



City Economic Management and Cooperative Development Office

External Services



2. Request for Promotion Collaterals

This process refers to the assistance in the provision of promotion collateral available on hand in a specific division/s in CEMCDO. Promotion collaterals such as, but not limited to: Brochures, Directories, Flyers, Manuals/ Booklets, Leis, Giveaways/ City Souvenir, Maps, and, Copy of AVPs

Office or Division:	City Economic Management and Cooperative Development Office (CEMCDO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Walk-in Clients (students/researchers/businessmen), LGU, NGA, NGO			
CHECKLIST OF REQUIREMENTS		WHERE TO SOURCE		
1. Citizen Service Assistance Form, 1 Original Copy 2. Letter Request, 1 Original Copy		CEMCDO		
How to avail of the services				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Visitor's Logbook, submit signed letter request, or in the absence thereof, fill-up Citizen's Service Assistance Form (CSAF)	1. Receive signed letter request/ filled-up CSAF, encode, attach document tracking sheet and forward to DH/ADH/OIC	None	5 minutes	<i>Personnel Assistance and Complaints Desk</i> <i>CEMCDO, 3/F Investment Action Center Building</i>
No Activity	1.2 Forward to Responsible Division/Section for client assistance	None	3 minutes	<i>Personnel Assistance and Complaints Desk</i> <i>CEMCDO, 3/F Investment Action Center Building</i>
No Activity	1.3 Receive signed Letter Request, give instruction to respective section for immediate action	None	3 minutes	for Cooperatives; <i>Cooperative Development Specialist IV/Project Evaluation Officer II- Cooperative Division</i> for Tourism Related



				<p>Establishments, Associations <i>Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</i></p> <p>for SMEs (existing and potential) <i>Project Development Officer III - Special Projects Division</i></p> <p>for Private Investors <i>Economist IV- Investment Division</i></p> <p><i>CEMADO, 3/F Investment Action Center Building</i></p>
No activity	<p>1.2. Check availability of promotion collaterals</p> <p>1.2.A. If available, proceed to next step 1.2.B. If not available, notify client</p>	None	10 Minutes	<p>for Cooperatives; <i>Administrative Assistant V/ Cooperative Development Specialist I- Cooperative Division</i></p> <p>for Tourism Related Establishments, Associations <i>Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</i></p> <p>for SMEs (existing and potential) <i>Project Development</i></p>



				<p><i>Officer II - Special Projects Division</i></p> <p>for Private Investors <i>Development Management Officer I- Investment Division</i></p> <p><i>CEMCDO, 3/F Investment Action Center Building</i></p>
Get requested Promotional Collaterals	Provide requested promotional collaterals	None	10 Minutes	<p>for Cooperatives; <i>Administrative Assistant V/ Cooperative Development Specialist I- Cooperative Division</i></p> <p>for Tourism Related Establishments, Associations <i>Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</i></p> <p>for SMEs (existing and potential) <i>Project Development Officer II - Special Projects Division</i></p> <p>for Private Investors <i>Development Management Officer I- Investment Division</i></p> <p><i>CEMCDO, 3/F</i></p>



				<i>Investment Action Center Building</i>
No activity	**Optional: Present a brief slideshow on the requested promotional collaterals	None	30 Minutes	<p>for Cooperatives; <i>Administrative Assistant V/ Cooperative Development Specialist I- Cooperative Division</i></p> <p>for Tourism Related Establishments, Associations <i>Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</i></p> <p>for SMEs (existing and potential) <i>Project Development Officer II - Special Projects Division</i></p> <p>for Private Investors <i>Development Management Officer I- Investment Division</i></p> <p><i>CEMCDO, 3/F Investment Action Center Building</i></p>
	Total	None	55 minutes	
END OF TRANSACTION				