

2. Request for Inclusion in the PhilSys Registration Kit Support Group Chat

Registration Kit Support Group Chat is an Open Forum type of Group Chat for addressing technical concerns regarding PhilSys registration kits (hardware) and registration clients (applications).

Office or Division:	Infrastructure and Systems Management Division	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	PhilSys Registry Office	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<p>1. Accomplished PhilSys Account Request Form (PARF) with the following information:</p> <p>I. Type of Request</p> <ol style="list-style-type: none"> a. New Account b. Account Updating c. Account Reactivation d. Account Deactivation <p>II. Account Holder Information</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 1. COSW 2. Regular 3. External/Non-PSA <p>III. Selection of Required Access</p> <ol style="list-style-type: none"> a. PhilSys Information System Account b. System name <ol style="list-style-type: none"> 1. Digital Card Service 2. Matrix System 3. PhilSys Cloud c. Project name/Folder name 	<p>Infrastructure and Systems Management Division through the PhilSys tracking system</p>	

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 signed PARF	1.1. Monitor responses in the Google Form link.	None	5 minutes	Computer Maintenance Technologist I
None	1.2. Print the PARF.	None	1 minute	Computer Maintenance Technologist I
None	1.3. Check the complete-ness and assess the accuracy 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	2 minutes	Information Systems Analyst II/ Computer Maintenance Technologist II
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	3 minutes	Information Technology Officer II and Information Technology Officer III

None	<p>1.6. Distribute the approved PARF to designated personnel for appropriate action.</p> <p>Note: If the request is disapproved, return the form to the requestor via email.</p>	None	1 minute	Administrative Assistant
None	1.7. Provide the corresponding action and add the requestor to the Registration Kit Support Group Chat.	None	1 minute	Information Systems Analyst I
2. Join the group.	2.1. Record the action taken, username, and the processor's name, signature, and date in Section IV of the PARF.	None	1 minute	Information Systems Analyst I
TOTAL:		None	15 minutes	