

## 6. Request for Lay-Out of IEC Materials

Lay-out for Information, Education and Communication (IEC) materials as well as for logo, seal, icon and/or picture related to programs, projects and activities of the different offices of the Provincial Government are offered by PICKMO.

<b>Office or Division:</b>	News and Printing Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may Avail:</b>	All Provincial Government Departments			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved request letter (1 original copy) 2. Flashdrive/ e-mail 3. Dummy pictures/ logo (softcopy) 4. Proposed lay-out (softcopy)		PICKMO Department Head		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RELIABLE</b>
1. Submit letter of request or intent to Provincial Admin Office.	1. Administrative Action	None	1 day	<i>Provincial Administrator</i> PADO
	1.1. Once approved, the PADO will submit it to PICKMO for processing.	None	10 minutes	
2. Submit the approved Request letter.	2.1. Receive the required document and check for Completeness	None	1 minute	<i>Administrative Asst. / Receiving Staff</i> PICKMO -Administrative Division
	2.2. Forward request and assist client to Print Division and submit Flash drive and/or Email address.	None	5 minutes	<i>Division Head/ Print Division</i> PICKMO
	2.3. Lay-outing and editing of IEC Materials.	None	1-2 days	<i>Administrative Assistant</i> PICKMO-Print division

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RELIABLE</b>
3. Get the Flash drive or check e-mail.	3. Provide copy of the finished IEC materials/output	None	5 minutes	<i>Administrative Assistant</i> PICKMO
<b>TOTAL:</b>		<b>None</b>	<b>1 day and 6 minutes</b>	