

9. Preparation of Registration Kits for the Institutional Based and Overseas PhilSys Registration

As the Philippine Statistics Authority proceeds with the Philippine Identification System (PhilSys) registration of more Filipinos at all designated sites in the country, the agency conducts institutional registrations in coordination with government agencies and organizations and has also begun registering Overseas Filipinos through the PhilSys Registry Office.

To ensure the smooth implementation of the registration process, the Infrastructure and Systems Management Division (ISMD) provides technical support to PhilSys Registration by registering individuals from these institutions. The ISMD uses the registration kit and peripherals (acting as Registration Kit Operator) and provides onsite support in case technical problems arise.

Office or Division:	Infrastructure and Systems Management Division
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	Registration Management Division
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Information regarding the request for technical support including the: <ul style="list-style-type: none"> a. Number of staff needed b. Date and Venue of registration c. Required number of registration kits d. Other Requirements (e.g., Special Order) 	Registration Management Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide details related to the target institutional-based and/or overseas venue of PhilSys Registration.	1.1. Acknowledge receipt of the request and provide assigned personnel.	None	20 minutes	Information Technology Officer I/II/III
None	1.2. Test the items to be used in registration (i.e., Registration Kit, Biometric Devices, peripheral devices).	None	2 hours	Computer Maintenance Technologists I/II / Information Systems Analysts I/II

2. Receive the tested items to be used in registration (i.e., Registration Kit, Biometric Devices, peripheral devices).	2.1. Provide the tested items to be used in registration (i.e., Registration Kit, Biometric Devices, peripheral devices) to the RMD.	None	15 minutes	Computer Maintenance Technologists I/II / Information Systems Analysts I/II
TOTAL:		None	2 hours and 35 minutes	