



**Internal/External**

**3. SERVICENAME: ADVERTISEMENT PUBLICATION ON NEWSLETTER AND/OR LED WALL**

**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 publication and/or posting for recording and initial evaluation purposes.	N/A	3 minutes	Admin Aide	
2. Securing Order of Payment	The client obtains the Order of Payment from the Business Permits and Licensing Office (BPLO)..	N/A	N/A	N/A	



3. Payment of Fees	The client pays the required fees and/or charges at the City Treasury Office.	N/A	N/A	N/A
4. Presentation of Official Receipt	The client presents the Official Receipt to the City Information and Community Relations Office (CICRO) for verification.	N/A	3 minutes	CICRO
5. Submission of Advertisement Details	The client submits complete details and/or an electronic copy of the proposed advertisement to the City Information and Community Relations Office (CICRO) for review.	N/A	10 minutes	CICRO
6. Processing of Request	The Materials are reviewed and edited (if necessary)	N/A	15 minutes	Admin Aide



7. Posting of Advertisement	Upon approval, the advertisement will be published in the newsletter or posted on the LED Wall Advertisement Platform	N/A	10 minutes	Admin Aide
TOTAL			31 minutes	