

2. Request for Kapihan sa Kapitolyo Guesting

The Kapihan sa Kapitolyo provides information on the current events in the Provincial Government of Davao del Norte which can be aired via live broadcast or delayed telecast on radio or TV. Hence, guests with significant information pertaining to the above mentioned may submit their request to the said office.

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)		PIA / PICKMO Department Head		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RELIABLE
1. Submit the request letter to the receiving staff/officer.	1. Receive the invitation	None	2 minutes	<i>Administrative Assistant / Receiving staff – Administrative Division</i>
2. Proceed to Broadcast Division	2.1 Forward and assist the Client to Broadcast Division	None	5 minutes	<i>Division Head - Broadcast Division</i>
	2.2 Conduct meeting with the Client		20 minutes	
	2.3 Topic Preparation			
3. Attend the program proper	3. Studio Preparation	None	5 minutes	<i>Administrative Assistants - Broadcast Division</i>
	3.1 Conduct of Kapihan sa Kapitolyo – live airing		1 hour	
	3.2 Serve the Meals (if any)			
TOTAL:		None	1 hour and 30 minutes	