



6. WRITTEN MESSAGES OF THE MAYOR

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:	Simple
Type of Transaction:	G2P – Government to Public
Who may avail:	Media, Private Agencies, Academes, National Government Agencies, Civil Society Organizations
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 <p>Full details about the request</p>	<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	FEES TO BE PAID	PROCE SSING 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. Receive request/ endorsement from City Mayor's Office or LGU Department</p>	None	3 minutes	CPIO Receiving Officer



For email: Send via officialcpio2023@gmail.com				
	1.2. Draft and layout written message	None	8 hours	<i>Information Officer / CPIO writer</i>
	1.3. Forward to Division Chief for his clearance	None	30 minutes	<i>Division Chief</i>
	1.4. Forward to the City Mayor for her approval or clearance	None	1 hour	<i>Division Chief</i>
	1.5. Send approved written message to the requesting party via email	None	5 minutes	<i>Information Officer / CPIO writer</i>
	TOTAL	None	9 hours and 38 minutes	
END OF TRANSACTION				

