

5. Request for Voice Over of News Materials & Full Length AVP

The Broadcast Division provides services that requires Voiceover of news, short and full length AVP, and any related requests coming from the Local Government of 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 Request Letter (1 Original Copy) Flash drive With Script of the Voice Over		Concerned Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RELIABLE
1. Submit the Request letter	1.1 Receive the required document and check for Completeness	None	2 minutes	<i>Administrative Assistant /Receiving staff – Administrative Division</i> <i>Division Head - Broadcast Division</i>
	1.2 Forward or assist the client to Broadcast Division for Administrative Action		2 minutes	
2. Submit the Flash drive with the Script and materials to be used and other instructions	2.1 Process the request for the voice over	None	1 day	<i>Administrative Assistant - Broadcast Division</i>
	2.2 Script Familiarization			
	2.3 Edit the Voice Over			
3. Receive the final cut of the Voice-over requested.	3. Provide the final cut of the Voice-over.	None	2 minutes	<i>Administrative Assistant - Broadcast Division</i>
TOTAL:		None	1 day and 6 minutes	