

**PUBLIC ASSISTANCE AND INFORMATION OFFICE**

**PAIO Memo No. 431, s. 2022**

**MEMORANDUM**

**For : Director IV JENNIFER L. TIMBOL  
Human Resource Policies and Standards Office**

**Subject : Publication of CSC Resolution on Flexiwork**

Please be informed that we have prepared the camera-ready layout of the above-cited resolution for ad placement purposes. Also, the following are the estimated ad costs based on specifications and the newspapers' 2022 ad rates:

Specifications

Ad size	:	9 cols. X 50 cms.
Ad type/location	:	Classified
Frequency	:	Once
Others	:	<u>Must be broadsheet of national circulation, with a circulation base of not less than 300,000</u>

Rates (inclusive of 12% VAT)

Manila Bulletin	:	PHP176,400.00
Phil. Daily Inquirer	:	PHP110,880.00
Philippine Star	:	PHP 70,560.00

As the requesting/originating office, HRSPPO shall attend to the following administrative requirements:

1. Prepare and submit purchase request (PR) to OFAM;
2. Coordinate and/or follow up with OFAM on the status of the purchase order (PO) until its release;
3. Ensure that OFAM has already served the PO to the winning newspaper;
4. Inform PAIO via a memo which newspaper has been served the PO as well as your preferred publication date (please note that PAIO can ask newspapers to publish the resolution 1-2 business days from the date the PO was served to them, unless another date for publication has been specified.)

Attached for your clearance is a copy of the camera-ready and layout of the CSC Resolution. Please inform this office of any corrections on the layout. Coordinate directly via email (paio.pmr@gmail.com) or Viber (09662893426) for any concerns on this matter.

  
**MARIA LUISA SALONGA-AGAMATA**  
Director IV

2 May 2022