of concerned office</i>	<i>CPIO layout in-charge</i>
2. Clearance of draft IEC content	2.1 Once approved, forward to layout artist/writer for layout	None	1 day	<i>CPIO layout in-charge</i>
	2.2. Send to Division Chief for review and clearance	None	10 minutes	Division Chief
	2.3. Forward draft to requesting party for clearance and approval	None	5 minutes <i>*does not include review time of concerned office</i>	<i>CPIO layout in-charge</i>
3. Clearance of draft IEC layout	3.1 Once approved and assessed, in-charge shall	None	1 day	<i>CPIO layout in-charge</i>



	finalize layout and send copy to requesting party			
	3.2. Forward to in-charge for posting in the LGU Gensan Facebook Page	None	5 minutes	<i>CPIO layout in-charge</i>
	TOTAL	None	2 days, 12 hours and 3 minutes	
END OF TRANSACTION				

