

Requesting for an Orientation

Client Step	Agency Action	Purpose of Step	Policy Basis	Office / Person Responsible	Maximum Duration	Fee (If Any)	Documents Required	Documents Generated
1 Send request in person or via invitation@privacy.gov.ph	1 Acknowledge receipt of the request	Initiate the process		Public Information and Assistance Division (PIAD)	within 1 working day (WD) upon receipt of request		Request letter	
	2 Assess validity & completeness of the request: - If invalid, proceed to Step 3 - If incomplete, proceed to Step 4 - If valid, proceed to Step 5.	Determine whether or not to accommodate the request based on NPC's scope and details provided		PIAD	within 1 WD upon receipt of request			
	3 Inform client that the request is beyond NPC and refer to appropriate government agency.			PIAD	within 1 WD upon receipt of the request			
	4 Inform client that the submitted request is incomplete and request for further information			PIAD	within 1 WD upon receipt of the request			
2 Provide complete details via invitation@privacy.gov.ph	5 Assess the nature of the request	Determine the appropriate resource speaker		PIAD	within 1 WD upon receipt of complete details		Event details form	
	6 Process client's request	Coordinate with NPC resource speaker		PIAD	4 WD			
	7 Review/ sign Request for Personnel Order (RPO)	Approval of the assigned resource speaker		Office of the Privacy Commissioner (OPC)	5 WD		RPO	Signed RPO
3 Receive response from NPC	8 Respond to complete request via invitation@privacy.gov.ph	Close the transaction		PIAD	within 1 day upon receipt of approved RPO			