INFRASTRUCTURE AND SYSTEM MANAGEMENT DIVISION

1. **Request for Account Creation, Updating, Reactivation, Deactivation and Password Reset for PhilSys Accounts (Digital Card Service, Matrix System, PhilSys Cloud)**

In order to access their authorized systems (e.g., Digital Card Service, Matrix, and PhilSys Cloud), the Philippine Statistics Authority Central Office and Field Offices authorized personnel shall request credentials from the Infrastructure and System Management Division (ISMD) through the submission of an approved PhilSys Account Request Form.

Digital Card Service

The Digital Card Service is used for downloading the ePhilID cards This ePhilID refers to the digital version of the PhilID printed on a piece of paper (printed ePhilID) or may be stored in the PhilID holder's mobile device.

Matrix

Matrix System or the Matrix is an open-source web-based project management and issue tracking tool that allows users to manage multiple projects and associated sub projects through PhilSys tracking system.

PhilSys Cloud

The PhilSys cloud is used for file sharing and as a repository of documents.

a. **Request for Account Creation, Updating, and Reactivation for PhilSys Accounts (Digital Card Service, Matrix System, PhilSys Cloud)**

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

1. Accomplished PhilSys Account Request Form (PARF) with the following information:
I. Type of Request
    a. New Account
    b. Account Updating
	Infrastructure and Systems Management Division through the PhilSys tracking system

c. Account Reactivation
            d. Account Deactivation
    II. Account Holder Information
            a. Last Name
            b. First Name
            c. Middle Name
            d. Suffix
            e. Designation
            f. Province/Region
            g. Office/Company
            h. Unit/Division/Service
            i. Employee ID No.
            j. Contact No.
            k. Email Address
            l. Employment Status:
                    1. COSW
                    2. Regular
                    3. External/Non-PSA

    III. Selection of Required Access
            a. PhilSys Information System Account
            b. System name
                    1. Digital Card Service
                    2. Matrix System
                    3. PhilSys Cloud
            c. Project name/Folder name
            d. Purpose of account

2. Accomplished ePARF	ePARF link.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out ePARF (Google Form) and upload the approved PARF.	1.1. Monitor responses in the Google Form link.	None	5 minutes	Computer Maintenance Technologist I
None	1.2. Print the approved PARF.	None	1 minute	Computer Maintenance Technologist I
None	1.3. Check the completeness and assess the accuracy	None	3 minutes	Information Systems Analyst II/ Computer

				Maintenance Technologist II
	of the information in the PARF. **Note:** If the information is incorrect and/or incomplete, return the PARF to the requestor for correction/ completion.			
None	1.4. Endorse the PARF to the Division Chief.	None	1 minute	Administrative Assistant
None	1.5. Approve/ disapprove the received PARF and return the form to the AA for dissemination. **Note:** If the request is disapproved, return the form to the requestor via email.	None	4 minutes	Information Technology Officer II/III
None	1.6. Distribute the approved PARF to designated personnel for appropriate action.	None	1 minute	Administrative Assistant
None	1.7. Provide the corresponding action (i.e., *account creation, updating of information and reactivation*).	None	10 minutes	Computer Maintenance Technologist II/I / Information Systems Analyst II/I
None	1.8. Send the login credentials to the email address provided in the PARF. *For Matrix:* Sending of login credentials is system automated.	None	5 minutes	Computer Maintenance Technologist I
2. Receive the credentials and access the	2.1. Record the action taken, username, and the processor's name,	None	5 minutes	Computer Maintenance Technologist I/ Information

system using their credentials.	signature, and date in Section IV of the PARF.			Systems Analyst II/I
	TOTAL:	**None**	**35 minutes**	