

Public Affairs Office

Frontline Service	: Request for Anniversary Messages
Client	: ECs and Other Government Agencies
Requirements	: Letter-Request, Fact Sheets
Schedule of Availability of Service	: Monday - Friday (8AM - 5PM)
Fees	: None
Total/Maximum Duration of Process	: Three (3) days (with major revision/requires more intensive reaserch)
How to Avail of the Service	:

No.	Client Step	Agency Action	Person Responsible	Office/ Location	Duration of Activity
1	Sends letter-request to NEA	Receipt of request for EC anniversary message from records	PAO Secretary	3/F	2 days
2		Preparation of anniversary message	PR Chief/Sr. PRO/PR Officer		
3		Review of anniversary message	Department Manager		
4		Receipt of proposed EC anniversary message	Executive Assistant/OA Secretary	7/F	Time is dependent on the official's action in the department/office concerned. Duration of activities within this department/office is not included in the total duration of the process. (Maximum is seven days)
5		Review of proposed EC anniversary message	Administrator		
6		Approval and/or revision of EC anniversary message			
7		Preparation of transmittal letter of approved anniversary message to the EC Sends thru proposed EC anniversary message and message to the concerned EC Sends original copy thru Records Unit	PAO Secretary	3/F	1 day
8		Filing of second copy of transmittal letter, message and memo request from EC			
END					

LEGEND

PAO - Public Affairs Office
 PR - Public Relations
 PRO - Public Relations Officer
 OA - Office of the Administrator

ECs - Electric Cooperatives

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