



1. COPY OF PHOTO AND VIDEO CLIPS

Processes requests for copies of official photo and video files subject to existing policies and approval requirements.

Office or Division:	City Public Information Office
Classification:	Simple
Type of Transaction:	G2G and G2C
Who may avail:	Any constituent, company, agency, institution
CHECKLIST OF REQUIREMENT/S	WHERE TO SECURE
1. Request letter and must contain the following data: Must contain the following data: <ul style="list-style-type: none"> • Name of focal/representative from the requesting institution • Contact number/email address 	Requesting party <i>*If requesting party does not have a formal letter, they may fill out the Request Form from the CPIO</i>

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIB LE
1. Submit request with complete information needed For walk-ins: Submit request to any PIO Receiving Officer For email: Send via officialcpio2023@gmail.com	1. Receive request/ endorsement from City Mayor's Office or LGU Department	None <i>*Requestin g party shall provide for the flash drive</i>	3 minutes	<i>CPIO Receiving Officer</i>



	1.1. Verify as to the completeness of the request, and start processing the request	None	5 minutes	<i>Division Chief</i>
	1.2. Forward request to photographers or in-charge for checking of available files	None	6 hours	<i>CPIO Photographer / Videographer</i>
	1.3. If available, in-charge shall retrieve and copy the files in the provided flash drive	None	30 minutes <i>*depending on file size and requirement of office</i>	<i>CPIO Photographer / Videographer</i>
	1.4. Contact requesting party for retrieval of flash drive	None	1 hour	<i>CPIO Photographer / Videographer</i>
	TOTAL	None	7 hours and 38 minutes	
END OF TRANSACTION				

