

4. Request for Coverage of Events

The Broadcast Division accepts requests for coverage of Provincial Events, Regional Meetings/conferences, Courtesy Calls and other activities in the Province of Davao del Norte.

Office or Division:	Broadcast Division			
Classification:	Simple			
Type of Transaction:	G2G			
Who may Avail:	Provincial Government Departments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Letter Request (1 Original Copy)		Requesting Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RELIABLE
1. Submit a Formal Letter containing the important information of the event to the receiving staff/officer.	1. Receive the letter request for coverage.	None	2 minutes	<i>Administrative Assistant / Receiving staff – Administrative Division</i>
	1.1 Approval of the PG Department Head.		5 minutes	
2. Provide instructions and information on the specific location of the events to be covered.	2 Schedule the event with the Broadcast Division.	None	1 Day	<i>Division Head of Broadcast Division</i>
	2.1 Assign a Team for Documentation.			
	2.2. Cover/ Document the event.			
TOTAL:		NONE	1 day and 7 minutes	