

1. BORROWING OF PRINTED MATERIALS

The printed materials are allowed to be borrowed by the general public, officials and employees, and the media. Those materials are information reference and source of factual information of Provincial Government activities, programs, and projects.

OFFICE OR DIVISION	Promotion and Information Section- Office of the Governor			
Classification	Simple			
Type of Transaction	G2C- Government to Citizen			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form		Promotion and Information Section Office		
2. (1) Valid Government-issued ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire for availability of needed material at the Front desk.	Prepare logbook entry of client's identification and contact details.	-	3 minutes	Clerk II, Front Desk
2. Sign logbook entry and leave valid ID card.	Release material being borrowed.	-	1 minute	Clerk II, Front Desk
3. Return borrowed materials on due date/time.	Check returned material and release client's ID card.	-	1 minute	Clerk II, Front Desk
TOTAL:			5 minutes	

2. COPYING OF AUDIO-VISUAL MATERIALS

The audio-video materials are available upon request for copying of the general public, officials and employees, and the media. The materials serve as reference for various documented activities and projects of the Provincial Government.

OFFICE OR DIVISION	Promotion and Information Section- Office of the Governor			
Classification	Simple			
Type of Transaction	G2C- Government to Citizen			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Slip		Promotion and Information Section Office		
2. Appropriate material for copying (blank compact disk or USB)		Should be provided by client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire for availability of needed material at the Front desk.	Provide RS (Request Slip) to the client if material is available.	-	1 minutes	Clerk II, Front Desk
2. Fill out RS and submit to the Front Desk.	Check Editing Room's schedule, issue Claim Slip (CS) and advise client to come back on the date/time stipulated in the CS.	-	5 minutes	Clerk II, Front Desk
3. Wait for scheduled time/date for pick up.	Prepare a copy of the requested audio-video material.	-	Variable	AVEO III
4. Present Claim Slip.	Release the material.	-	1 minute	Clerk II, Front Desk
TOTAL:			Variable	

3. REQUEST FOR RISOGRAPH

The request for risograph printing is open to different departments and offices. The risograph printing provides substantial and efficient production of necessary information materials for distribution.

OFFICE OR DIVISION	Promotion and Information Section- Office of the Governor			
Classification	Simple			
Type of Transaction	G2G- Government to Government			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form		Promotion and Information Section Office		
2. Paper, RISO Ink		Should be provided by office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Request Form (RF).	Provide Request Form (RF).	-	1 minute	Clerk II, Front Desk
2. Submit RF signed by authorized head of the requesting office.	Submit RF for approval.	-	5 minutes	Clerk II, Front Desk
3. Wait for scheduled time/date for pick up.	Start RISO Printing.	-	Variable	RMO II
4. Sign claim slip; receive materials.	Release materials.	-	1 minute	RMO II
TOTAL:			Variable	