

## **Hiring of Personnel for Mobile Registration Officer Calendar Year 2019 Pilot Registration**

### **I. Introduction**

The Philippine ID System (PhilSys) is envisioned to introduce a Philippine ID to all citizens and resident aliens in the Philippines that will also serve as a social and economic platform of the public and private entities in the country in providing a seamless service delivery, enhancing administrative governance, reducing corruption, strengthening financial inclusion, and promoting ease of doing business.

The Philippine Statistics Authority (PSA), as the primary implementing agency of the RA 11055 otherwise known as "Philippine Identification System Act" or the PhilSys Act, hereby mandating the agency for the overall planning, management and administration of the PhilSys. Relative to this mandate, the PhilSys Registry Office (PRO) will conduct a Mobile Registration to initially test the registration system (kits, registration client), registration process and to capture the time and motion (turnaround time) of the actual registration process.

To operationalize the Philippine Identification System, the PRO will need to hire manpower with respect to the pilot registration for all PSA employees:

#### **A. Twelve (12) Registration Officer III (Php 38,085.00/month) – SG 18**

1. Acts as the Unit Supervisor (Fixed Registration Centers and Mobile Registration Centers);
2. Oversees the team of Registration Officer I and the operations in the Fixed Registration Centers and Mobile Registration Centers;
3. Overrides biometrics exception of applicants;
4. Serves as link in registration center to the Central Office;
5. Answers to queries and complaints of clients through letters, emails, phone or walk-in concerning registration process;
6. Cascades updates and memos to Registration Officer I;
7. Manages assigned registration kits;
8. Conducts registration training and evaluation for Registration Officer I;
9. Provides necessary reports and updates requested by PhilSys Registry Office;
10. Serves as resource person on PhilSys Registration process; and
11. Performs other tasks that may be assigned by supervisor/s.

#### **B. Twenty(20) Registration Officer I – Data Encoder(Php 18,718/month) – SG 10**

1. Serves as Data Capture Operator for Fixed Registration Centers and Mobile Registration Centers;
2. Provides exceptional customer service to all the applicants.
3. Captures Demographics and Biometrics data of applicants;
4. Maintains and exports daily captured data;
5. Provides Daily Report of number of captured registrants to Registration Officer III;



6. Keeps and manages assigned registration kits;
7. Performs basic troubleshooting and reports technical issues to Registration III.
8. Maintains the defined operating standards as mandated by the PSA and ensure compliance to approved processes; and
9. Performs other tasks that may be assigned by supervisor/s.

**C. Four (4) Registration Officer I - Screener (Php 18,718/month) – SG 10**

1. Serves as Screener for Fixed Registration Centers and Mobile Registration Centers;
2. Provides exceptional customer service to all the applicants.
3. Screens and approves documentary requirements of applicants;
4. Ensures that the applicants fill-out the registration form correctly;
5. Serves as reliever in absence of Registration Officer I (Data Capture Operator);
6. Keeps and maintain all files (memoranda, correspondence, reports);
7. Entertains public queries and problems regarding registration process;
8. Assists the immediate supervisor in the preparation of administrative reports and communication;and
9. Performs other tasks that may be assigned by supervisor/s.

