

b. Review of PhilSys Integration Implementation Plan (PIIP) Received via Courier Mail

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	
Original 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. Send the accomplished PIIP via courier mail.	1.1. Receive and acknowledge the accomplished PIIP delivered via courier. 1.2. Endorse the accomplished PIIP to Information Systems Analyst I for review.	None	30 minutes	Project Development Assistant
2. Provide the accomplished PIIP of Covered Agency.	2.1. Check the completeness of information and presence of signature. Note: If incomplete or lacking signature/s, notify the Covered Agency	None	4 days	Information Systems Analyst I
3. Receive the acceptance notice, Quarterly Status Report template and Customer	3.1. Send acceptance notice, Quarterly Status Report template and Customer Satisfaction Feedback Form to	None	1 day	Information Systems Analyst I

Satisfaction Feedback Form.	successful Covered Agency.			
4. Accomplish the Customer Satisfaction Feedback Form.	4.1. Receive and record result of accomplished Customer Satisfaction Feedback Form.	None	30 minutes	Information Systems Analyst I
TOTAL:		None	5 days and 1 hour	