



Securing IEC Materials for Tri Media Communications to the Barangays and other Government Agencies

ABOUT THE SERVICE

Lingkod Barangay Office assists NGOs/POs and individuals from the 27 barangays of Naga City in the availment of IEC materials such as digital designs for billboards/tarps/stage backdrops, streamers, printed bills, posters and info hand-outs, t-shirts, etc. for their Tri Media IEC campaigns and advocacies.

Department / Office:		LINGKOD BARANGAY OFFICE		
Classification:		Complex		
Type of Transaction:		G2G - Government to Government		
Who may avail		NGOs / POs		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Event description (what, when, where, who, etc.) Job Order 		<ul style="list-style-type: none"> Requesting Party City Mayor's Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements Submit all the requirements to Lingkod Barangay personnel			5 minutes	SER A. VILLEGAS JR. Administrative Aide III
	2. Lay out design and content finalization Once the IEC content is finalized, the printed IEC material shall be rendered to the client within a minimum of 3 working days		5 minutes	BERNARDO D. SANTOS Records Officer I (Casual) RUEL O. BARRIOS CGDH I (Lingkod Barangay Officer I)
	3. Final Design Output Depending on the number of pieces / volume of the finalized material and the volume of work from other clientele, the LBO shall endeavour to complete all works		After 3 working days, depending on the volume	SER A. VILLEGAS JR. Administrative Aide III
TOTAL		P	3 days and 10 minutes	

LINGKOD BARANGAY OFFICE

Room 115, Multi-Purpose Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City
For more information, please contact:
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