

**c. Review of PhilSys Integration Implementation Plan (PIIP)  
 Received via Walk-in (Representative of Covered Agency)**

<b>Office or Division</b>	Government Service Use Case Division
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G - Government-to-Government
<b>Who may avail:</b>	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
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Original copy of the accomplished PhilSys Integration Implementation Plan (PIIP) template signed by the Head of Agency	Government Service Use Case Division
2. Valid ID/Registration Card	Government Agencies

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register at the Security Guard's logbook and surrender Valid ID/Registration Card (Centris Cyberpod 5 lobby).	1.1. SG issues visitor's pass.	None	10 minutes	Security Guard
2. Proceed to the 12th floor Centris Cyberpod 5 and register at the logbook and deliver the accomplished PIIP.	2.1. Assist and provide the acknowledgment receipt of accomplished PIIP from the representative of the Covered Agency.	None	15 minutes	Project Development Assistant
None	2.2. Endorse to Information Systems Analyst I for review.	None	5 minutes	Project Development Assistant

3. Receive the surrendered ID/Registration Card and surrender visitor's pass to Security Guard.	3.1. Return surrendered ID/ Registration Card and claim visitor's pass.	None	5 minutes	Security Guard
4. Provide accomplished PIIP of Covered Agency	4.1. Check for completeness of information and presence of signature.  <b>Note:</b> If incomplete or lacking signature/s, notify the Covered Agency.	None	4 days	Information Systems Analyst I
5. Receive the acceptance notice and Quarterly Status Report template.	5.1. Send acceptance notice and Quarterly Status Report template to successful Covered Agency via contact information provided.	None	1 day	Information Systems Analyst I
6. Accomplish the Customer Satisfaction Feedback Form.	6.1. Receive and record result of accomplished Customer Satisfaction Feedback Form.	None	30 minutes	Information Systems Analyst I
<b>TOTAL:</b>		<b>None</b>	<b>5 days and 1 hour and 5 minutes</b>	