

PUBLIC INFORMATION OFFICE

2/F MARIKINA CITY HALL, Shoe Ave., Sta Elena , Marikina City

Tel. No.: 646-6451

PIO Chief: **Maria Lordes Navarro**

SERVICES OFFERED:

- Website updates (news info)
- News feed (social networking)
- Reply to inquiries, comments and complaints
- Photo/video documentation
- Production of public announcements and infomercials
- Production of video materials
- Training of volunteer broadcasters and on-the-job trainees
- Research assistance to students
- Media coverage
- Designs for advertising/promotional materials
- Production of official newsletter, newspaper, magazine and various city publications

Services	Client Step	Person Responsible	Location of Office	Processing Time
1. Production of Public announcements over DEL RADIO	Fax or send a letter of request/routing slip	Admin Section	2nd floor Marikina City Hall Building	5 mins
2. Photo/video coverage	Accomplish the request form	Admin Section	2nd floor Marikina City Hall Building	5 mins
3. Publication of articles from contributing writers	Fax, e-mail, or send articles; all contributions are subject to editorial discretion	PR Section	2nd floor Marikina City Hall Building	5 mins
4. Research assistance to students /	Fax, e-mail, or send letter of request signed by the class adviser	Admin Section	And floor Marikina City Hall Building	5 mins
5. Volunteer-broadcast and on-the-job training /	Fax or send biodata/ resume and letter of request	Radio Station	2nd floor Marikina City Hall Building	5 mins

Requirements:

Letter of request attached with pertinent documents

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.