

REGISTRATION OPERATIONS SERVICE

REGISTRATION MANAGEMENT DIVISION

1. Establishment of Partnerships on the Conduct of Institutional Registration and ePhilID Issuance

One of the core functions of the Registration Management Division (RMD) is to collaborate with national government agencies and Local Government Units to ensure the registration of citizens and resident aliens into the PhilSys. Hence, the RMD coordinates with line agencies and private institutions for the conduct of institutional registration and ePhilID issuance.

Institutional registration refers to the conduct of registrations sequentially at the premises of the partner institution. In October 2022, the Philippine Statistics Authority (PSA) expanded its services for the general public to include ePhilID issuance. The issuance of the ePhilID is PSA's responsive and proactive initiative to accelerate the provision of PhilSys credentials to registered persons and facilitate the transition to the digital economy.

The institutional approach provides institutions with convenient means to provide PhilSys services to clustered populations.

Office or Division:	Registration Management Division
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business; G2G – Government to Government
Who may avail:	Government agencies, non-government organizations, private companies, residential facilities, people's organization
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Request Letter (Original/Scanned Copy) containing the following: <ul style="list-style-type: none"> a. No. of possible registrants b. Contact person and details c. Date/time availability schedule d. Office space and equipment needed e. Internet requirements 	Requesting government and private agencies, companies and general public.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of request addressed to the	1.1. Acknowledge receipt of the email.	None	4 hours	Registration Officer I/II

National Statistician through email at rmd.staff@psa.gov.ph	1.2. Endorse the copy of the letter of request to the Division Chief for perusal.			
None	1.3. Assign the letter of request to staff for appropriate action.	None	4 hours	Registration Officer V
None	1.4. Draft a letter endorsing the request to the assigned Provincial Statistical Office (PSO).	None	4 hours	Registration Officer I/II/III
None	1.5. Review and endorse the draft letter to the Division Chief.	None	1 day	Registration Officer IV
None	1.6. Review and route the final draft letter to the Office of the Deputy National Statistician.	None	1 day	Registration Officer V, Registration Officer I/II
None	1.7. Review, sign and revert the approved letter to the RMD.	None	3 days	Deputy National Statistician
None	1.8. Email the signed letter to the requesting party and set a meeting with the requesting party and the assigned PSO.	None	1 hour	Registration Officer I/II
2. Acknowledge the request and provide preferred meeting schedule.	2.1. Confirm meeting schedule.	None	1 hour	Registration Officer I/II/III

None	2.2. Conduct a meeting with the requesting party and the assigned PSO.	None	4 hours	Registration Officer V/IV/III
None	2.3. Provide a confirmation date on the actual registration and ePhilID Issuance.	None	1 day	PSO
TOTAL:		None	8 days and 6 hours	