

2. Approval of PhilSys Technical Working Group on Legal Affairs (TWG-LA) Resolutions

In alignment with the directive of the PhilSys Policy and Coordination Council (PSPCC) to establish the Inter-Agency Committees (IACs) for the PhilSys, the PSA constituted the PhilSys Technical Working Groups (TWGs). As part of its mandate, the PhilSys TWGs shall provide technical assistance and official recommendations to the IACs and ensure efficient planning and implementation of the objectives of the Republic Act (R.A.) No. 11055.

The composition of PhilSys TWGs includes the TWG on Legal Affairs (TWG-LA). The TWG-LA shall provide legal comments, inputs, and/or recommendations in the form of a resolution. Subsequently, the resolution shall be endorsed to the IAC on Legal Affairs (IAC-LA) for their consideration or for implementation by the concerned PhilSys Registry Office (PRO) operation units.

Relative thereto, the PPCD is tasked to provide Secretariat functions to the TWG-LA. As TWG-LA Secretariat, the PPCD shall oversee and undertake the necessary communication, coordination and cooperation with the TWG members. If necessary or when requested, the PPCD shall likewise draft resolutions and facilitate approval thereof by the TWG-LA Members. It shall likewise ensure that such resolution recommending the approval of a certain policy is consistent with the objectives of R.A. No. 11055 and its revised Implementing Rules and Regulations (IRR), all laws pertinent thereto and other statutory provisions.

Office or Division:	Planning and Policy Coordination Division	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government	
Who may avail:	PRO Management/Officials, Services/Divisions, other PhilSys TWGs	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Endorsed by PRO Management/Officials: 1. Minutes of the Meeting; and 2. Letter/Email Request.	Requesting PRO Official/s
	Endorsed by PRO Services/Divisions: 1. Letter of endorsement signed by the Assistant National Statistician (ANS) of the concerned Service/Division; and 2. Briefer of the concerns.	Requesting PRO Services/Division
	Endorsed by other TWGs: 1. Letter of endorsement from the TWG Chairperson; and 2. Approved TWG resolution and other relevant documents.	Requesting PhilSys TWG/s

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorse/ Transmit the concern to TWG-LA secretariat.	1.1. Acknowledge receipt of the endorsement	None	15 minutes	Planning Officers I and Administrative Assistant V (TWG-LA Secretariat)
None	1.2. Identify the need for a resolution. Note: Whenever necessary, the TWG-LA may conduct a meeting to discuss the endorsement.	None	4 hours	Planning Officers I (TWG-LA Secretariat) Planning and Policy Coordination Division TWG-LA Members
None	1.3. Prepare an initial draft of the resolution.	None	3 days	Planning Officers I (TWG-LA Secretariat)
None	1.4. Route the draft resolution for review to TWG-LA members for review.	None	1 day	Planning Officers I (TWG-LA Secretariat)
None	1.5. Review the draft resolution. Note: Whenever necessary, the TWG-LA may conduct a Consultative Meeting with the requesting party/ies to discuss the draft resolution.	None	2 days	Planning Officers V and III (TWG-LA Members) Other TWG-LA Members from other PRO Services/ Division Requesting party/ies
None	1.6. Receive/ Acknowledge receipt of inputs/ comments of TWG-LA Members on the draft resolution.	None	15 minutes	Planning Officers I (TWG-LA Secretariat)
None	1.7. Consolidate the inputs/ comments	None	1 day	Planning Officers I

	received and prepare comparative matrix.			(TWG-LA Secretariat)
None	1.8. Revise and finalize the draft resolution.	None	2 days	Planning Officers I (TWG-LA Secretariat)
None	1.9. Send the revised draft resolution and consolidated matrix to TWG-LA members for final review and/or concurrence of members.	None	15 minutes	Planning Officers I (TWG-LA Secretariat)
None	1.10. Review of the revised draft resolution and consolidated matrix by the TWG-LA members.	None	1 day	Planning Officers V and III (TWG-LA Members) Other TWG-LA Members from other PRO Services/ Division and Legal Service
None	1.11. Upon concurrence, endorse the final draft of the resolution to TWG-LA members for signature.	None	15 minutes	Planning Officers I (TWG-LA Secretariat)
None	1.12. Approve/ Sign final draft of the resolution.	None	1 day	Planning Officers V and III (TWG-LA Members) Other TWG-LA Members from other PRO Services/Division and Legal Service
2. Receive the copy of the approved resolution.	2.1. Endorse the approved resolution to the requesting party/ies for appropriate action,	None	15 minutes	Planning Officers I and Administrative Assistant V (TWG-LA Secretariat)

	including the TWG-LA members for their information.		
TOTAL:		None	11 days, 5 hours, and 15 minutes