

10. Request for Administrative & Logistics Support for the Use of Bulwagan Hall/Function Rooms & Led Wall

As the assigned custodian of Bulwagan ng Karunungan, the KM Division facilitates requests to use its facilities (Hall and Classroom) and equipment (Sound System, Projectors, etc.).

Moreover, being the Lead Operator of the province-owned Light-Emitting Diode (LED) Wall System, the Division also facilitates request for its use exclusively within the Provincial Government Center premises.

Office or Division:	PICKMO-Knowledge & Information Management Division (KM)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen G2B-Government to Business G2G-Government to Government			
Who may avail:	-All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Specific and Formal Request duly approved by the Provincial Administrator. (1 Original)		Provincial Administrator's Office		
Note: Use of any equipment is exclusive only to activities done within the Provincial Government Center premises.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit to PICKMO-KM duly approved Formal Request.	1.1 Verify availability of requested venue/logistics support.	None	15 Minutes	<i>Division Personnel</i> PICKMO-KM
2. Furnish PICKMO-KM details (Name & Contact Number) of Focal Person for the said request.	2.1. Inform client of the availability of requested venue/logistics support, existing policies for its appropriate use, and corresponding fees.	Bulwagan Hall/Classroom = None Led Wall = ₱15,000/day per Provincial Ordinance No. 2018-001	15 Minutes	<i>Division Personnel</i> PICKMO-KM

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2. Informs Utility Personnel/LED Wall Operator of the approved schedule.	Overtime Pay of LED Wall Operator =₱500/day, if it falls beyond Official Work Schedule (Monday-Friday & 8AM-5PM).		
TOTAL:	Refer to Actual Computed Fees	30 Minutes		