

5. INFORMATION DISSEMINATION THRU MESSAGE CAST

Describe the process of information dissemination through the use of Message Cast System.

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|---|---|------------------------|------------------------|---------------------------|
| Office or Division: | ICT Unit | | | |
| Classification: | Simple | | | |
| Type of Transaction: | Government to Government (G2G) | | | |
| Who may avail: | SDO Personnel | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Message Cast Form, Message Cast Log Sheet | | ICT Unit | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Receipt of accomplished Message Cast Form | Review and verify the information or message | None | 5 minutes | IT Officer and/or Staff |
| | Sending of broadcast message to concern individual or group | None | 15 minutes | IT Officer and/or Staff |
| | Filing a copy of the accomplished Message Cast Form | None | 5 minutes | IT Officer and/or Staff |
| TOTAL: | | | 20 minutes | |