

# 1. Request for Audio Visual Presentation

The Broadcast Division provides services through preparation of an Audio-Visual Presentation to the Provincial Government Offices to be used as materials for any provincial events and any activities. The AVPs may also be used for social publications.

<b>Office or Division:</b>	Broadcast Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G			
<b>Who may Avail:</b>	Provincial Government Departments			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Request Letter (1, Original Copy) Flashdrive with Script		Concerned Provincial Government Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RELIABLE</b>
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 Script and footages to the broadcast division.	2. Consultation with requisitioning party and Broadcast Team	None	2 minutes	<i>Division Head – Broadcast Division</i>
	2.1 Process the request AVP		15 minutes	<i>Administrative Assistant - Broadcast Division</i>
	2.2 Edit the AVP		3 -15 days (depending of the length / complexity of the AVP)	

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RELIABLE</b>
3. Receive the final output of the Audio-Visual Presentation from the broadcast division.	4. Inform the client for the completion of the AVP.	None	5 minutes	
<b>TOTAL:</b>		<b>None</b>	<b>3 - 15 days</b> (depending on the length / complexity of the AVP)	