

No.	Program/Service Title	Program/Service Description	Type of service	Target Beneficiaries/Clients	General description of the process to avail the service	Process of selection (if applicable)	Requirements, if any	Contact information for inquiries on program/service (e-mail, trunkline, and directline)
2	Provision of Technical Assistance on Branding Designs	The service caters for requests for technical assistance on branding designs for materials and communication activities of the Department.	Non-frontline service	DSWD offices, bureaus, services, and units	Clients submits request for technical assistance on through a memorandum.		Request for technical assistance on branding design	Email: sms@dswd.gov.ph Direct Line: (+02) 89517440 Trunk Line: (+02 89318101 loc. 207, 208, 209
3	Provision of Technical Assistance on Messages and Foreword	The service caters for requests for technical assistance on message formulation for materials and communication activities of the Department.	Non-frontline service	DSWD offices, bureaus, services, and units	Client submits request for technical assistance on through a memorandum. Memorandum should indicate if the request pertains to:  1. Editing of messages/Foreword for Manual  2. Crafting of messages for souvenir programs  3. Crafting of speeches		Request for technical assistance on message and foreword	Email: sms@dswd.gov.ph Direct Line: (+02) 89517440 Trunk Line: (+02 89318101 loc. 207, 208, 209