FLOW CHART

MUNICIPAL INFORMATION OFFICE (MIO)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request:		Personal Requesting Party:		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
A. Submits letter request and data to the MIO for Photo/ Video Editing, Lay-outing, Facebook Posting and Monitoring of Information Dissemination	1.1 Receives letter and lists down letter request in logbook	None	30 Minutes	Ruth Grace L. Alegre *Municipal Information Officer*
	1.2 Video/Photo Editing		4 Hours	Rogel John W. Castardo *Multimedia Artist*
	1.3 Lay-outing		4 Hours	
	1.4 Facebook Posting and Monitoring of Information		5 minutes	Elvin Mar G. Penes Rhodiel S. Lampara
		Total payment fee: None	Total processing time: 8 hours and 35 minutes	

LOCAL GOVERNMENT OF KAPALONG

BAYAN NG KAPALONG 1948 LALAWIGAN NG DAVAO DEL NORTE

MUNICIPAL INFORMATION OFFICE