

GOVERNMENT SERVICE USE CASE DIVISION

1. Review of PhilSys Integration Implementation Plan (PIIP)

Section 1(c) of Memorandum Circular (MC) No. 95, series of 2022 states that all Covered Agencies are to develop a 2-year work plan of indicating the activities to be covered as part of the integration with PhilSys, the timelines to fully implement said integration, the responsible units therefore, and the budget for the same.

The Government Service Use Cases Division (GSUCD) is mandated to monitor, review, and store the submission of PhilSys Integration Implementation Plans (PIIP) from Covered Agencies.

a. Review of PhilSys Integration Implementation Plan (PIIP) Received via Email

Office or Division:	Government Service Use Cases Division
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	All government agencies, instrumentalities, departments, bureaus, offices, local government units, government-owned and controlled corporations, state universities and colleges (Covered Agencies) stated in MC No. 95, s. 2022
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Scanned copy of the Accomplished PhilSys Integration Implementation Plan (PIIP) template signed by the Head of Agency	Government Service Use Cases Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished PIIP via email to gsucd.staff@psa.gov.ph	1.1. Acknowledge receipt of the accomplished PIIP and endorse to Information Systems Analyst I for review.	None	30 minutes	Project Development Assistant
None	1.2. Check the completeness of information and	None	4 days	Information Systems Analyst I

	<p>presence of signature.</p> <p>Note: If incomplete or lacking signature/s, notify the Covered Agency</p>			
2. Receive the acceptance notice, Quarterly Status Report template and Customer Satisfaction Feedback Form.	2.1. Send acceptance notice, Quarterly Status Report template and Customer Satisfaction Feedback Form to successful Covered Agency.	None	1 day	Information Systems Analyst I
3. Accomplish the Customer Satisfaction Feedback Form.	3.1. Receive and record result of accomplished Customer Satisfaction Feedback Form.	None	30 minutes	Information Systems Analyst I
TOTAL:		None	5 days and 1 hour	