

## Processing of Permit to Interview

Permit to interview is being processed to ensure appropriate responses to the requests for interviews of the media/academe/general public.

|   |  |                        |                        |  |
|---|--|------------------------|------------------------|--|
| <b>Office or Division:</b>  | Social Marketing Office  |                        |                        |  |
| <b>Classification:</b>  | Simple   |                        |                        |  |
| <b>Type of Transaction:</b>   | G2C - Government to Citizens   |                        |                        |  |
| <b>Who may avail:</b>   | General Public   |                        |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b> |                        |  |
| 1 original copy of the written request for interview addressed to the Regional Director and duly signed by the requesting party or designated signatories   |  | Client                 |                        |  |
| 3 original copies of Permit to Interview duly signed by the Regional Director   |  | SMO                    |                        |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 1. Submit written request for interview addressed to the Regional Director indicating the purpose of request, flow of interview/script (if there is any) and list of equipment and staff to enter the interview area, at least one week before the date of conduct of the activity. | 1.1. Receive request for interview                                       | None                   | 2 minutes              | <i>Administrative Assistant</i><br>Office of the Regional Director (ORD) |
|   | 1.2. Forward request letter / invitation for interview to SMO for review | None                   | 1 minute               | <i>Administrative Assistant</i><br>Office of the Regional Director (ORD) |

|                                     |  |      |            |  |
|-------------------------------------|--|------|------------|--|
|                                     | 1.3. Receive request letter / invitation for interview from Regional Director's Office                           | None | 30 seconds | <i>Information Officers</i><br>Social Marketing Office (SMO) |
|                                     | 1.4. Review of the request letter / invitation   | None | 10 minutes | <i>Information Officers</i><br>Social Marketing Office (SMO) |
|                                     | 1.5. Contact the requesting party for details of the request   | None | 3 minutes  | <i>Information Officers</i><br>Social Marketing Office (SMO) |
| 2. Send complete details of request | 2.1 Review the guide questions for the interview to be conducted and identifying possible speakers / interviewee | None | 13 minutes | <i>Information Officers</i><br>Social Marketing Office (SMO) |
|                                     | 2.2. Coordinate with the concerned Unit /CRCF/ Member of the Speakers Bureau to be interviewed                   | None | 10 minutes | <i>Information Officers</i><br>Social Marketing Office (SMO) |
|                                     | 2.3. Confirmation of the speaker / interviewee on the interview  | None | 15 minutes | <i>D/U/S/CRCFs</i>   |
|                                     | 2.4. Draft the permit to interview   | None | 10 minutes | <i>Information Officers</i><br>Social Marketing Office (SMO) |

|   |  |             |                                  |  |
|---|--|-------------|----------------------------------|--|
|   | 2.5. Submit permit to interview to ORD for the Regional Director's signature | None        | 1 minute                         | <i>Information Officers</i><br>Social Marketing Office (SMO) |
|   | 2.6. Receive draft permit to interview from SMO                              | None        | 1 minute                         | <i>Administrative Assistant</i><br>(ORD)                     |
|   | 2.7. Sign the permit to interview  | None        | 1 day                            | <i>Regional Director</i>                                     |
|   | 2.8. Release signed permit to SMO  | None        | 1 minute                         | <i>Administrative Assistant</i><br>(ORD)                     |
|   | 2.9 Record / track of signed permit  | None        | 30 seconds                       | <i>Information Officers</i><br>Social Marketing Office (SMO) |
|   | 2.10. Release of signed permit to interview / to the requesting party        | None        | 1 minute                         | <i>Information Officers</i><br>Social Marketing Office (SMO) |
| 3. Accomplish the conforme portion of the approved permit | 3. Receive the signed conforme slip by the requesting party                  | None        | 1 minute                         | <i>Information Officers</i><br>Social Marketing Office (SMO) |
|   | <b>TOTAL</b>   | <b>None</b> | <b>1 day, 1 hour, 10 minutes</b> |  |