

PLANNING AND POLICY COORDINATION DIVISION

1. Conduct of Policy Review

Policy review is inherent or incidental to policy development task of the Planning and Policy Coordination Division (PPCD). This process is designed to facilitate the requests for review of policies and guidelines from the PhilSys Registry Office (PRO) Services and Divisions, particularly those with operational and technical units. It likewise aims to align the policies and guidelines subject for review with the provisions of Republic Act No. 11055 and its revised IRR existing PRO-issued policies, guidelines, office memoranda, and other PSA relevant issuances.

Given its sufficient knowledge and familiarity with the direction of the PhilSys program, the PPCD provides its comments or recommendations for the improvement of the policies and guidelines subject for review.

Office or Division:	Planning and Policy Coordination Division
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	PRO Services/Divisions
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Letter/Email Request; 2. Transmittal/Routing Slip; and 3. Draft policy.	Requesting PRO Service/Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorse/ Transmit the draft policy to PPCD for review.	1.1. Acknowledge receipt of the endorsed draft policy.	None	15 minutes	Policy Coordination Unit Staff / Administrative Assistant V
None	1.2. Review the endorsed draft policy.	None	3 days	<i>Planning Officers III, II and I</i> Policy Coordination Unit
None	1.3. Conduct of consultative meeting/s, if necessary.	None	2 days	<i>Planning Officers V, IV, III, II and I</i>

				Subject Matter Divisions/Legal Service
None	1.4. Draft inputs and/or recommendations on the draft policy.	None	3 days	<i>Planning Officers III, II and I</i> Policy Coordination Unit
None	1.5. Review and approve the inputs and/or recommendations of the PPCD on the draft policy.	None	2 days	<i>Planning Officers IV and V</i>
2. Receive the inputs and/or recommendations of PPCD on the endorsed draft policy.	2.1. Release the inputs and/or recommendations of the PPCD on the draft policy to the requesting party.	None	15 minutes	Policy Coordination Unit Staff / Administrative Assistant V
TOTAL:		None	10 days and 30 minutes	