

2. Establishment of Partnerships on the Setting up of PhilSys Co-location Sites

Section 9 of Republic Act No. 11055 or the Philippine Identification System (PhilSys) Act enumerated the list of government agencies and government-owned and controlled corporations (GOCCs) that will serve as registration centers for PhilSys. This provision also authorizes the PSA to assign other government agencies and GOCCs as registration centers if needed.

Further, Section 2 of the same Act also recognizes the indispensable role of the private sector in promoting the use and ensuring maximum efficiency of the PhilSys. In this regard, the RMD consistent with its core functions, leads the establishment of partnerships on the setting up of PhilSys co-location sites.

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, and residential facilities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. Request Letter containing the following: <ol style="list-style-type: none"> a. Contact person and details b. Date/time availability schedule c. Require Office space and equipment needed d. Internet requirements 2. Memorandum of Agreement (MOA) 		Requesting government and private agencies, companies, and institutions.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of request addressed to the National Statistician via email at rmd.staff@psa.gov.ph .	<ol style="list-style-type: none"> 1.1. Acknowledge receipt of the email. 1.2. Endorse the copy of the letter of request to the Division Chief for perusal. 	None	4 hours	Registration Officer I/II

None	1.3. Assign the drafting of proposal letter on the partnership in setting up of PhilSys co-location sites.	None	4 hours	Registration Officer V
None	1.4. Draft the proposal letter.	None	4 hours	Registration Officer IV
None	1.5. Review and route the draft letter to the Office of the Deputy National Statistician.	None	4 hours	Registration Officer V, Registration Officer I/II
None	1.6. Review and endorse the letter to the Office of the National Statistician for signature.	None	1 day	Deputy National Statistician
None	1.7. Review, sign and revert the approved letter to the RMD.	None	3 days	National Statistician, Executive Assistant
None	1.8. Email the approved letter to the partner entity and the assigned PSO and set a meeting to discuss the co-location partnership.	None	1 hour	Registration Officer I/II/III
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 partner entity to discuss the co-location partnership including the contents of the MOA.	None	2 hours	Registration Officer V/IV/III
None	2.3. Draft and prepare the MOA.	None	3 days	Registration Officer I/II/III/IV

None	2.4. Email the approved template of the MOA to the partner entity for comments.	None	1 hour	Registration Officer I/II
3. Revert MOA to PSA with comments of their Legal team.	3.1. Input comments of partner entity on the draft MOA.	None	4 hours	Registration Officer V
None	3.2. Endorse draft MOA to PSA Legal Service for review and comments.	None	1 day	Registration Officer V
None	3.3. Integrate comments of PSA Legal Service on the draft MOA.	None	4 hours	Registration Officer I/II/III/IV
None	3.4. Endorse the revised MOA to the Office of the Deputy National Statistician for review.	None	4 hours	Registration Officer V
None	3.5. Review and endorse revised MOA to the Office of the National Statistician for signature.	None	1 day	Deputy National Statistician
None	3.6. Review, sign and revert the signed MOA to the RMD.	None	3 days	National Statistician, Executive Assistant
None	3.7. Route to PSA Legal Service for clearance and/or signature.	None	1 day	National Statistician, Executive Assistant
None	3.8. Receive and send signed MOA to the partner entity for their signature.	None	1 hour	Registration Officer I/II
4. Revert the signed MOA to PSA.	4.1. Process the notarization of the signed MOA.	None	1 hour	Registration Officer I/II

5. Received the notarized copy of the MOA.	5.1. Provide the notarized copy to the partner entity.	None	1 hour	Registration Officer I/II
TOTAL:		None	17 days and 5 hours	