11. Provision of Technical Support (RFID Card for Door Access Control System) to PhilSys Registry Office in Centris 5

The PhilSys Registry Office implements a door access control system to prevent unauthorized access. The 11th and 12th floors of ETON Centris Cyperpod 5 Building are equipped with magnetic doors that are opened by RFID cards issued to authorized PRO staff.

Office or Division:	Infrastructure and Systems Management Division
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	PhilSys Registry Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

PhilSys IT Support Ticketing with the following details
    a.   Name:
    b.   Employee Number:
    c.   Designation:
    d.   Service/Division:
    e.   Employment Status
	Infrastructure and Systems Management Division through the PhilSys tracking system

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send a request and provide all the necessary details through PhilSys IT Support Ticketing webpage.	1.1. Acknowledge receipt of the request.	None	5 minutes	Computer Maintenance Technologist I
None	1.2. Enroll Radio Frequency Identification (RFID) card in the door access control system.	None	3 minutes	Computer Maintenance Technologist II
None	1.3. Input the user details and add the card reader for access to provide authentication.	None	3 minutes	Computer Maintenance Technologist II

None	1.4. Test the RFID card for access to the card reader.	None	3 minutes	Computer Maintenance Technologist II
None	1.5. Print the sticker for the RFID card with the full information of the employee.	None	3 minutes	Computer Maintenance Technologist II
None	1.6. Prepare and forward the signed transmittal slip for the RFID card.	None	5 minutes	Information Systems Analyst II
2. Sign the acknowledgment receipt of the transmittal slip.	2.1. Assist the end user in testing the RFID card.	None	2 minutes	Computer Maintenance Technologist II
3. Test the RFID card for access to the card reader.	3.1. Close the job ticket.	None	3 minutes	Computer Maintenance Technologist II
	TOTAL:	**None**	**27 minutes**	