



Internal/External

5. SERVICENAME: DOCUMENTATION SERVICES

Description of the Service: Delivering LED display services for public information, events, and community engagement.

Office or Division:	City Information and Community Relations Office			
Classification:	Simple			
Type of Transaction:	G2G, G2C, G2B			
Who may avail:	City Government offices, partners, and stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Service Request Form		City Information and Community Relations Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Lodging of Request	The client submits a request for documentation services, indicating the details of the activity or event.	N/A	3 minutes	Admin Aide
2. Recording of Request	The request is received, recorded, and scheduled based on the agreed date, time, and requirements.	N/A	5 minutes	Admin Aide



3. Provision of Services	The City Information and Community Relations Office (CICRO) provides the requested documentation services.	N/A	N/A	Admin Aide
TOTAL			8 minutes	