



**Internal/External**

**2. SERVICENAME: BILLBOARD ADVERTISEMENT**

**Description of the Service: Provide creative advertising and communication solutions to promote your brand and services**

<b>Office or Division:</b>	City Information and Community Relations Office				
<b>Classification:</b>	Simple				
<b>Type of Transaction:</b>	G2G, G2C, G2B				
<b>Who may avail:</b>	City Government offices, partners, and stakeholders				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
Service Request Form			City Information and Community Relations Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEE S TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	
1. Lodging of Request	The client submits a request for billboard advertisement for recording and initial evaluation purposes	N/A	3 minutes	Admin Aide	
2. Processing of Request	The client provides complete details of the advertisement, including electronic file(s), if necessary.	N/A	10 minutes	Admin Aide	



3. Issuance of Approval/Request	Upon review and approval, the request for billboard advertisement is issued or endorsed accordingly.	N/A	10 minutes	CICRO
TOTAL			23 minutes	