

Processing of Permit to Shoot

Permit to shoot is being processed to ensure appropriate actions necessary to facilitate the requests for shoot of the media/academe/general public.

Office or Division:	Social Marketing Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizens
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 original copy of the written request for interview addressed to the Regional Director and duly signed by the requesting party or designated signatories	Client
3 original copies of Permit to Interview duly signed by the Regional Director	SMO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written request for shoot addressed to the Regional Director indicating the purpose of request, flow of shoot or script (if there is any) and list of equipment and staff to enter the taping area, at least one week before the date of conduct of the activity	1. Receive request to shoot	None	2 minute	<i>Administrative Assistant</i> ORD
	1.1. Receive request to shoot	None	1 minute	<i>Administrative Assistant</i> ORD
	1.2. Forward request to shoot to SMO	None	1 minute	<i>Administrative Assistant</i> ORD

	for review			
	1.3. Receive approved request to shoot from Regional Director's Office or	None	30 seconds	<i>Information Officers</i> Social Marketing Office
	1.4. Review of the request to shoot	None	10 minutes	<i>Information Officers</i> Social Marketing Office
	1.5. Contact the requesting party for details of the request	None	3 minutes	<i>Information Officers</i> Social Marketing Office
2. Send complete details of request	2.1 Review the request and forward said request to the concerned D/U/S/CRCF	None	13 minutes	<i>Information Officers</i> Social Marketing Office
	2.2. Coordinate with the concerned D/U/S/CRCF	None	10 minutes	<i>Information Officers</i> Social Marketing Office
	2.3. Confirmation of the D/U/S/CRCF if they will approve/disapprove the request	None	15 minutes	<i>D/U/S/CRCFs</i>
	2.4. Draft the permit to shoot	None	10 minutes	<i>Information Officers</i> Social Marketing Office
	2.5. Submit permit to shoot to ORD for the	None	1 minute	<i>Information Officers</i> Social Marketing

	Regional Director's signature			Office
	2.6. Receive draft permit to shoot from SMO	None	1 minute	<i>Administrative Assistant</i> ORD
	2.7. Sign the permit to shoot	None	1 day	<i>Regional Director</i>
	2.8. Release signed permit to SMO	None	1 minute	<i>Administrative Assistant</i> ORD
	2.9. Record / track of signed permit	None	30 seconds	<i>Information Officers</i> Social Marketing Office
	2.10. Release of signed permit to shoot to the requesting party	None	1 minute	<i>Information Officers</i> Social Marketing Office
3. Accomplish the conforme portion of the approved permit	3.1. Receive the signed conforme slip by the requesting party	None	1 minute	<i>Information Officers</i> Social Marketing Office
	TOTAL	None	1 day, 1 hour, 11 minutes	

*No Feedback and Complaints Mechanism