



3. PHOTO AND VIDEO DOCUMENTATION

Offers photo and video documentation services for approved city activities for recording, reporting, and archival purposes.

Office or Division:	City Public Information Office
Classification:	Complex/Highly Technical
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 style="padding-left: 40px;">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 (schedule and venue of the shoot, 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	FEES 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: Submit letter request to any PIO Receiving</p>	<p>1. Receive request form or letter request</p>	<p>None</p>	<p>3 minutes</p>	<p>CPIO Receiving Officer</p>



<p>Officer / Fill out the request form also available through the PIO receiving officer</p> <p>For email:</p> <p>Send via officialcpio2023@gmail.com</p>				
	<p>1.2 Assess the request and if confirmed, forward to the photographer/videographer, whichever is applicable</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Information Officer / CPIO writer</i></p>
	<p>1.3. Approval and confirmation sent to requesting party</p>	<p>None</p>	<p>30 minutes</p> <p>*does not include review time of concerned office</p>	<p><i>Division Chief</i></p>
	<p>1.4. Coordinate with the requesting office to schedule shoot</p>	<p>None</p>	<p>10 minutes</p>	<p><i>CPIO Photographer</i></p>
	<p>1.5. Conduct photo or video shoot</p>	<p>None</p>	<p>*Depending on requesting party's requirement and needs</p>	<p><i>CPIO Photographer</i></p>
	<p>1.6.1. Editing of photos</p>	<p>None</p>	<p>5 days</p>	<p><i>CPIO Photographer</i></p>



	1.6.2. Editing of videos	None	15 days	<i>CPIO Video editor</i>
2. Bring flash drive or provide email address to secure a copy of the activity/event coverage <i>*if the office would like to have a copy of the photos/videos</i>	2. Copy or send files to requestor		15 minutes <i>*depending on file size and requirement of office</i>	<i>CPIO Photographer</i>
	TOTAL	None	5 days, 1 hour and 3 minutes or 15 days, 1 hour and 3 minutes	
END OF TRANSACTION				

