

Prepared By: Corporate Reputation Department (CRD)	Event Report	Date: 1 March 2020	
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Approval By: QA & MR		Doc No : WI-CRD/ER/012.5/01/15	Page: 01 of 01
WORKING INSTRUCTION			
1. Objective To provide records and documentations of LSPR events and publications			
2. Person In Charge Department in Charge (DIC)			
3. Phase of Process After the event execution, The Department in Charge should make The Post event Report			
No	Description and Phase of Process	PIC	Document
1.	After the event executed, the department in charge should make a post event report regarding the related event	DIC	CRD received the Post Event Report through requisition form (tinyurl.com/PERLSPR)
2.	The event Report should be filled by the department in charge including necessary attachment such as: Photo or Video documentation; MOU or Letter of Agreement; Estimation & expenditure Budget etc.	DIC	MOU or Letter of Agreement are important. Attached through online requisition form.
3.	The Post Event Report should be submitted as a complete filled form and the form can be downloaded through online requisition form.	DIC	Attachment includes Post Event Report Form and supporting documents (photo, video, letter, mou, etc.)
4.	A copy of MOU of event (if any) should be included in the Post Event Report submission through online requisition form.	DIC	Online requisition form (tinyurl.com/PERLSPR)
5.	All post event reports from all departments are filled by CRD for the duration of 2 years	CRD	All data recorded in Log Book through Google Drive
6.	After 2 Years, all data will be sent to Head Office in Pamulang	CRD	File are printed and will be stored in Pamulang office



