





















INVITE THE COMMISSION TO EVENTS

Process Matrix for Invitations to Events

								
CLIENT STEP	AGENCY ACTION	PURPOSE OF STEP	POLICY BASIS	OFFICE / PERSON RESPONSIBLE	MAXIMUM DURATION	FEE, IF ANY	DOCUMENTS REQUIRED	DOCUMENTS GENERATED
Send invite in person or via email with the following details:	Acknowledge receipt of invite	Initiate process		Public Information and Assistance Division (PIAD)	30 minutes Day 1		N/A	Acknowledgement receipt
<ol style="list-style-type: none"> Brief background of the event Event schedule & venue Program Participants' profile 	Convert invite to Inquiry Summary Form (ISF) and draft assignment memo, and forward to OPC thru Records Office			PIAD	60 minutes Day 2		Request letter	ISF and draft assignment memo
<ol style="list-style-type: none"> Contact details, including a valid e-mail address 	Evaluate invite & assignment memo	Screen whether or not to accommodate request (1st)		Office of the Privacy Commissioner (OPC)	60 minutes Day 3		ISF, draft assignment memo, and request letter	
	If request will be accommodated, assign office to conduct; if not, reply to requester, cc PIAD			OPC	60 minutes Day 3			Signed assignment memo / reply letter to requester
Coordinate/meet with assigned NPC office (OPTIONAL)	Coordinate/meet with requester	Screen whether or not to accommodate request (2nd)		Assigned office	60-120 minutes Within 1 week of Day 3		ISF, signed assignment memo, and request letter	

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 CLIENT STEP	 AGENCY ACTION	 PURPOSE OF STEP	 POLICY BASIS	 OFFICE / PERSON RESPONSIBLE	 MAXIMUM DURATION	 FEE, IF ANY	 DOCUMENTS REQUIRED	 DOCUMENTS GENERATED
	If to be accommodated, finalize details and reply to requester, cc OPC, HRDD & PIAD; if not, reply to requester, cc PIAD			Assigned office	120 minutes Within 1 week of Day 3			Reply letter
	Prepare SO and have it signed		N/A	HRDD / OPC	Depends on requester's event date			
	Prepare logistics & other requirements			Assigned office, FAO	Depends on requester's event date			
Conduct the event	Speak at the requester's event			Assigned office	Depends on requester's event date			
	Get feedback and incorporate in regular report to the Commission	Improve		Privacy Policy Office	Within the month when the event was held			Report to the Commission