

New Releases for Energy Beat Reporters

Schedule of Availability of Service

Monday to Friday
8:00am to 5:00pm

Who may avail of the Service

Energy Beat Reporters

What are the Requirements

News/Photo Releases

Duration: 3 working days

	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	PNOC	Corpcom receives instructions to prepare news release	5 minutes	Step		-
2		Corpcom gathers necessary data relevant to news release	5 minutes	Receiving OP Officer		-
3		CorpCom drafts news release	4 hours	CorpCom Head		-
4		Corpcom sends news release to concerned department for validation	1 day	President		
5		If approved, the news copy is ready for release	30 minutes	CorpCom personnel		-
6		If for revision, Corpcom makes the necessary revisions	2 hours	CorpCom		
7		CorpCom sends revised copy to OP for approval	4 hours	OP		
8		Corpcom releases the news article to energy beat reporters	1 hour	CorpCom		

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