



2. COVERAGE OF CITY EVENTS AND ACTIVITIES

Provides media coverage of official city programs, activities, and special events to ensure proper documentation and public information dissemination.

Office or Division:	City Public Information Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All City Government Offices, National Government Agencies
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 activity/event (what the event is about, schedule and venue of the event, requirements of the office) 	<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	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Send a request with the complete information about the activity/event</p> <p>For walk-ins:</p> <p>Submit letter request to any PIO Receiving Officer / Fill out the request form</p>	<p>1. Receive request form or letter request</p>	<p>None</p>	<p>3 minutes</p>	<p><i>CPIO Receiving Officer</i></p>



also available through the PIO receiving officer For email: Send via officialcpio2023@gmail.com				
	1.2. Forward the request to the approving authority	None	5 minutes	<i>Information Officer / CPIO writer</i>
	1.3. Assess the request and forward to the writer and photographer/videographer, whichever is applicable	None	30 minutes <i>*does not include review time of concerned office</i>	Division Chief
	1.4. Coordinate with the requesting office to learn more details about the event, if needed	None	10 minutes	<i>Information Officer / CPIO writer</i>
	1.5. After the event, select photos and draft articles, send to approving authority for clearance	None	8 hours	<i>Information Officer / CPIO writer / photographer</i>
	1.6. Post in LGU Gensan facebook page	None	5 minutes	<i>Information Officer / CPIO writer</i>
2. Bring flash drive or provide email address to secure a copy of the activity/event coverage	2. Copy or send files to requestor	None	15 minutes	<i>CPIO photographer</i>



<i>*if the office would like to have a copy of the photos/videos</i>			<i>*dependi ng on file size and requirem ent of office</i>	
	TOTAL	None	9 hours and 8 minutes	
END OF TRANSACTION				

