

1. Request Media Coverage

This service offers a comprehensive service for requesting full coverage from clients ensuring that all necessary details of the event are gathered effectively and accurately.

Office or Division:	Municipal Information Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Public Sectors within Tagoloan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Letter (1 Original Copy and 1 Photocopy)			Municipal Information Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requested letter to be forwarded to the Municipal Information Office in order to check the availability of the requested schedule for approval.	1 Recieved the required Request Letter. 2 Check the availability of the scheduled requested from the client.	None	30 minutes	<i>Administrative Aide-1</i> Municipal Information Office
2. Receive the approved request letter and forward it to the Chief of Staff for validation to be forwarded to the Mayor's Office.	Wait for the notice of approval from Mayor's Office about the client's request.	None	1 Day	<i>Administrative Aide-1</i> Mayor's Office

3. Clients must proceed to the Municipal Information Office for coordination.	Coordination Meeting/Discussion with the client.	None	1 hour	<i>Administrative Aide-1</i> Municipal Information Office
4. Request client to accomplish Client Satisfaction Measurement and drop feedbacks after receiving the output.	1. Transfer soft copies of photos or videos taken during the event.	None	1 Hour	<i>Administrative Aide-1</i> Municipal Information Office
TOTAL:			1 Day and 2 hours and 30 minutes	