



PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Conservatory Shaw Plaza Building, 605 Shaw Boulevard, Mandaluyong City 1552

www.pcsso.gov.ph



Management System
ISO 9001:2008

www.tuv.com

ID 9105085649

CPD

PROPOSALS FOR SPONSORSHIPS/ADS

Office/Department in Charge : Corporate Planning Department
 Division : Advertising Division
 Location : PCSO Main Office
 Schedule of availability of service : Mondays to Fridays, 8:00am – 5:00pm
 Who may avail of the service : Various Proponents
 (TV and Radio Broadcasting Companies, Marketing and Advertising Agencies)

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCES	PERSON-IN-CHARGE	FEES	FORM
1	Submits sponsorship/ad proposals to the Department	Receives and evaluates the submitted sponsorship/ad proposals.	1 day	Receiving Staff – Information Officers I Division Chief	None	
2		Prepares recommendation for the signature of the Department Manager.	1 day	Division Chief	None	
3		Endorses the signed recommendation addressed to the General Manager, for approval.	15 minutes	Information Officers I	None	
4	Makes follow-up on the status of proposal	Informs the proponent on the status of proposal whether the proposal has been approved or disapproved (i.e., letter, telephone & e-mail)	15 minutes	Sr. Communications Dev't. Officer Advertising Officers III Information Officers I	None	

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5	Submits billing requirements (original) to the Department	Compiles and encodes data in the CAS upon receipt of billing requirements.	30 minutes	Information Officers I	None	Checklist for Voucher Preparation
6		Checks submitted documents and ensures that proponent completed all documentary requirements in the checklist for voucher preparation.	1 hour	Sr. Communications Dev't. Officer Advertising Officers III	None	
6		Validates the data encoded in the CAS and submits to DM	1 hour	Division Chief	None	
7		Transmits the approved CAS request for payment form with attachments to the Accounting and Budget Department.	15 minutes	Information Officers I		CAS Request for Payment Form

Certified Correct:

Venus Buado
 Atty. VENUS T. BUADO
 Department Manager *VB*