

### 3. Request for Updating, Reactivation, Deactivation, and Password Reset of Virtual Private Network Access of PSA Personnel

The authorized personnel from the Philippine Statistics Authority Central Office and Field Offices shall access the PhilSys systems using VPN credentials. The Infrastructure and Systems Management Division provides the VPN credentials. The requesting personnel must submit the approved PhilSys Account Request Form.

#### a. Request for Updating and Reactivation of Virtual Private Network Access of PSA Personnel

<b>Office or Division:</b>	Infrastructure and Systems Management Division	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2G - Government to Government	
<b>Who may avail:</b>	PhilSys Registry Office	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Accomplished PhilSys Account Request Form (PARF) with the following information: <ol style="list-style-type: none"> <li>I. Type of Request <ol style="list-style-type: none"> <li>a. New Account</li> <li>b. Account Updating</li> <li>c. Account Reactivation</li> <li>d. Account Deactivation</li> </ol> </li> <li>II. Account Holder Information <ol style="list-style-type: none"> <li>a. Last Name</li> <li>b. First Name</li> <li>c. Middle Name</li> <li>d. Suffix</li> <li>e. Designation</li> <li>f. Province/Region</li> <li>g. Office/Company</li> <li>h. Unit/Division/Service</li> <li>i. Employee ID No.</li> <li>j. Contact No.</li> <li>k. Email Address</li> <li>l. Employment Status: <ol style="list-style-type: none"> <li>1. COSW</li> <li>2. Regular</li> <li>3. External/Non-PSA</li> </ol> </li> </ol> </li> <li>III. Selection of Required Access</li> </ol> </li> </ol>	Infrastructure and Systems Management Division through the PhilSys tracking system

<p>a. PhilSys Information System Account</p> <p>b. System name</p> <ol style="list-style-type: none"> <li>1. VPN for Step (RegClient)</li> <li>2. VPN for Digital Card Service</li> <li>3. VPN for Manual Verification System</li> <li>4. VPN for Manual Adjudication</li> <li>5. VPN for ID Authentication System</li> <li>6. Others (Please specify)</li> </ol>	
<p>2. Accomplished ePARF Form</p>	<p>ePARF link.</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the filled-out ePARF (Google Form) and upload the signed PARF.</p>	<p>1.1. Monitor responses in the Google Form link.</p>	<p>None</p>	<p>5 minutes</p>	<p>Computer Maintenance Technologist I</p>
<p>None</p>	<p>1.2. Print the PARF.</p>	<p>None</p>	<p>1 minute</p>	<p>Computer Maintenance Technologist I</p>
<p>None</p>	<p>1.3. Check the complete-ness and assess the accuracy of the information in the PARF.</p> <p><b>Note:</b> If the information is incorrect and/or incomplete, return the PARF to the requestor for correction/ completion.</p>	<p>None</p>	<p>3 minutes</p>	<p>Information Systems Analyst II/ Computer Maintenance Technologist II</p>
<p>None</p>	<p>1.4. Endorse the PARF to the Division Chief.</p>	<p>None</p>	<p>1 minute</p>	<p>Administrative Assistant</p>
<p>None</p>	<p>1.5. Approve/ disapprove the received PARF and</p>	<p>None</p>	<p>4 minutes</p>	<p>Information Technology Officer II and Information</p>

	<p>return the form to the AA for dissemination.</p> <p><b>Note:</b> If the request is disapproved, return the form to the requestor via email.</p>			Technology Officer III
None	1.6. Distribute the approved PARF to designated personnel for appropriate action.	None	1 minute	Administrative Assistant
None	1.7. Update/reactivate the account.	None	3 minutes	Computer Maintenance Technologist I/II / Information Systems Analyst I/II
2. Receive the notification that the account has been updated/reactivated.	2.1. Send notification through the email of the requestor's supervisor/ authorized staff that the account has been updated/reactivated.	None	5 minutes	Computer Maintenance Technologist I
3. Receive the credentials and access the system using the credentials.	3.1. Record the action taken, username, and the processor's name, signature, and date in Section IV of the PARF.	None	3 minutes	Computer Maintenance Technologist I/II / Information Systems Analyst I/II
<b>TOTAL:</b>		<b>None</b>	<b>27 minutes</b>	