

Office or Division:	Social Marketing Division			
Classification:	Complex			
Type of Transaction:	G2C, G2G			
Who may avail:	Students, Media, Other Organizations, Researchers, All DSWD OBSUs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Letter of Request		1 From the requesting student, media agency, other organizations, researchers, DSWD OBSUs		
2 Information materials request form		2 Pantawid Website/Pantawid NPMO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send formal letter of request with specific details about the request to 4ps_smd@dswd.gov.ph	1.1 Acknowledge and provide information materials request form	None	10 mins	Melqui Battulayan/ Emery Jane Pagba Division Admin
2. Fill out request form completely and submit to 4ps_smd@dswd.gov.ph	2.1 Provide copy of letter of request and form to ASD-Records Section and encode received document to EDTMS	None	10 mins	Melqui Battulayan/ Emery Jane Pagba Division Admin
None	2.2 Assess the request and approve/disapprove the request	None	3 hours	Ofelia DR. Escauriaga Division Chief
None	2.2 a. If disapproved, provide feedback to the client	None	1 hour	Chona Marie Catibog/ Jose Arianne Gonzales/ Maria Alyssa Esguerra IO III
None	2.3 b. If approved, provide initial feedback to the client and secure approval of the request	None	1 hour	Chona Marie Catibog/ Jose Arianne Gonzales/ Maria Alyssa Esguerra IO III