

SERVICE NAME : **DATA / NEWS / PHOTO RELEASES/LGU-Candon Employee's ID**
 Service Information : The office is responsible in publishing any public information, news and other important document regarding the city. Provide a valid printed ID for LGU employees

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| OFFICE | : OFFICE FOR PUBLIC INFORMATION |
| CLASSIFICATION | : SIMPLE |
| TYPE OF TRANSACTION | : Government to Citizen |
| WHO MAY AVAIL | : Any individual seeking data and information. Any LGU employee securing ID |

| CHECKLIST REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Registration at the client's logbook | Information Office |
| 2. For data seekers - filled out " request for data/information " form - storage media (e.g. flash drive, DVD-R, HDD) - Short client interview | Information Office |
| 3. For LGU-employees securing ID | Information Office |
| Filled out ID registration and production form Prescribed uniform for photo capturing | Information Office Uniform provided by the City Government |
| 4. For Clients securing Vaccination Certificate (VaxCertPh) - Vaccination Card - Government-Issued Identification Card | Information Office |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|------------------|---------------------------------|
| For DATA SEEKERS 1. Client upon entering the office will register at the client logbook | Supervise the filling out of logbook and ask client to state its business | none | 5 minutes | any office staff |
| 2. Client will wait for the processing of data, retrieval, printing and saving data/information | Depending on the size, availability and complexity of data/information requested, the department head will reviews the document/s prior to release | none | 1 hour | any office staff |
| 3. Client gives the storage media and gets interviewed | Department head gives approval and releases the document/s | none | 5 minutes | acio Balbin any office staff |
| 4. Client proceed to reasearch at the library | Librarian issues books | none | 5 minutes-1 hour | Evangeline O. Querubin |
| 5. Asks the office about tourism services and browse over information | Provides information materials. | none | 2 minutes | any office staff |

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| For LGU-employees securing ID | Supervise the filling out of logbook and ask client to state its business | none | 5 minutes | any office staff. |
| 1. Client upon entering the | | | | |

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|--|---|------|------------|------------------|
| 1. Client upon entering the office registers at the client logbook | its business | | | |
| 2. Client fills up the ID registration and production form | encode the form details unto the ID reproduction system | none | 10 minutes | any office staff |
| 3. Client have his/her Photo taken | Photo gets recorded on the ID reproduction system | none | 1 minute | any office staff |
| 4. Client waits until ID is released | Printing, cutting and lamination of ID | none | 10 minutes | any office staff |
| 5. Client receives his/her ID | Directs client to register his/her 2 types of ID and an ID lace at three different logbooks | none | 5 minutes | any office staff |

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|---|--|------|-----------|-------------------------|
| For Clients securing Vaccination Certificate (VaxCertPh) | | | | |
| 1. Clients presents Vaccination Identification Card & Government-Issued Identification Card | VaxCertPh, VASLL & VaxCertPh Retool Datamanager Photocopy's the Vaxcard ID & rectifies the errors and missing doses found in the VaxCertPh Portal | none | 3-24 hrs. | Engr. Patrick C. Cortes |