

Processing of Request for Coverage

The process of requesting for coverage of Division/Unit/Section/Center/Residential Care Facilities' activities

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|---|--|--------------------------|------------------------|--|
| Office or Division: | Social Marketing Office | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G - Government to Government | | | |
| Who may avail: | All Division/Unit/Section/Center/Residential Care Facilities | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1 original copy of the written request for coverage addressed to the Regional Director and duly signed by the requesting party or designated signatories | | Client/ Requesting Party | | |
| 1 original copy of coverage request form filled up by the requesting party | | SMO | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit written request for coverage to the Social Marketing Office indicating the details relevant to the activity such as type of program, title, date and time of event/activity, and program flow, at least one week before the date of conduct of the activity | 1. Receive request for coverage | None | 1 minute | <i>Information Officers</i> Social Marketing Office (SMO) |
| 2. Receive Coverage Request Form | 2. Provide Coverage Request Form to the requesting party | None | 1 minute | <i>Information Officers</i> Social Marketing Office (SMO) |
| 3. Fill-up/ Accomplish and submit Coverage | 3. Receive accomplished coverage | None | 4 minutes | <i>Information Officers</i> Social Marketing |

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| Request Form | request form. | | | Office (SMO) |
| | 3.1 Record / track request for coverage | None | 1 minute | <i>Information Officers</i> Social Marketing Office (SMO) |
| | 3.2 Forward the coverage request form to the Regional Director's Office for approval/ disapproval | None | 1 minute | <i>Administrative Assistant</i> Office of the Regional Director (ORD) |
| | 3.3 Approval / disapproval of request | None | 1 day | <i>Regional Director</i> ORD |
| | 3.4 Receive coverage request form from Director's Office | None | 1 minute | <i>Administrative Assistant</i> Office of the Regional Director (ORD) |
| | 3.5 Update tracking as per the Regional Director's approval / disapproval of the request | None | 1 minute | <i>Information Officers</i> Social Marketing Office (SMO) |
| 4. Receive copy of approved/disapproved request form | 4. Release of the approved / disapproved coverage request form to the requesting party | None | 1 minute | <i>Information Officers</i> Social Marketing Office (SMO) |
| | TOTAL | None | 1 day, 11 minutes | |

List of Offices

| Office | Address | Contact Information |
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| Social Marketing Office | DSWD – NCR #389 San Rafael St. cor. Legarda St., Sampaloc, Manila 2 nd Floor | Tel. No: 8-733-6279 |
| INA Healing Center | Batasan Hills, DSWD Compound, Quezon City | Tel. No: (02) 962-0556 Trunkline: 931-8101 loc. 517 |
| Standards Section | DSWD – NCR #389 San Rafael St. cor. Legarda St., Sampaloc, Manila Room 204 | Tel. No. 8-733-0010 loc. 204 |
| Sustainable and Livelihood Program | DSWD – NCR #389 San Rafael St. cor. Legarda St., Sampaloc, Manila Room 304 | Tel. No. 8-733-0010 loc. 303 |
| National Vocational and Rehabilitation Center - Social Adjustment Service | J.P. Burgos Street, Brgy. Escopa III, project 4, Quezon City | Mobile No. 8930-1569 |
| National Vocational and Rehabilitation Center - Vocational Guidance and Psychological Service | J.P. Burgos Street, Brgy. Escopa III, project 4, Quezon City | Mobile No. 0998-943- 1595 |
| National Vocational and Rehabilitation Center - Medical & Dental Service | J.P. Burgos Street, Brgy. Escopa III, project 4, Quezon City | Mobile No. 0921-673- 8619 |
| National Vocational and Rehabilitation Center - Training Service | J.P. Burgos Street, Brgy. Escopa III, project 4, Quezon City | Mobile No. 0939-312- 8924 |
| National Vocational and Rehabilitation Center - Extension Service | J.P. Burgos Street, Brgy. Escopa III, project 4, Quezon City | Mobile No. 0917-875- 1150 |
| National Vocational and Rehabilitation Center - Placement Service | J.P. Burgos Street, Brgy. Escopa III, project 4, Quezon City | Mobile No. 0942-066- 8193 |
| National Vocational and Rehabilitation Center - Administrative Service | J.P. Burgos Street, Brgy. Escopa III, project 4, Quezon City | Landline: 8912-9752 Mobile No. 0928-919- 4615 |