

# PHILSYS REGISTRY OFFICE

## REGISTRATION OPERATIONS SERVICE

### ID PROCESSING AND MANAGEMENT DIVISION

#### 1. Evaluation of Billing Statements from Bangko Sentral ng Pilipinas (BSP)

The Philippine Statistics Authority-Bids and Awards Committee (PSA-BAC), upon due observance of the procurement procedures set forth in the 2016 Revised IRR of Rep. Act No. 9184, recommended the award of the contract for PhilSys card production and card personalization system and machines to BSP. Thus, the PSA engages the services of the BSP through Agency-to- Agency Agreement.

The payment shall be made upon compliance with documentary requirements, and in accordance with the schedule and the terms and conditions stated in the Implementing Guidelines of the Agreement.

<b>Office or Division:</b>	ID Processing and Management Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	Bangko Sentral ng Pilipinas	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Statement of Account/Sales Invoice 2. Summary of Billing (List of Delivery Receipts and Quantity) 3. Detailed Delivery Receipts (PSA Batch Number, Inclusive Serial Number, Quantity of Good and Reject)		Bangko Sentral ng Pilipinas
Inspection and Acceptance Report		PhilSys Registry Office - Office of the Deputy National Statistician

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the billing documents.	1.1. Receive and endorse the billing documents of the BSP	None	1 day	Office of the Deputy National Statistician

	to the ID Processing and Management Division (IDPMD).			
None	1.2. Receive the endorsed billing documents and route to the reviewer.	None	6 minutes	<i>Administrative Assistant</i> IDPMD
None	1.3. Review the detailed delivery receipts based on the Notice of Delivery and Delivery Receipts (NDDR) in the billing documents.  1.4. Forward the reviewed billing documents to the Administrative Assistant.  <b>Note:</b> Voluminous billing documents are being checked on a monthly basis.	None	1 day	<i>Information Systems Analyst II – Distribution Operations Section</i> IDPMD
None	1.5. Endorse the billing documents to the evaluator.	None	1 minute	<i>Administrative Assistant</i> IDPMD
None	1.6. Conform and sign the detailed delivery receipts.	None	1 hour	<i>Information Technology Officer I – Personalization and Kitting Operations Section</i> IDPMD
None	1.7. Endorse the BSP billing documents to the Inspection Officer for signature.	None	1 minute	<i>Administrative Assistant</i> IDPMD
None	1.8. Sign the “Inspection” box in the Inspection and Acceptance Report (IAR).	None	10 minutes	<i>Inspection Officer (Division Chief)</i> IDPMD

None	1.9. Endorse the billing documents to the Office of the Assistant National Statistician for signature.	None	10 minutes	<i>Administrative Assistant IDPMD</i>
None	1.10. Sign the "Acceptance" box in the IAR.	None	1 day	<i>Assistant National Statistician PCMS/ROS</i>
None	1.11. Receive, control and scan the signed billing documents.	None	1 hour	<i>Administrative Assistant IDPMD</i>
None	1.12. Prepare Justification/ Observations on PhilID Card Personalization for the billing period.	None	1 day	<i>Information Technology Officer I/ Information Systems Analyst II – Personalization and Kitting Operations Section IDPMD</i>
None	1.13. Review and sign the draft Observations on PhilID Card Personalization document.	None	1 hour	<i>Division Chief IDPMD</i>
None	1.14. Endorse the Observations on PhilID Card Personalization document to the ANS.	None	10 minutes	<i>Administrative Assistant IDPMD</i>
None	1.15. Review and initially sign the Observations on PhilID Card Personalization document.	None	1 day	<i>Assistant National Statistician PCMS/ROS</i>
None	1.16. Endorse the Observations on PhilID Card Personalization document to the Office of the Deputy National Statistician.	None	10 minutes	<i>Administrative Assistant PCMS/ROS</i>
None	1.17. Review and initially sign the	None	2 days	<i>Deputy National Statistician ODNS</i>

	Observations on PhilID Card Personalization document.			
None	1.18. Endorse the Observations on PhilID Card Personalization document to the Office of the National Statistician.	None	10 minutes	<i>Administrative Assistant</i> ODNS
None	1.19. Review and approve the Observations on PhilID Card Personalization document (waiting time not included).	None	3 days	<i>National Statistician and Civil Registrar</i> General ONS
None	1.20. Receive, control and scan the approved Observations on PhilID Card Personalization document.	None	30 minutes	<i>Administrative Assistant</i> IDPMD
None	1.21. Check the billing documents if all are signed and attach the approved Observations on PhilID Card Personalization to the billing documents.	None	30 minutes	<i>Administrative Assistant</i> IDPMD
None	1.22. Prepare transmittal/routing slip.	None	5 minutes	<i>Administrative Assistant</i> IDPMD
None	1.23. Endorse the completed, signed and approved billing documents to General Services Division (GSD).	None	30 minutes	<i>Administrative Assistant</i> IDPMD
None	1.24. Process the billing documents.  <b>Note:</b> GSD will check and verify the BSP billing documents and endorse to the next billing processors	None	5 days	<i>Administrative Assistant/ Officer</i> GSD

	(Accounting and Budget Division).		
<b>TOTAL:</b>		<b>None</b>	<b>14 days, 4 hours and 33 minutes</b>