

GABAY NG MAMAMAYAN BLG. KISS-ISD-01.
KAHINGAN SA PAGBUO NG INFORMATION SYSTEM
(CITIZEN'S CHARTER NO. KISS-ISD-01. REQUEST FOR INFORMATION SYSTEM (IS) DEVELOPMENT)

Pinaliliwanag ng serbisyong ito ang pagproseso ng kahilingan para sa pagbuo ng Information System (IS). Sakop nito ang mga aktibidad simula sa pagsusuri at pagtatasa ng kahilingan para sa pagbuo ng Information System (IS) hanggang sa preparasyon ng ulat ng pagtatasa na isusumite sa Direktor ng Knowledge and Information Systems Service (KISS).

(This service shows the procedures on the processing of request/s for Information System (IS) development. It covers the activities from the review and assessment of request/s for IS development up to the preparation of the assessment report for submission to the Knowledge and Information Systems Service (KISS) Director.)

Opisina o Dibisyon (Office or Division):	Sentral na Opisina ng DENR, Knowledge and Information Systems Service - Dibisyon ng Pagbuo ng Information Systems (DENR Central Office, Knowledge and Information Systems Service (KISS) - Information Systems Division (ISD))		
Klasipikasyon (Classification):	Lubhang Teknikal (Highly Technical)		
Uri ng Transaksiyon (Type of Transaction):	Gobyerno sa Gobyerno G2G - Government to Government		
Sino ang maaaring makakuha (Who may avail):	Internal: Sentral na Opisina ng DENR, Mga Kawanihan, Field Offices at Mga Ahensyang Kaugnay Internal: DENR Central Office, Bureaus, Field Offices and Attached Agencies		
<table border="1" style="width: 100%; background-color: #e6f2ff;"> <tr> <td style="width: 50%; text-align: center;">TSEKLIST NG MGA KAHINGIAN</td> <td style="width: 50%; text-align: center;">SAAN KUKUHANIN</td> </tr> </table>		TSEKLIST NG MGA KAHINGIAN	SAAN KUKUHANIN
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CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Memorandum para sa kahilingan sa pagbuo ng IS Memorandum for (IS) development request		Humihiling (Requesting Office)		
2. ISD Form UR2019-01		https://bit.ly/40pH0Oh		
MGA GAGAWIN NG KLIYENTE (CLIENT STEPS)	MGA AKSIYON NG AHENSIYA (AGENCY ACTIONS)	MGA BABAYARAN (FEES TO BE PAID)	PANAHON NG PAGPROSESO (PROCESSING TIME)	NAKATALAGANG TAUHAN (PERSONS RESPONSIBLE)
1. I-download ang ISD Form UR2019-01 mula sa website ng DENR https://bit.ly/40pH0Oh Isumite ang Kahilingan para sa Pagbuo ng Information System (IS) kalakip ang pinunan na ISD Form UR2019-01	1. Tatanggapin at irekord ang Kahilingan para sa Pagbuo ng Information System (IS) na ipoforward sa ISD	Wala	Hindi Aplikabol	<i>Administrative Assistant III</i> OD-KISS

<p>1. (Download ISD Form UR2019-01 from DENR website https://bit.ly/40pH0Oh)</p> <p>(Submit Request for Information System (IS) development with attached filled out ISD Form UR2019-01)</p>	<p>1. (Receive and record request for Information System (IS) development to be forwarded to ISD)</p>	<p>(None)</p>	<p>(Not Applicable)</p>	
<p>1.1. Wala</p> <p>1.1. (None)</p>	<p>1.1. Tatanggapin, irerekord at ipoforward ang kahilingan sa Hepe ng Dibisyon</p> <p>1.1. (Receive, record and forward the request to the Division Chief)</p>	<p>Wala</p> <p>(None)</p>	<p>10 minuto</p> <p>(10 minutes)</p>	<p><i>Sr. Administrative Assistant I / Administrative Assistant III KISS-ISD</i></p>

<p>1.2. Wala</p> <p>1.2. (None)</p>	<p>1.2. Pagtatalaga ng isang pangkat na susuri at magtatasa sa kahilingan para sa pagbuo ng IS</p> <p>1.2. Assign a team to review and assess the request for IS development.</p>	<p>Wala</p> <p>(None)</p>	<p>10 minuto</p> <p>(10 minutes)</p>	<p><i>Hepe ng Dibisyon (Chief)</i> KISS-ISD</p>
<p>1.3. Wala</p> <p>1.3. (None)</p>	<p>1.3. Pagtatakda ng inisyal na pagpupulong kasama ang humihiling para talakayin at linawin ang mga detalye ng kahilingan para sa pagbuo ng IS</p> <p>1.3. Set initial meeting with the requesting office to discuss and clarify the details</p>	<p>Wala</p> <p>(None)</p>	<p>1 araw</p> <p>(1 day)</p>	<p><i>Information Systems Analyst II & III</i> <i>Computer Programmer II & III</i> <i>Administrative Assistant III</i> <i>Sr. Information Technology Specialist</i> KISS-ISD</p>

	of the request for IS development			
2. Tanggapin ang Notice of Meeting	2. Itatala at ipadadala ang Notice of Meeting sa humihiling	Wala	10 minuto	<i>Sr. Administrative Assistant I / Administrative Assistant III</i> KISS-ISD
2. (Receive Notice of Meeting)	2. (Record and send Notice of Meeting to the requesting office)	(None)	(10 minutes)	
2.1. Wala	2.1. Magsasagawa ng pagpupulong kasama ang humihiling	Wala	1 araw	<i>Information Systems Analyst II & III Computer Programmer II & III Administrative Assistant III Sr. Information Technology Specialist</i> KISS-ISD
2.1. (None)	2.1. (Conduct meeting with the requesting office)	(None)	(1 day)	

2.2. Wala	2.2. Susuriin at itatasa ang kahilingan para sa pagbuo ng IS ayon sa pinunan na ISD Form UR2019-01	Wala	5 araw	<p style="text-align: center;"><i>Information Systems Analyst II & III</i> <i>Computer Programmer II & III</i> <i>Administrative Assistant III</i> <i>Sr. Information Technology Specialist</i> KISS-ISD</p>
2.2. (None)	2.2. Review and assess the request for IS development per filled out ISD Form UR2019-01	(None)	(5 days)	
2.3. Wala 2.3. (None)	2.3. Paghahanda ng ulat ng pagtatasa na isusumite sa Hepe ng Dibisyon 2.3. Prepare assessment report for submission to the Division Chief	Wala (None)		

<p>2.4. Wala 2.4. (None)</p>	<p>2.4. Susuruin ang ulat ng pagtatasa na isusumite sa Direktor ng KISS</p> <p>Makikipag-ugnayan sa itinalagang pangkat kung mayroong mga komento, paglilinaw o katanungan</p> <p>Kung hinde, ipoforward sa Direktor ng KISS para sa aprobasyon</p> <p>2.4. Review the assessment report for submission to the KISS Director</p>	<p>Wala (None)</p>	<p>2 araw (walang komento)</p> <p>3 araw (may komento)</p> <p>2 days (without comment)</p> <p>3 days (with comment)</p>	<p><i>Hepe ng Dibisyon (Chief)</i> KISS-ISD</p>
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	<p>Coordinate with the assigned team if there are comments, clarifications or queries.</p> <p>Otherwise, forward to KISS Director for approval</p>			
<p>2.5. Wala</p> <p>2.5. (None)</p>	<p>2.5. Itatala at ipoforward ang ulat ng pagtatasa sa Direktor ng KISS</p> <p>2.5. Record and forward assessment report to the KISS Director</p>	<p>Wala (None)</p>	<p>10 minuto (10 minutes)</p>	<p><i>Sr. Administrative Assistant I / Administrative Assistant III</i> KISS-ISD</p>

<p>2.6. Wala 2.6. (None)</p>	<p>2.6. Tatanggapin at irekord ang ulat ng pagtatasa mula sa ISD</p> <p>2.6. (Receive and record the assessment report from ISD)</p>	<p>Wala (None)</p>	<p>Hindi Aplikabol (Not Applicable)</p>	<p><i>Administrative Assistant III</i> OD-KISS</p>
<p>2.7. Wala 2.7. (None)</p>	<p>2.7. Susuriin ang ulat ng pagtatasa mula sa ISD</p> <p>Makikipag-ugnayan sa ISD kung mayroong mga komento, paglilinaw o katanungan</p> <p>2.7. Review assessment report from ISD</p> <p>Coordinate with the ISD if there are comments,</p>	<p>Wala (None)</p>	<p>Hindi Aplikabol (Not Applicable)</p>	<p><i>Direktor (Director)</i> KISS</p>

	clarifications or queries			
3. Tanggapin ang pabatid tungkol sa estado ng kahilingan 3. Receive status of request	3. Irerekord at ipaadala ang tugon sa estado ng kahilingan 3. Record and send reply on the status of request	Wala (None)	Hindi Aplikabol (Not Applicable)	<i>Administrative Assistant III</i> OD-KISS
KABUOAN(TOTAL):		Wala (None)	Walang komento	Walong araw at apatnapung minuto
			(Without Comment)	(8 days and 40 minutes)
			May komento	Siyam na araw at apatnapung minuto
			(With Comment)	(9 days and 40 minutes)

*** Ang oras ng pagproseso ay nakasalalay kung gaano kakumplikado ang hiniling na Information System.*

*** (Turnaround time depends on the complexity of the Information System requested.)*

Inihanda nina:

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