

3. Request for Loop

The Broadcast Division accepts requests for creation of a loop to be used for presentation to a particular event in the Provincial Government.

Office or Division:	Broadcast Division			
Classification:	Simple			
Type of Transaction:	G2G			
Who may Avail:	Provincial Government Departments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Request Letter (1 Original Copy)		Requesting Department		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RELIABLE
1. Submit the Request letter to the receiving staff/Officer	1. Receive the required document and check for Completeness	None	2 minutes	<i>Administrative Assistant / Receiving staff – Administrative Division</i>
2. Submit the Flash drive with the details of the loop content to the Broadcast division.	2. Forward to Broadcast division for Loop Preparation. 2.1. Process the request on the details of the loop content. 2.2 Edit the Loop.	None	10 minutes 2 hours	<i>Division Head – Broadcast Division</i>
3. Get the Flash drive from Broadcast Division.	3. Provide copy of the finished loop.	None		<i>Administrative Assistant - Broadcast Division</i>
TOTAL:		None	2 hours and 12 minutes	