



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Quality Management System (QMS) Manual

January 2024

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Table of Contents</p>	Doc. Ref. No.:	16QMS
		Effective Date:	15 January 2024
		Revision No.:	7
		Page No.:	1 of 3

1 INTRODUCTION

2 AGENCY PROFILE

- A. History of PSA
- B. Mandate
- C. Vision
- D. Mission
- E. Core Values

3 ORGANIZATIONAL STRUCTURE AND FUNCTIONS

- A. PSA Organizational Chart
 - A.1 RSSO Organizational Chart
 - A.2 PSO Organizational Chart
- B. Functional Descriptions
 - B.1 OFFICE OF THE NATIONAL STATISTICIAN
 - 1 Planning and Management Service
 - 2 Legal Service
 - 3 International Cooperation Unit
 - 4 Statistical Methodology Unit
 - 5 Internal Audit Division
 - 6 Fraud and Management Division
 - B.2 SECTORAL STATISTICS OFFICE
 - 1 Social Sector Statistics Service
 - a. Demographic and Health Statistics Division
 - b. Income and Employment Statistics Division
 - c. Social Development Statistics Division
 - d. Poverty and Human Development Statistics Division
 - e. Employment Demand Statistics Division
 - f. Labor Standards and Relations Statistics Division
 - 2 Economic Sector Statistics Service
 - a. Industry Statistics Division
 - b. Services Statistics Division
 - c. Price Statistics Division
 - d. Trade Statistics Division
 - e. Crops Statistics Division
 - f. Livestock and Poultry Statistics Division
 - g. Fisheries Statistics Division
 - 3 Macroeconomic Accounts Service
 - a. Production Accounts Division
 - b. Subnational Economic Accounts Division
 - c. Expenditure and Integrated Accounts Division
 - d. Agricultural Accounts Division
 - e. Satellite Accounts Division
 - f. Environment and Natural Resources Accounts Division
 - B.3 CENSUSES AND TECHNICAL COORDINATION OFFICE
 - 1 National Censuses Service
 - a. Population and Housing Census Division

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Table of Contents</p>	Doc. Ref. No.:	16QMS
		Effective Date:	15 January 2024
		Revision No.:	7
		Page No.:	2 of 3

- b. Agriculture and Fisheries Census Division
 - c. Census Planning and Coordination Division
 - d. Service and Industry Census Division
 - 2 Information Technology and Dissemination Service
 - a. Knowledge Management and Communications Division
 - b. Registers and Database Management Division
 - c. Systems Development Division
 - d. Systems Quality Assurance Division
 - e. Systems Operations and Infrastructure Division
 - 3 Standards Service
 - a. Statistical Classifications Division
 - b. Statistical Standards Division
 - c. Statistical Policies and Programs Division
 - 4 Community-Based Statistics Service
 - a. Planning and Coordination Division
 - b. Community-Based Statistics Division
 - c. Geospatial Management Division
- B.4 CIVIL REGISTRATION AND CENTRAL SUPPORT OFFICE
 - 1 Finance and Administrative Service
 - a. Accounting Division
 - b. Budget Division
 - c. General Services Division
 - d. Human Resources Division
 - 2 Civil Registration Service
 - a. Civil Register Management Division
 - b. Civil Registration Services Division
 - c. Vital Statistics Division
- B.5 PHILSYS REGISTRY OFFICE
 - 1 Policy Coordination and Monitoring Service
 - a. Planning and Policy Coordination Division
 - b. Monitoring and Evaluation Division
 - 2 Registration Operations Service
 - a. Registration Management Division
 - b. Identity Validation Division
 - c. ID Processing and Management Division
 - 3 Systems and Information Security System (SISS)
 - a. Infrastructure and Systems Management Division
 - b. Device Certification and Relying Party Integration Division
 - c. Information and Cybersecurity Division
 - 4 Use Case Development and Management Service
 - a. Social Protection Program Use Case Division
 - b. Financial and Private Sector Use Case Division
 - c. Government Service Use Case Division
 - 5 Fraud Management and Client Management Service
 - a. Feedback and Grievance Division
- B.6 REGIONAL STATISTICAL SERVICES OFFICE

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Table of Contents</p>	Doc. Ref. No.:	16QMS
		Effective Date:	15 January 2024
		Revision No.:	7
		Page No.:	3 of 3

	1	Statistical Operations and Coordination Division
	2	Civil Registration and Administrative Support Division
	B.7	PROVINCIAL STATISTICAL OFFICE
4		PROCESS MAP AND SCOPE
	A.	Process Map
	B.	Scope
5		QUALITY POLICY
6		MANAGEMENT PROCESSES
	A.	Planning
	B.	Monitoring and Evaluation
	C.	External Relations Management
	D.	Risk Management
7		STATISTICAL AND PHILSYS PLANNING, POLICY, AND STANDARDS DEVELOPMENT
8		STATISTICAL OPERATIONS
9		CIVIL REGISTRATION OPERATIONS
10		PHILSYS OPERATIONS
11		SUPPORT PROCESS
12		LIST OF INTERESTED PARTIES' REQUIREMENTS
13		CONTROL OF EXTERNAL PROVIDERS
	A.	Purchase of Products and Services
	B.	Rental of Facilities and Equipment
	C.	Outsourced Processes
14		REFERENCE MATRIX
	A.	Management Processes
	B.	Statistical and PhilSys Planning, Policy, and Standards Development
	C.	Statistical Operations
	D.	Civil Registration Operations
	E.	PhilSys Operations
	F.	Support Process

	PHILIPPINE STATISTICS AUTHORITY		Doc. Ref. No.:	16QMSI-1
	Introduction		Effective Date:	16 January 2024
			Revision No.:	4
			Page No.:	1 of 1

The Philippine Statistics Authority (PSA) adopts the ISO 9001:2015 Quality Management System (QMS) Requirements as the principle for developing this QMS. The PSA's top management fully supports and commits to establish and implement this QMS Manual.

This QMS Manual defines and clarifies policies, systems, and procedures adopted to implement and continually improve the QMS of the PSA.

It displays PSA's ability to consistently provide products and services that meet the client's satisfaction and the applicable statutory and regulatory requirements.

Within this QMS manual, the processes needed for the QMS were identified. The sequences and interaction of processes were determined. The criteria and methods required to ensure the effective operation and control of these processes were agreed upon. The availability of information necessary to support the operations and monitoring of these processes were ensured.

This QMS Manual, together with associated documents mentioned hereto, aims to:

- 1 Describe the basic elements of the QMS of the PSA and serve as a reference in its implementation and continual improvement.
- 2 Inform the internal and external stakeholders and enable them to observe and implement the QMS that is being maintained at the PSA.
- 3 Serve as reference and guide for newly-hired personnel and make them familiar and appreciate the PSA's QMS.

The implementation of this QMS illustrates PSA's ability to employ the Plan-Do-Check-Act (PDCA Cycle) and risk-based thinking in our daily operations.

This Manual is intended to be used by all the units of PSA in the Central Office, Regional Statistical Services Offices (RSSOs), and Provincial Statistical Offices (PSOs). Externally, it shall be used to adopt the elements of PSA's QMS to the satisfaction of PSA's clients/stakeholders.

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	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Agency Profile</p>	Doc. Ref. No.:	16QMSAP-4
		Effective Date:	16 January 2024
		Revision No.:	6
		Page No.:	1 of 3

A. History of PSA

PSA: Driving Force for Equitable and Countrywide Development

The Philippine Statistics Authority (PSA) was born on the powerful idea that there should be a central statistical authority for the Philippine government on primary data collection. The PSA stands firm on the resolve of the government to obtain and provide data to people and institutions at all levels of policy formulation, decision-making, and program planning.

The PSA was established by virtue of Republic Act (RA) No. 10625, otherwise known as the Philippine Statistical Act of 2013, approved on 12 September 2013. The passage of this law by both the Philippine Senate and the House of Representatives attests to the realization of national legislators and policymakers of the need to have one reliable and dependable source of statistical information and one governing civil registration body.


The PSA was constituted from among the existing personnel of the former statistical agencies that were abolished pursuant to the RA, namely the National Statistics Office (NSO), the National Statistical Coordination Board (NSCB), the Bureau of Agricultural Statistics (BAS), and the Bureau of Labor and Employment Statistics (BLES). A unified statistical organization will enable all government agencies to better contribute to the overall countrywide imperative for equitable development and establish a highly developed statistical system that can truly provide timely, accurate, and relevant data for the government and the public. The PSA is viewed as the needed catalyst for achieving decentralization beyond doubt – thus making statistics easily accessible for local development planning.

In addition to its responsibility of producing official statistics, the PSA is also responsible in carrying out, enforcing, and administering civil registration laws in the country as provided for in the Civil Registry Law (Act No. 3753). As Civil Registrar General, the National Statistician shall provide overall direction in the implementation of the Civil Registration Law and related issuances and exercise technical supervision over the local civil registrars.

The PSA is also mandated to be the primary implementing agency to carry out the provisions of RA 11055, otherwise known as the Philippine Identification System (PhilSys) Act of 2018. The PSA is responsible for the overall planning, management, and administration of the PhilSys to establish a single national identification system for all citizens and resident aliens of the Philippines.

Furthermore, RA 11315, also known as the “Community-Based Statistics Act”, mandates the PSA to serve as the lead government agency in the implementation of the Community-Based Monitoring System (CBMS). The Implementing Rules and Regulations (IRR) of the Act was signed on 20 May 2020.

The PSA’s creation emanates from the policy of the State to effect the necessary and proper changes in the organizational and functional structures of the Philippine Statistical System (PSS). The PSS consists of a policy-making and coordinating body with primary data collection capability, a statistical research and training institute, and other statistical organizations at various administrative levels by virtue of Executive Order (EO) No. 121 dated 01 October 1987.

	PHILIPPINE STATISTICS AUTHORITY Agency Profile	Doc. Ref. No.:	16QMSAP-4
		Effective Date:	16 January 2024
		Revision No.:	6
		Page No.:	2 of 3

Through the PSS, executive and regulatory agencies of government will have greatly enhanced decision-making abilities armed with comprehensive, accurate, and reliable data – a staple for sound decisions.

Statistics also cater to the business community, the academe, and all sectors of society. More importantly, statistics are for individuals around the country who make daily decisions that improve their quality of life.

B. Mandate

The PSA shall primarily be responsible for the implementation of the objectives and provisions of RA 10625.

It shall plan, develop, prescribe, disseminate, and enforce policies, rules, and regulations and coordinate government-wide programs governing the production of official statistics, general-purpose statistics, and civil registration services.

It shall primarily be responsible for all national censuses and surveys, sectoral statistics, consolidation of selected administrative recording systems, and compilation of national accounts.

It shall also serve as the primary implementing agency of the provisions of RA 11055 in establishing the national identification system for Filipinos and resident aliens of the Philippines. It shall be responsible for the overall planning, management, and administration of the PhilSys. It shall issue rules in the implementation and enhancement of the PhilSys, including, but not limited to, registration, authentication, and data governance. Furthermore, RA 11315, also known as the “Community-Based Statistics Act”, mandates the PSA to serve as the lead government agency in the implementation of the CBMS. The Implementing Rules and Regulations (IRR) of the Act was signed on 20 May 2020. Under Section 6 of the RA and the IRR of the Act, the following are the functions of the PSA:

1. Set standards, develop and review data collection forms utilizing as the base of existing forms used by the LGUs;
2. Capacitate cities and municipalities in the collection of poverty data at the local level;
3. Conduct cross-posting as follow-up capacity-building activities for the cities and municipalities; and
4. Monitor data collection by cities and municipalities to ensure adherence to official concepts, definitions, and standards of poverty statistics.

C. Vision

Solid, responsive, and world-class authority on quality statistics, efficient civil registration, and inclusive identification system.

D. Mission

Deliver relevant, reliable statistics, efficient civil registration services, and inclusive identification system for equitable development towards improved quality of life for all.

	PHILIPPINE STATISTICS AUTHORITY Agency Profile	Doc. Ref. No.:	16QMSAP-4
		Effective Date:	16 January 2023
		Revision No.:	6
		Page No.:	3 of 3

E. Core Values

Integrity	We observe the highest standards of professional behavior by exemplifying impartiality and independence in everything we do. We stand firm with undue influence - ensuring integrity cuts across not only in the statistics we deliver, but more importantly, in our people.
Transparency	We ensure transparency in all interactions and transactions to build and nurture trust inside and outside the PSA. We strive for clear communication, shared knowledge, and informed, all-inclusive decisions for cultivating mutual respect at all levels of the organization.
Adaptability	We respond to change with a positive attitude and willingness to learn new ways to deliver our mandate. We stay on top of technological advancements and never give up in the face of challenges, instead finding them as opportunities to discover and gain insights to further our services to the public.

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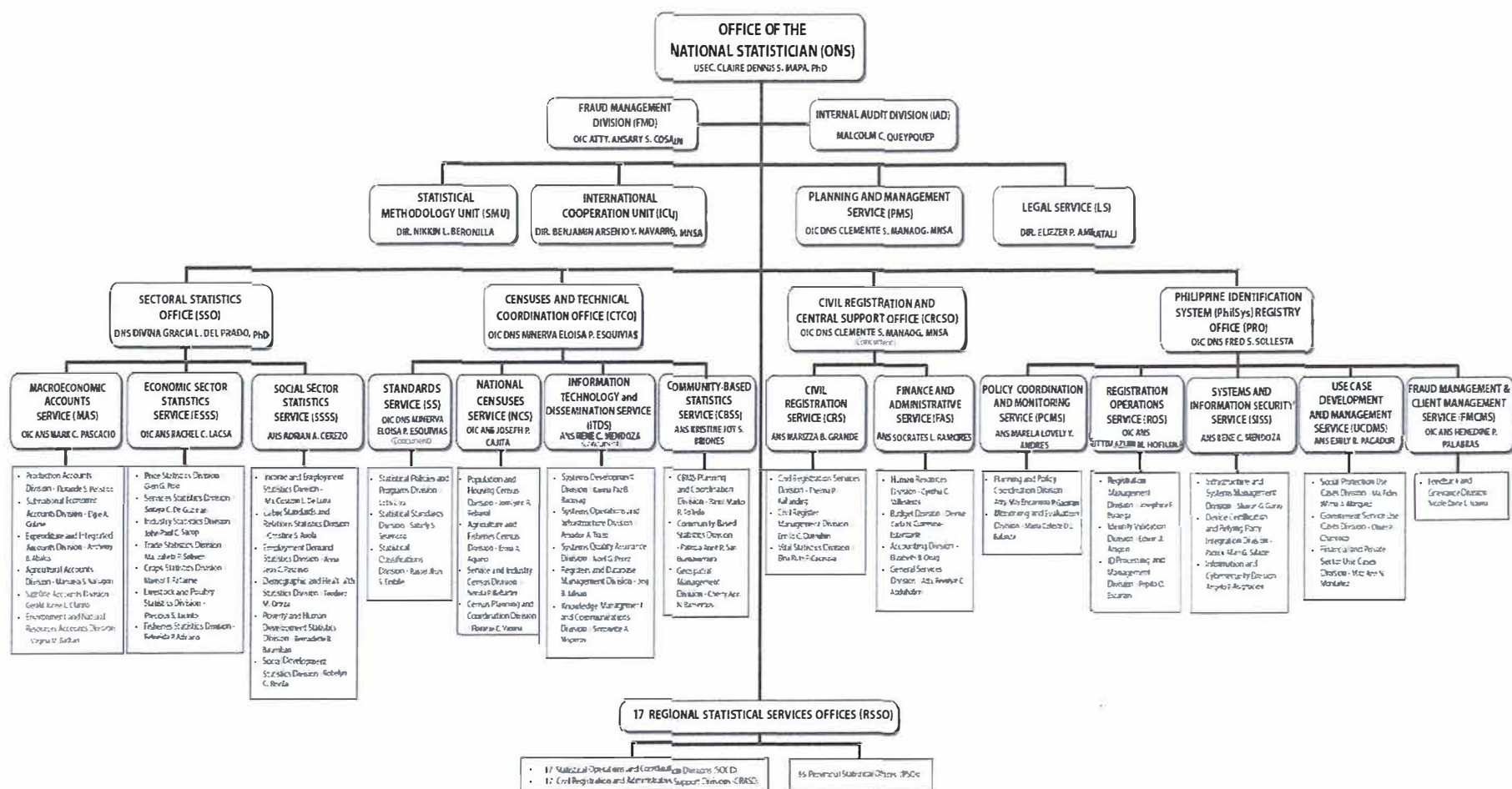



PHILIPPINE STATISTICS AUTHORITY

Organizational Structure and Functions

Doc. Ref. No.:	16QMSOSF-3
Effective Date:	04 MARCH 2024
Revision No.:	6
Page No.:	1 of 56

A. Philippine Statistics Authority (PSA) Organizational Chart

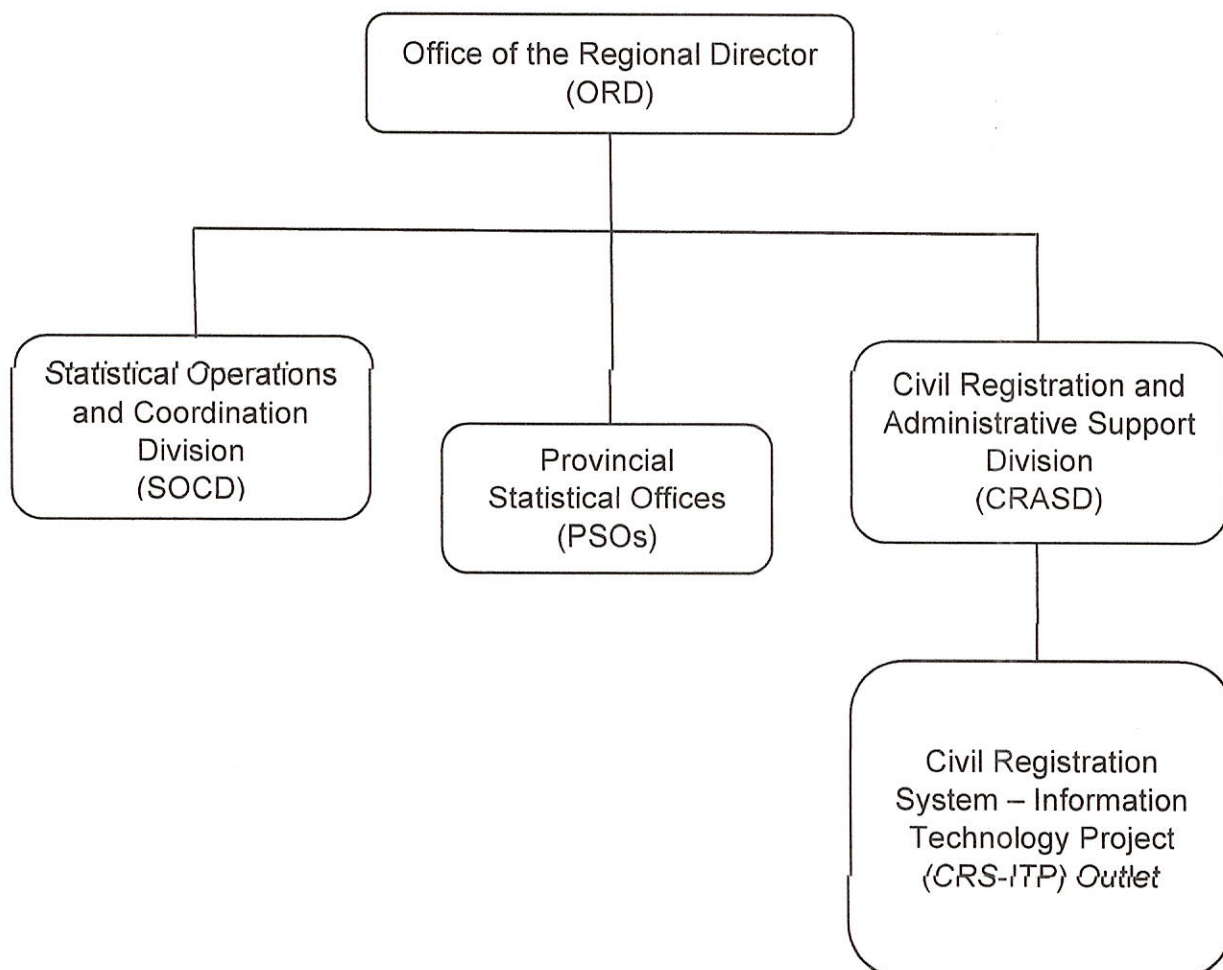


	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	2 of 56

A.1. Regional Statistical Services Office (RSSO) Organizational Chart

Republic of the Philippines
Philippine Statistics Authority

Regional Statistical Services Office Organizational Chart

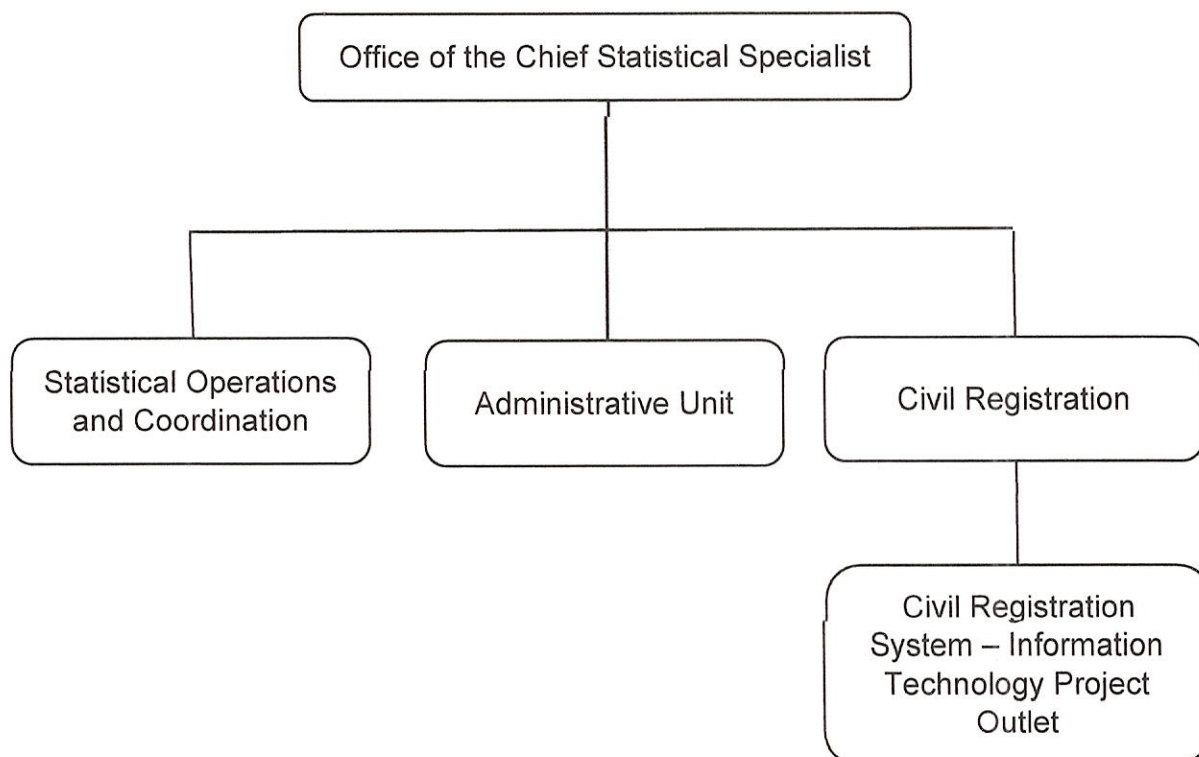


	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	3 of 56

A.2. Provincial Statistical Office (PSO) Organizational Chart

Republic of the Philippines
Philippine Statistics Authority

Provincial Statistical Office Organizational Chart



	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Organizational Structure and Functions</p>	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	4 of 56

B. Functional Descriptions

B.1. OFFICE OF THE NATIONAL STATISTICIAN (ONS)

1. Planning and Management Service (PMS)

- a. Serves as the Chief of Staff of the National Statistician and oversees all regional operations;
- b. Formulates strategic, long-term and annual plans, and programs for the PSA;
- c. Establishes internal control systems and procedures, enhances individual, and unit accountabilities of established systems and procedures;
- d. *Determines cost-effectiveness and value for money of major investments and expenditures of the PSA and the efficiency of operations;*
- e. Reviews the progress of projects under implementation against set standards, objectives, and schedules;
- f. Coordinates and provides technical support in the periodic performance evaluation of PSA organizational units;
- g. Formulates criteria for determining priorities for proposed projects, and accordingly selects capital projects for funding and execution, including appropriate financing schemes;
- h. Formulates guidelines and assists in the preparation of budget-related documents, i.e., Agency Performance Measures, Quarterly Performance Targets, Agency Performance Targets, Agency Performance Reports and Accomplishment Reports;
- i. Coordinates and provides technical support in the conduct of PSA internal planning conference and Management Committee (ManCom) – senior management meetings; and
- j. Coordinates and programs the regular and special meetings of the PSA Board and manages and maintains all decisions, policies, pronouncements, issuances, and records of the PSA Board.

2. Legal Service (LS)

- a. Provides legal services and legal advice which has impact on PSA operations;
- b. Responsible for providing legal services and legal advice and guidance to PSA operations;

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Organizational Structure and Functions</p>	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	5 of 56

- c. *Advises the PSA Management on legal matters affecting policies, enforcement and administration of laws, decrees, circulars, and instructions relative to the overall operations and functions of the PSA;*
- d. Renders comments and legal opinions on cases and forwarded to the Head of the Agency and recommends for its appropriate actions;
- e. Conducts legal research and compliance;
- f. Prosecutes, investigates, and manages litigation of administrative cases within PSA;
- g. Directs the prosecution of cases in courts and litigation management;
- h. Prepares legal documentation and drafting of legal opinions;
- i. Complies legal documentation with existing local and international agreements and legislation;
- j. Maintains a database, monitors laws, and other issuances;
- k. Prepares digests of Supreme Court and Administrative decisions, relative matters to statistics, civil registration, and Philippine Identification System (PhilSys) matters;
- l. Conducts investigation of administrative disciplinary cases involving the PSA rank and file personnel;
- m. Participates in every phase (i.e., from conceptualization, drafting of contracts, to project completion, etc.) of PSA infrastructure and other projects;
- n. Evaluates and determines the legal implications of proposed programs and projects to ensure contracts are compliant with applicable laws and issuances;
- o. Prepares and administers legal documents in support of statements regarding employment, travel abroad, further studies, assets or liabilities, among others;
- p. Reviews/prepares comments/inputs relative to bills, laws, executive orders, memorandum orders, and other administrative issuances from the Office of the President and Congress;
- q. Represents the PSA in Congress, other agencies, and concerned stakeholders on legislative matters affecting and/or relating to the mandate and operation of the PSA;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	6 of 56

- r. *Coordinates with the legislators and facilitates their request for technical assistance on statistics, civil registration, and PhilSys matters;*
- s. Coordinates legal commitments of the PSA with the other government agencies in the PSS, GOCCs, academe and the private sector;
- t. Provides legal guidance to other government agencies and stakeholders regarding statutes affecting civil registry functions;
- u. Supervises the implementation of RA 9048 and RA 10172.
- v. Coordinates with Municipal Civil Registrars, City Civil Registrars, and Consul General;
- w. Attend Feedback Petitions;
- x. Represents the PSA before any court, tribunal, proceeding, or administrative body;
- y. Ensures compliance with the PSA as a personal information controller to RA 10173 or the Data Privacy Act of 2012 and Memorandum Circular No. 78 s. 1964 or the Rules Governing Security of Classified Matter in Government Offices and its amendments; and
- z. Monitors the compliance of PSA and its stakeholders to the existing security rules and regulations, as well as relevant issues, and reports any violation to the management or proper authorities.

3. International Cooperation Unit (ICU)

- a. Formulates policies concerning international cooperation in statistics and civil registration, and national identification systems;
- b. Organizes and manages the application for bilateral and multilateral international cooperation projects, including monitoring of implemented foreign-assisted projects;
- c. Coordinates commitments of PSA with the United Nations (UN), Association of Southeast Asian Nations (ASEAN) Brunei Darussalam-Indonesia-Malaysia-Philippines - East ASEAN Growth Area (BIMP-EAGA), and other international bodies and development partners;
- d. Facilitates the participation of the PSA in international engagements in fulfillment of its international commitments;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	7 of 56

- e. *Facilitates requests for data, comments, or inputs upon request of international organizations and other NSOs; and*
- f. Facilitates and organizes programs for requests for incoming and outgoing study visits.

4. Statistical Methodology Unit (SMU)

- a. Undertakes studies in coordination with concerned PSA divisions and Philippine Statistical Research and Training Institute (PSRTI) on new and emerging theoretical and practical developments leading to the improvement of sampling designs, data collection and editing processes and methodologies, data analyses/analytics, and economic indices and other statistical indicators estimation; and
- b. Collaborates with the subject matter divisions to look for areas that can be improved to enhance the quality of PSA statistics.

5. Internal Audit Division (IAD)

- a. Conducts management audit of activities and its units, determine the degree of compliance with the mandate, policies and government regulations, and established objectives, systems and procedures/processes and contractual obligations;
- b. Reviews and appraises systems and procedures/processes, organizational structure, assets management practices, financial and management records, reports and performance standards of the agency/units covered;
- c. Verifies and analyzes financial and management data to ascertain if attendant management information systems generate data or reports that are complete, accurate, and valid;
- d. Ascertains the reliability and integrity of financial and management information and looks into the means used to identify, measure and classify, and report such information;
- e. Ascertains the extent to which the assets and other resources of the institutions are accounted for and safeguarded from losses of all kinds;
- f. Reviews and evaluates the soundness, adequacy and application of accounting, financial and management controls and promote the most effective control at a reasonable cost;
- g. Evaluates the quality of performance of groups/individuals in carrying out their assigned responsibilities;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	8 of 56

- h. *Performs functions of protective matters, such as prevention and detection of fraud or dishonesty, reviews cases involving misuse of agency property, and checking of transactions with outside parties; and*
- i. Performs miscellaneous services, including special investigations and assistance to outside contacts such as the Commission on Audit (COA).

6. Fraud and Management Division (FMD)

- a. Reviews and investigates reports of violation under RA 11055, of identity-related fraud and unlawful use of authentication services;
- b. Investigates and manages cases of fraudulent registrations into the PhilSys;
- c. *Investigates and manages cases of identity duplication and/or disputes and endorse such to the appropriate/Legal Office with due findings and recommendation;*
- d. Develops and promulgates protocols related to identity-related fraud management and investigation;
- e. Review Receives and investigates reports related to fixing activities, missing security papers, and other fraud-related incidents in civil registration;
- f. Receives and investigates reports related to fraud in violation of RA No. 10625 and RA No. 11315, and other fraud-related incidents within PSA;
- g. Submits reports with due findings and recommendations to the National Statistician and Civil Registrar General (NSCRG);
- h. Conducts fraud awareness programs within PSA or with other government agencies and private institutions;
- i. Coordinates with law enforcement agencies for entrapment operations and with the Legal Service for filing of cases; and
- j. Recommends protocols for policies on fraud prevention.

B.2. SECTORAL STATISTICS OFFICE (SSO)

1. Social Sector Statistics Service (SSSS)

Responsible for the production of primary data on labor and employment, population, women and gender, health and welfare, education, science and technology, housing and urbanization, emerging concerns, and other related social statistics.

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Organizational Structure and Functions</p>	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	9 of 56

a. Demographic and Health Statistics Division (DHSD)

- i. Prepares technical and operational plans, programs and activities relating to, designs survey instruments of and implements the following regular surveys: Annual Poverty Indicators Survey (APIS) and National Demographic and Health Survey (NDHS);
- ii. Prepares technical and operational plans, programs and activities relating to, designs survey instruments of, and implements the following *ad-hoc* surveys: National Disability Prevalence Survey/Model Functioning Survey (NDPS/MFS), National Migration Survey (NMS), Global Adult Tobacco Survey (GATS), Evidence and Data for Gender Equality (EDGE), etc.;
- iii. Prepares technical reports and publications on the results of the above-mentioned regular and ad-hoc surveys;
- iv. Provides expert statistical assistance/inputs in the development of (a) a methodology for coming up with population projections; and (b) a statistical framework on housing needs;
- v. Provides technical inputs in the formulation of short and long term statistical development programs for population, health and nutrition, and housing statistics to be able to provide statistics-based information support system at all levels of governance;
- vi. Participates in all activities pertaining to the monitoring of the Sustainable Development Goals (SDGs) indicators; provides thereof data on relevant indicators;
- vii. Identifies issues and concerns including enhancement of methodologies, and coordinates with the PSA SDG Team, relevant inter-agency committees, and other agencies;
- viii. Identifies data gaps, issues and problems, and prepares the list of statistical programs and activities in coordination with relevant agencies for consideration in the Philippine Statistical Development Program (PSDP);
- ix. Coordinates with and provides technical support to statistical inter-agency committees, task forces, and technical working groups relevant to the above mentioned sectors;

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Organizational Structure and Functions</p>	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	10 of 56

- x. *Participates and represents PSA, SSO, and SSSS in local and international meetings, workshops, fora, and related activities; and*
- xi. Performs other functions as may be directed by the top management.

b. Income and Employment Statistics Division (IESD)

- i. Prepares technical and operational plans, programs and activities relating to, and designs survey instruments of, and implements the following regular surveys: Labor Force Survey (LFS), Family Income and Expenditure Survey (FIES), Survey on Overseas Filipinos (SOF);
- ii. Prepares technical and operational plans, programs and activities relating to, designs survey instruments of, and implements the following ad-hoc surveys: Household Energy Consumption Survey (HECS), Survey on Children (SOC), Informal Sector Survey (ISS);
- iii. Prepares technical reports and publications on the results of the above-mentioned regular and ad-hoc surveys;
- iv. Provides inputs for the generation of poverty statistics;
- v. Provides technical inputs in the formulation of short and long term statistical development programs for employment statistics to be able to provide statistics-based information support system at all levels of governance;
- vi. Participates in all activities pertaining to the monitoring of the SDGs indicators; provides thereof data on relevant indicators; identifies issues and concerns including enhancement of methodologies, and coordinates with the PSA SDG Team, relevant inter-agency committees and other agencies;
- vii. Identifies data gaps, issues and problems, and prepares the list of statistical programs and activities in coordination with relevant agencies for consideration in PSDP;
- viii. Coordinates with and provides technical support to statistical inter-agency committees, task forces, and technical working groups relevant to the above mentioned sectors;
- ix. Participates and represents the PSA, SSO, and SSSS in local and international meetings, workshops, fora, and related activities; and

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	11 of 56

x. *Performs other functions as may be directed by the top management.*

c. Social Development Statistics Division (SDSD)

- i. Provides technical inputs in the formulation of short and long-term development plans and statistical development programs for education, governance, security, justice and peace and social protection statistics to be able to provide statistics-based information support system;
- ii. Prepares technical reports/articles, memoranda, resolutions, letters, and other official documents concerning the above sectors;
- iii. Develops and measures systems and procedures, and other work flows necessary in the implementation of statistical programming monitoring, resource management and coordination, and advocacy functions concerning the above sectors;
- iv. Conducts developmental exercises/activities towards the improvement of available statistics on the above sectors;
- v. Prepares technical and operational plans, programs and activities relating to, designs survey instruments of, and implements the following regular surveys: Functional Literacy Education and Mass Media Survey (FLEMMS) and Household Survey on Domestic Visitors (HSDV);
- vi. Prepares technical and operational plans, programs and activities relating to, designs survey instruments of, and implements ad-hoc surveys relevant to the above sectors, as needed, such as the Crime Victimization Survey (CVS);
- vii. Prepares technical reports and publications on the results of the above-mentioned regular and ad-hoc surveys;
- viii. Compiles the Statistical Indicators on Philippine Development (StatDev);
- ix. Participates in all activities pertaining to the monitoring of the SDGs indicators; provides thereof data on relevant indicators; identifies issues and concerns including enhancement of methodologies and coordinates with the PSA SDG Team, relevant inter-agency committees and other agencies;
- x. Identifies data gaps, issues and problems, and prepares the list of statistical programs and activities in coordination with relevant agencies for consideration in PSDP;

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Organizational Structure and Functions</p>	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	12 of 56

- xi. *Coordinates with and provides technical support to statistical inter-agency committees, task forces and technical working groups relevant to the above mentioned sectors;*
- xii. Oversees the conduct and dissemination of the results of statistical surveys, including ad-hoc and special surveys, related to the above sectors;
- xiii. Participates and represents the PSA, SSO, and SSSS in local and international meetings, workshops, fora, and related activities; and
- xiv. Performs other functions as may be directed by the top management.

d. Poverty and Human Development Statistics Division (PHDSD)

- i. Provides technical inputs in the formulation of short- and long- term statistical development programs for poverty, human development and gender and children statistics to be able to provide statistics-based information support system at all levels of governance;
- ii. Prepares technical reports/articles, memoranda, resolutions, letters, and other official documents concerning statistics on the above sectors;
- iii. Develops and measures systems and procedures, and other work flows necessary in the implementation of its statistical programming, monitoring, resource management and coordination, and advocacy functions concerning the above sectors;
- iv. Generates official poverty statistics at the national, regional, and provincial levels, and for the basic sectors at the national and regional levels;
- v. Conducts developmental exercises/activities towards the improvement of available official poverty statistics, e.g., generation of city and municipal level poverty estimates using small area estimation;
- vi. Coordinates and provides technical assistance towards the adoption of an official methodology for the estimation of the Human Development Index and regularly estimates them once the methodology is approved;
- vii. Provides inputs in the development of methodology for estimating the multi-dimensional poverty index (MPI), and regularly estimate them based on the methodology that will be approved;
- viii. Takes the lead in the compilation, consolidation and/or updating of the following: Official Millennium Development Goals (MDGs)/ SDGs statistics, as well as,

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	13 of 56

activities in relation to the development and monitoring of the SDG indicators; Factsheet on Women and Men, Statistical Handbook on Women and Men in the Philippines, and the online database on statistics on gender; and Statistical Annex on Children;

- ix. Identifies data gaps, issues and problems, and prepares the list of statistical programs and activities in coordination with relevant agencies for consideration in PSDP;
- x. Coordinates with and provides technical support to statistical inter-agency committees, task forces, and technical working groups relevant to the above-mentioned sectors;
- xi. Participates and represents the PSA, SSO, and SSSS in local and international meetings, workshops, fora, etc. and related activities; and
- xii. Performs other functions as may be directed by the top management.

e. Employment Demand Statistics Division (EDSD)


- i. Prepares technical and operational plans, programs and activities relating to, designs survey instruments of, and implements the following regular/ad-hoc establishment and enterprise-based surveys on the trend and structures of employment: Labor Turnover Survey and Integrated Survey on Labor and Employment;
- ii. Coordinates with other organic units of the agency and collaborates with concerned government and private institutions including international organizations regarding the conduct of establishment- and enterprise-based surveys on the trends and structures of employment;
- iii. Compiles, generates and analyzes the trends and structures of employment in establishments and enterprises;
- iv. Prepares statistical publications and reports on the trends and structures of employment in establishments and enterprises for dissemination;
- v. Conducts studies and researches on the development and improvement of measurement indicators and statistical frameworks relating to employment and jobs in establishments and enterprises;
- vi. Participates in all activities pertaining to the monitoring of the SDGs indicators; provides thereof data on relevant indicators; identifies issues and concerns including enhancement of methodologies and coordinates with the PSA SDG Team, relevant inter-agency committees and other agencies;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	14 of 56

- vii. *Identifies data gaps, issues and problems, and prepares the list of statistical programs and activities in coordination with relevant agencies for consideration in PSDP;*
- viii. Coordinates with and provides technical support to statistical inter-agency committees, task forces, and technical working groups relevant to the above mentioned sectors;
- ix. Provides statistical services/advice to data users in the division's area of concern;
- x. Participates and represents the PSA, SSO, and SSSS in local and international meetings, workshops, fora, and related activities; and
- xi. Performs other functions as may be directed by the top management.

f. Labor Standards and Relations Statistics Division (LSRSD)

- i. Prepares technical and operational plans, programs, and activities relating to, designs survey instruments of, and implements the following regular/ ad- hoc/special establishment- and enterprise-based surveys on wages and conditions of work, labor relations and practices: Occupational and Wages Survey and Integrated Survey on Labor and Employment;
- ii. Coordinates with other organic units of the agency and collaborates with concerned government and private institutions including international organizations regarding the conduct of establishment and enterprise-based surveys on wages and conditions of work, labor relations and practices;
- iii. Compiles, generates, and analyzes statistics on wages and conditions of work, labor relations and practices in establishments and enterprises;
- iv. Prepares statistical publications and reports on wages and working conditions, labor relations and practices in establishments and enterprises for dissemination;
- v. Conducts studies and researches on the development and improvement of measurement indicators and statistical frameworks relating to wages and conditions of work and labor relations in establishments and enterprises;
- vi. Participates in all activities pertaining to the monitoring of the SDGs indicators; provides thereof data on relevant indicators; identifies issues and concerns including enhancement of methodologies and coordinates with the PSA SDG Team, relevant inter-agency committees and other agencies;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	15 of 56


- vii. *Identifies data gaps, issues and problems, and prepares the list of statistical programs and activities in coordination with relevant agencies for consideration in PSDP;*
- viii. Coordinates with and provides technical support to statistical inter-agency committees, task forces, and technical working groups relevant to the above mentioned sectors;
- ix. Provides statistical services/advice to data users in the division's areas of concern;
- x. Participates and represents the PSA, SSO, and SSSS in local and international meetings, workshops, fora, and related activities; and
- xi. Performs other functions as may be directed by the top management.

2. Economic Sector Statistics Service (ESSS)


Responsible for the production of primary data on agriculture, industry, trade, services, environment and natural resources, prices, and other related economic statistics.

a. Industry Statistics Division (ISD)

- i. Prepares technical plans and programs for the conduct of establishment-based surveys for the following agro-industrial sectors:
 - Agriculture, forestry, and fishing;
 - Construction;
 - Electricity, gas, steam, and air-conditioning supply;
 - Mining and quarrying; manufacturing;
 - Water supply: sewerage, waste management, and remediation activities; and
 - Construction.
- ii. Compiles, generates, analyzes and disseminates economic statistics from establishment-based surveys for agro-industrial sectors;
- iii. Generates and compiles monthly indices for producer price, value and volume of production and of net sales for the Manufacturing Sector;
- iv. Prepares technical plans and programs for the collection, processing, and compilation of construction statistics from administrative-based documents;
- v. Generates construction statistics from administrative forms;
- vi. Constructs the initial input-output table based from the input-output survey;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	16 of 56

- vii. *Coordinates with other organic units of the agency regarding the conduct of establishment-based surveys and other ad-hoc surveys for agro-industrial sectors and the compilation of administrative-based documents;*
- viii. Compiles, generates, analyzes, and disseminates economic statistics from establishment-based surveys for agro-industrial sectors;
- ix. *Prepares various technical reports of establishment-based surveys for agro-industrial sectors and administrative based statistics for dissemination;*
- x. Prepares technical plans and programs for the conduct of ad-hoc and special surveys for agro-industrial sectors;
- xi. Compiles, generates and analyzes economic statistics from ad-hoc and special surveys, *and prepares the technical reports;*
- xii. Participates in all activities pertaining to the monitoring of the SDGs indicators; provides thereof data on relevant indicators; identifies issues and concerns including enhancement of methodologies and coordinates with the PSA SDG Team, relevant inter-agency committees and other agencies;
- xiii. Identifies data gaps, issues, and problems, and prepares activities in the sectors for consideration in PSDP;
- xiv. Coordinates with and provides technical support to statistical inter-agency committees, task forces, and technical working groups relevant to the production and use of statistics;
- xv. Provides technical assistance and coordinates with other units within the PSA, other government agencies, and institutions related to the production of economic statistics;
- xvi. Coordinates with other government agencies, Local Government Units (LGUs), and business associations in the collection and generation of economic indicators on the matters relating to the agro-industrial sectors;
- xvii. Prepares studies and conducts researches for the development and improvement of economic statistics related to the agro-industrial sectors;
- xviii. Participates and represents the PSA, SSO, and ESSS in local and international meetings, workshops, fora, and related activities; and
- xix. Performs other functions as may be directed by the top management.

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Organizational Structure and Functions</p>	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	17 of 56

b. Services Statistics Division (SSD)

- i. Prepares technical plans and programs for the conduct of establishment-based surveys for the following services sectors:
 - Accommodation and food service activities;
 - Administrative and support service activities;
 - Arts, entertainment and recreation and other service activities;
 - Education, human health, and social work activities;
 - Financial and insurance activities;
 - Information and communication;
 - Information technology-business process management;
 - Professional, scientific, and technical activities;
 - Real estate activities;
 - Repair of motor vehicles and motorcycles;
 - Trade-in-services;
 - Transportation and storage; and
 - Wholesale and retail trade.
- ii. Undertakes establishment-based surveys for the services sector of the economy;
- iii. Generates Retail Sales Index;
- iv. Coordinates with other organic units of the agency regarding the conduct of establishment-based surveys and other ad-hoc surveys for the services sectors;
- v. Compiles, generates, and analyzes economic statistics from establishment-based surveys of services sectors for dissemination;
- vi. Prepares various technical reports of establishment-based surveys for services sectors for dissemination;
- vii. Consolidates economic statistics from establishment-based surveys of the services sector and prepares the technical reports for dissemination;
- viii. Prepares technical plans and programs for the conduct of ad-hoc and special surveys for services sectors;
- ix. Compiles, generates, and analyses economic statistics from ad-hoc and special surveys, and prepares the technical reports for dissemination;
- x. Participates in all activities pertaining to the monitoring of SDGs indicators; provides thereof data on relevant indicators; identifies issues and concerns including enhancement of methodologies and coordinates with the PSA SDG Team, relevant inter-agency committees and other agencies;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	18 of 56

- x. *Identifies data gaps, issues, and problems, and prepares activities in the sectors for consideration in PSDP;*
- xi. *Coordinates with and provides technical support to statistical inter-agency committees, task forces, and technical working groups relevant to the production and use of statistics;*
- xii. *Coordinates and provides technical assistance with other units within the PSA, other government agencies, LGUs, business associations in the collection and generation of economic indicators on the matters relating to the services sectors;*
- xiii. *Prepares studies and conducts researches for the development and improvement of economic indicators related to service sectors;*
- xiv. *Participates and represents the PSA, SSO, and ESSS in local and international meetings, workshops, fora, and related activities; and*
- xv. *Performs other functions as may be directed by the top management.*

c. Price Statistics Division (PSD)

- i. *Prepares technical and operational plans and programs for the conduct of different price surveys of commodities/services;*
- ii. *Undertakes the different price surveys;*
- iii. *Coordinates with other organic units of the agency regarding the conduct of different price surveys;*
- iv. *Compiles and generates price indices such as the consumer price index (CPI), seasonally adjusted CPI, general wholesale price index, general retail price index, construction materials wholesale and retail price indices, and producer price index for agriculture;*
- v. *Analyzes price statistics and derived economic indicators from the various price indices and prepares statistical reports and summary tables for dissemination;*
- vi. *Prepares technical plans and programs for the conduct of ad-hoc surveys such as price surveys for the International Comparison Program (ICP) in collaboration with the international organization/agency;*
- vii. *Compiles, generates, and analyzes price statistics from ad-hoc surveys for the ICP and collects/compiles other data requirements in collaboration with the international organization/agency;*

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Organizational Structure and Functions</p>	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	19 of 56

- viii. *Participates in all activities pertaining to the monitoring of the SDGs indicators; provides thereof data on relevant indicators; identifies issues and concerns including enhancement of methodologies and coordinates with the PSA SDG Team, relevant inter-agency committees and other agencies;*
- ix. Identifies data gaps, issues, and problems, and prepares activities in the sectors for consideration in PSDP;
- x. Coordinates with and provides technical support to statistical inter-agency committees, task forces, and technical working groups relevant to the production and use of statistics;
- xi. Provides technical assistance and coordinates with other units within the PSA, *other government agencies, and institutions in the conduct of price surveys;*
- xii. Coordinates with government business associations, private institutions, and international agencies on conceptualization and development of price statistics and other related issues;
- xiii. Prepares studies and conducts researches for the development and improvement *of price statistics;*
- xiv. Participates and represents the PSA, SSO, and ESSS in local and international meetings, workshops, fora, and related activities; and
- xv. Performs other functions as may be directed by the top management.

d. Trade Statistics Division (TSD)

- i. Prepares technical plans and programs for the collection, processing and compilation and generation of domestic and foreign trade statistics from administrative-based reports;
- ii. Compiles, generates, analyzes and disseminates domestic and foreign trade statistics;
- iii. Generates Foreign Trade Index;
- iv. Constructs, maintains, and updates various reference files necessary in the processing of import, export, and domestic trade data;
- v. Coordinates with other organic units of the agency, other national agencies, and business associations on the generation of domestic and foreign trade statistics;

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Organizational Structure and Functions</p>	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	20 of 56

- vi. *Prepares various technical reports for dissemination;*
- vii. Prepares studies and conducts research for the improvement in the compilation of domestic and foreign trade statistics;
- viii. Participates in all activities pertaining to the monitoring of SDGs indicators; provides thereof data on relevant indicators; identifies issues and concerns including enhancement of methodologies and coordinates with the PSA SDG Team, relevant inter-agency committees, and other agencies;
- ix. Identifies data gaps, issues, and problems, and prepares activities in the sectors for consideration in the PSDP;
- x. *Coordinates with and provides technical support to statistical inter-agency committees, task forces, and technical working groups relevant to the production and use of statistics;*
- xi. Provides technical assistance and coordinates with other units within the PSA, other government agencies and institutions related to the compilation and generation of domestic and foreign trade statistics;
- xii. Participates and represents the PSA, SSO, and ESSS in local and international meetings, workshops, fora, and related activities; and
- xiii. Performs other functions as may be directed by the top management.

e. Crops Statistics Division (CSD)

- i. Prepares technical plans and programs for the conduct of various crop surveys for cereals, fruit crops, vegetables, root crops, and non-food and industrial crops;
- ii. Undertakes surveys of various crop surveys for cereals, fruit crops, vegetables, root crops, and non-food and industrial crops;
- iii. Generates estimates on crops production, area planted/harvested, number of bearing trees/hills/vines at the national and sub-national levels;
- iv. Compiles, organizes, analyzes, and maintains primary and secondary statistics and other relevant information on crops;
- v. Updates databases for crops production-related statistics and other relevant information;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	21 of 56

- vi. *Prepares various technical reports for dissemination;*
- vii. Updates lists of sample households for surveys on cereals and other crops;
- viii. Coordinates with other agencies of the national government involved in agriculture in the production of agricultural statistics;
- ix. *Establishes and maintains linkages with relevant agencies, agribusiness, industry stakeholders, and international organizations to enhance data sharing and the use of crop statistics;*
- x. Conducts studies and researches for the improvement of crops statistics and related information;
- xi. *Participates in all activities pertaining to the monitoring of the SDGs indicators; provides thereof data on relevant indicators; identifies issues and concerns including enhancement of methodologies and coordinates with the PSA SDG Team, relevant inter-agency committees and other agencies;*
- xii. Identifies data gaps, issues, and problems, and prepares activities in the sectors for consideration in the PSDP;
- xiii. Coordinates with and provides technical support to statistical inter-agency committees, task forces, and technical working groups relevant to the production and use of statistics;
- xiv. Provides technical assistance and coordinates with other units within the PSA, other government agencies and institutions related to the conduct of crops surveys;
- xv. Participates and represents the PSA, SSO, and ESSS in local and international meetings, workshops, fora, and related activities; and
- xvi. Performs other functions as may be directed by the top management.

f. Livestock and Poultry Statistics Division (LPSD)

- i. Prepares technical plans and programs for the conduct of various livestock and poultry surveys;
- ii. Undertakes periodic surveys on livestock and poultry;

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Organizational Structure and Functions</p>	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	22 of 56

- iii. *Generates estimates on animal inventory, production, supply, and disposition of live animals and meat products at the national and sub-national levels;*
- iv. Compiles, organizes, analyzes, and maintains primary and secondary statistics and other relevant information on livestock and poultry;
- v. Updates databases for livestock and poultry statistics and other relevant information and updates lists of commercial farms for livestock and poultry commodities;
- vi. Prepares technical report for dissemination;
- vii. Establishes and maintains linkages with relevant agencies, agribusiness and industry stakeholders at the national and sub-national levels to enhance data sharing and the use of livestock and poultry statistics;
- viii. Conducts studies and researches for the improvement of livestock and poultry statistics and related information;
- ix. Participates in all activities pertaining to the monitoring of the SDGs indicators; provides thereof data on relevant indicators; identifies issues and concerns including enhancement of methodologies and coordinates with the PSA SDG Team, relevant inter-agency committees and other agencies;
- x. Identifies data gaps, issues, and problems, and prepares activities in the sectors for consideration in the PSDP;
- xi. Coordinates with and provides technical support to statistical inter-agency committees, task forces, and technical working groups relevant to the production and use of statistics;
- xii. Provides technical assistance and coordinates with other units within the PSA, other government agencies and institutions regarding the conduct of livestock and poultry surveys;
- xiii. Participates and represents the PSA, SSO, and ESSS in local and international meetings, workshops, fora, and related activities; and
- xiv. Performs other functions as may be directed by the top management.

g. Fisheries Statistics Division (FSD)

- i. Prepares technical plans and programs for the conduct of aquaculture, commercial and municipal fisheries surveys;

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Organizational Structure and Functions</p>	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	23 of 56

- ii. *Conducts periodic surveys on aquaculture, commercial, and municipal fisheries;*
- iii. Generates estimates on fisheries statistics at the national and sub-national levels;
- iv. Compiles, organizes, analyzes, maintains primary and secondary statistics, and other relevant information on fisheries statistics;
- v. *Updates databases for aquaculture, commercial, marine municipal, inland municipal fisheries, and other relevant information;*
- vi. Prepares technical report for dissemination;
- vii. Updates list of sampling frames for the different fishery surveys in coordination with the National Censuses Service of the PSA;
- viii. Conducts studies and researches for the improvement of fisheries statistics and related information;
- ix. Establishes and maintains linkages with relevant agencies, agribusiness and industry stakeholders at the national and sub-national levels to enhance data sharing and the use of fisheries statistics;
- x. Participates in all activities pertaining to the monitoring of the SDGs indicators; provides thereof data on relevant indicators; identifies issues and concerns including enhancement of methodologies and coordinates with the PSA SDG Team, relevant inter-agency committees and other agencies;
- xi. Identifies data gaps, issues and problems, and prepares activities in the sectors *for consideration in the PSDP;*
- xii. Coordinates with and provides technical support to statistical inter-agency committees, task forces, and technical working groups relevant to the production and use of statistics;
- xiii. Provides technical assistance and coordinates with other units within the PSA, other government agencies, and institutions regarding the conduct of fisheries surveys;
- xiv. Participates and represents the PSA, SSO, and ESSS in local and international meetings, workshops, fora, and related activities; and
- xv. Performs other functions as may be directed by the top management.


	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Organizational Structure and Functions</p>	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	24 of 56

3. Macroeconomic Accounts Service (MAS)

Responsible for the development and maintenance of the national accounts, regional accounts, satellite accounts, input/output tables, and other related macroeconomic accounts.

a. Production Accounts Division (PAD)

- i. Develops and maintains appropriate framework for effective statistical coordination related to macroeconomic accounts in industries under the System of National Accounts (SNA);
- ii. Prepares estimates and statistical reports for the compilation of quarterly and annual production accounts by industrial origin;
- iii. Prepares periodic estimates and statistical reports for the compilation of Institutional Accounts for the Financial and Non-financial corporations;
- iv. Prepares annual estimates and statistical reports for the compilation of subnational accounts, namely: Regional Accounts of the Philippines (RAP), particularly Gross Regional Domestic Product (GRDP); and Provincial Product Accounts (PPA);
- v. Prepares periodic estimates and statistical reports for the compilation of the Input-Output tables in the production side of the national accounts;
- vi. Prepares industrial quarterly economic indices on production, employment, compensation and other supporting indicators for monitoring economic development;
- vii. Conducts researches and studies for the improvement of macroeconomic accounts and other indicators by industrial origin;
- viii. Participates in all activities pertaining to the monitoring of the SDGs indicators; provides thereof data on relevant indicators; identifies issues and concerns including enhancement of methodologies and coordinates with the PSA SDG Team, relevant inter-agency committees and other agencies;
- ix. Identifies data gaps, issues, and problems, and prepares activities in the industries for consideration in the PSDP;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	25 of 56

- x. *Develops in collaboration with concerned agencies, statistical projects for related industries and assists other agencies and offices for the same purpose;*
- xi. Coordinates with and provides technical support to statistical inter-agency committees, task forces, and technical working groups relevant to the production and use of statistics related to industries under production accounts;
- xii. Provides expertise on the industries in the development of statistical framework, and in the interpretation and utilization of data on related industries;
- xiii. Collaborates with the relevant unit/s in the PSA for the improvement of data support as well as to undertake advocacy program in areas concern of the division;
- xiv. Participates and represents the PSA, SSO and MAS in local and international meetings, workshops, fora, among others, and related activities in the development and maintenance of assigned frameworks in the division; and
- xv. Performs other functions as may be directed by the top management.

b. Subnational Economic Accounts Division (SEAD)


- i. Develops and maintains appropriate framework for the compilation of subnational accounts, namely Regional Accounts of the Philippines (RAP) and Provincial Product Accounts (PPA);
- ii. Conducts studies on high-frequency subnational accounts and indicators;
- iii. Prepares annual estimates and statistical reports for the compilation of the RAP and PPA;
- iv. Prepares estimates and statistical reports for the compilation of quarterly and annual production accounts by industrial origin;
- v. Participates in all activities pertaining to the monitoring of the SDG indicators; provides thereof data on relevant subnational indicators; identifies issues and concerns including enhancement of methodologies, and coordinates with the PSA SDG Team, relevant interagency committees, and other agencies;

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Organizational Structure and Functions</p>	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	26 of 56

- vi. *Identifies data gaps, issues, and problems, and prepares activities relating to subnational accounts for consideration in the PSDP;*
- vii. Develops in collaboration with concerned agencies, statistical projects relating to subnational accounts, and assists other agencies and offices for the same purposes;
- viii. Coordinates with and provides technical support to statistical interagency committees, task forces, and technical working groups relevant to the subnational accounts and use of statistics related to subnational accounts;
- ix. Provides expertise on the subnational accounts in the development of statistical framework, and in the interpretation and utilization of data on related subnational accounts;
- x. Collaborates with the relevant unit/s in the PSA for the improvement of data support as well as to undertake advocacy program in areas concern of the division;
- xi. *Participates and represents the PSA, SSO and MAS in local and international meetings, workshops, fora, among others, and related activities in the development and maintenance of assigned frameworks in the division; and*
- xii. Performs other functions as may be directed by the top management.

c. Expenditure and Integrated Accounts Division (EIAD)

- i. Develops and maintains appropriate framework for effective statistical coordination in household, government, and capital formation sectors and foreign trade matters;
- ii. Prepares periodic estimates and statistical reports for the compilation of expenditure accounts and institutional accounts for the household and government accounts including the non-profit institutions serving households as well as statistical reports for the compilation of capital formation, the Rest of the World (ROW) account and the net primary income;
- iii. Prepares periodic estimates for the compilation of the Gross Regional Domestic Expenditures (GRDE);

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Organizational Structure and Functions</p>	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	27 of 56

- iv. Consolidates, integrates, and reconciles sectoral and institutional estimates, and reports for the national, regional, and institutional accounts;
- v. Documents the proceedings of the national accounts deliberation and its quarterly press conferences;
- vi. Prepares periodic estimates and statistical reports for the compilation of Seasonally Adjusted National Accounts (SANA) and estimation of national accounts confidence interval;
- vii. Prepares periodic estimates and statistical reports for the compilation of the supply and use table (SUT) input-output (IO) tables for the above sectors;
- viii. Prepares, consolidates and reconciles periodic estimates and statistical reports of the Social Accounting Matrix (SAM) in collaboration with other concerned divisions;
- ix. Conducts research and studies for the improvement of macroeconomic accounts and other indicators in the above sectors, and the computerized compilation of the Philippines System of National Accounts (PSNA);
- x. Conducts periodic assessment of the status of statistical production vis-à-vis the development needs of the sectors;
- xi. Participates in all activities pertaining to the monitoring of the SDGs indicators; provides thereof data on relevant indicators; identifies issues and concerns including enhancement of methodologies and coordinates with the PSA SDG Team, relevant inter-agency committees and other agencies;
- xii. Identifies the gaps, issues, and problems, and prepares activities in the economic accounts and indicators for consideration in the PSDP;
- xiii. Develops statistical projects for the above sectors and the improvement of the compilation system of macroeconomic accounts and indicators in collaboration with concerned agencies and assist them for the same purpose;
- xiv. Coordinates with and provides technical support to statistical inter-agency committees, task forces, and technical working groups relevant to the production and use of statistics in the above sectors;

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Organizational Structure and Functions</p>	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	28 of 56

- xv. Provides sectoral expertise in the development of statistical standards, and in the interpretation and utilization of data on the above sectors;
- xvi. Collaborates with the relevant unit/s on the advocacy program for the area of concern of the division;
- xvii. Participates and represents the PSA, SSO, and MAS in local and international meetings, workshops, fora, among others, and related activities in the development and maintenance of assigned frameworks in the division; and
- xviii. Performs other functions as may be directed by the top management.

d. Agricultural Accounts Division (AAD)

- i. Develops and maintains the statistical frameworks for agricultural accounts and indicators under the System of National Accounts;
- ii. Prepares estimates and statistical reports on the value of production in agriculture and fisheries sector (national, regional, and provincial);
- iii. Prepares periodic estimates and statistical reports for the updating of agricultural cost of production;
- iv. Prepares estimates and statistical reports for the compilation of supply utilization accounts and food balance sheet;
- v. Prepares reports for agriculture and fisheries indicators system and commodity fact sheets;
- vi. Assesses the statistical requirements of the system of economic accounts for agriculture and fisheries, identifies data gaps, and recommends solutions to address such data gaps;
- vii. Conducts researches and studies, and initiates activities for the improvement of agriculture and fisheries accounts and other indicators;
- viii. Participates in all activities pertaining to the monitoring of the SDGs indicators; provides thereof data on relevant indicators; identifies issues and concerns including enhancement of methodologies and coordinates with the PSA SDG Team, relevant interagency committees and other agencies;

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Organizational Structure and Functions</p>	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	29 of 56

- ix. *Identifies data gaps, issues, and problems, and prepares statistical programs and activities for consideration in the PSDP;*
- x. Generates data on the agriculture and fisheries sectors in terms of cost of production and input usage, farm and farmer's characteristics, and other statistics that may be required by the accounts and indicators systems;
- xi. Prepares memoranda, resolutions, letters, and other official documents concerning the above sectors;
- xii. Coordinates and collaborates with other units in the PSA for the improvement of data support for the agriculture and fisheries sectors;
- xiii. Coordinates with and provides technical support to statistical interagency committees, task forces and technical working groups relevant to the production and use of agriculture and fisheries statistics and indicators;
- xiv. Participates and represents the PSA, SSO, and MAS in local and international meetings, workshops, fora, among others. and related activities in the development and maintenance of assigned frameworks in the division; and
- xv. Performs other functions as may be directed by the top management.

e. Satellite Accounts Division (SAD)

- i. Prepares periodic estimates and statistical reports for the compilation of the Philippine Satellite Accounts (tourism, health expenditures, ocean economy, sustainability of tourism, creative economy, digital economy, and others) and Economic Indicators, such as Approved Investment (AI), Leading Economic Indicators (LEI), and others;
- ii. Conducts research and studies as well as initiates activities for the compilation of satellite accounts;
- iii. Develops statistical projects for the improvement on the compilation system of satellite accounts and macroeconomic indicators and assists other agencies for the same purpose;
- iv. *Participates in all activities pertaining to the monitoring of the SDGs indicators; provides thereof data on relevant indicators; identifies issues and concerns*

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Organizational Structure and Functions</p>	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	30 of 56

including enhancement of methodologies and coordinates with the PSA SDG Team, relevant inter-agency committees and other agencies;

- v. Identifies the data gaps, issues, and problems, and formulates activities in the economic accounts and indicators for consideration in the PSDP;
- vi. Conducts periodic assessment of the status of statistical production in the economic sectors vis-à-vis development needs;
- vii. Provides sectoral expertise in the development and review of statistical surveys and standards, and in the interpretation and utilization of data;
- viii. Coordinates with and provides technical support to statistical inter-agency committees, task forces, and technical working groups relevant to the production and use of satellite accounts, economic statistics and indicators;
- ix. Collaborates with the relevant unit/s on the advocacy program for the areas of concern of the division;
- x. Participates and represents PSA, SSO and MAS in local and international meetings, workshops, fora, among others, and related activities in the development and maintenance of assigned frameworks in the division; and
- xi. Performs other functions as may be directed by the top management.

f. Environment and Natural Resources Accounts Division (ENRAD)

- i. Develops and maintains the compilation of environmental accounts;
- ii. Develops and maintains the compilation of environment statistics which includes climate change and disaster statistics to be able to provide evidence-based information support system;
- iii. Conducts research and studies on the compilation of environmental accounts, environment statistics, and other related indicators;
- iv. Conducts research and studies for the improvement of the computerized compilation of environmental accounts, environment statistics, and other related indicators;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	31 of 56

- v. *Develops systems, measures and procedures, and other work flows necessary in the implementation of its statistical program monitoring, resource management, and coordination and advocacy functions concerning the environment and natural resources sectors including its related concerns, e.g., climate change, disaster, etc.;*
- vi. Prepares technical reports/articles, memoranda, resolutions, letters, and other official documents concerning the above sectors;
- vii. Participates in all activities pertaining to the monitoring of the SDGs indicators; provides thereof data on relevant indicators; identifies issues and concerns including enhancement of methodologies and coordinates with the PSA SDG Team, relevant inter-agency committees and other agencies;
- viii. Identifies data gaps, issues, and problems, and prepares statistical programs and activities for consideration in PSDP;
- ix. Coordinates with and provides technical support to statistical inter-agency committees, task forces and technical working groups mainly in the generation, compilation and use of environmental accounts, environment statistics, and other related indicators;
- x. Participates and represents the PSA, SSO, and MAS in local and international meetings, workshops, fora, among others, and related activities in the development and maintenance of assigned frameworks in the division; and
- xi. Performs other functions as may be directed by the top management.

B.3. CENSUSES AND TECHNICAL COORDINATION OFFICE (CTCO)

1. National Censuses Service (NCS)

Responsible for the planning and production of data from censuses on population and housing, agriculture, fisheries and economic activities; and development and maintenance of sampling frames and geographic information on population and housing, agriculture, fisheries, and economic activities.

a. Population and Housing Census Division (PHCD)

- i. Prepares technical and operational plans and programs for the conduct of census of population and housing;

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Organizational Structure and Functions</p>	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	32 of 56

- ii. *Develops data processing specifications;*
- iii. Develops instruments and procedures for census operation;
- iv. Prepares technical and operational plans for listing of households in sample barangays;
- v. *Evaluates census results;*
- vi. Prepares reports and publications on census results; and
- vii. Prepares certification of population counts.

b. Agriculture and Fisheries Census Division (AFCD)

- i. Prepares technical and operational plans and programs for the conduct of census of agriculture and fisheries;
- ii. Develops data processing specifications;
- iii. Develops instruments and procedures for census operation;
- iv. Prepares technical and operational plans for the updating of agricultural survey frame;
- v. Evaluates census results;
- vi. Prepares reports and publications on census results; and
- vii. Conducts census supplementary modules.

c. Census Planning and Coordination Division (CPCD)

- i. Develops and maintains Sampling Frame for:
 - 1. Household-based surveys;
 - 2. Establishment and enterprise-based surveys; and
 - 3. Agriculture and fisheries surveys.
- ii. Determines the sample allocation, stratification of PSUs, sample/subsample selection from the design prepared by the SMU;
- iii. Oversees the updating of frames;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	33 of 56

- iv. *Develops instruments and procedures for post-census evaluation activities; and*
- v. *Develops Master Sample with the Statistical Methodology Unit for:*
 - 1. Household-based surveys;
 - 2. Agriculture surveys; and
 - 3. Fisheries surveys.

d. Service and Industry Census Division (SICD)

- i. Prepares technical and operational plans and programs for the conduct of census of establishments and enterprises;
- ii. Develops data processing specifications;
- iii. Develops instruments and procedures for census operation;
- iv. Prepares technical and operational plans for the periodic listing of establishments enterprises;
- v. Evaluates census results; and
- vi. Prepares reports and publications on census results.

2. Information Technology and Dissemination Service (ITDS)

a. Knowledge Management and Communications Division (KMCD)

- i. Organizes and maintains the PSA information center which consist of the following services: frontline, library, bookshops, and data services (subscription) for the public and the PSA;
- ii. Designs, develops, and maintains information systems to support the generation and dissemination of official statistics;
- iii. Maintains client services related to data inquiries and requests, sales and fulfillment of orders for PSA statistical products and services;
- iv. Maintains and updates client/customer and contact information profile;
- v. Develops and recommends policies and standards related to the preparation and production of PSA publications and related materials;

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Organizational Structure and Functions</p>	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	34 of 56

- vi. Conducts quality checks on manuscript of census/survey and administrative-based publications and initiates administrative processes for the printing including the quality control of the final publication;
- vii. Conducts researches and prepares write-ups for the production of statistical publications;
- viii. Conceptualizes and develops innovative, cost-efficient and user-friendly PSA statistical products and services;
- ix. Develops and implements plans for marketing and packaging of statistical products and services;
- x. Develops allocation and distribution scheme for PSA statistical products and prepares the product for shipping or distribution;
- xi. Provides technical expertise in the setting of standards and classification systems in the area of dissemination and publications;
- xii. Maintains and operates the Microdata Access Center/Enclave;
- xiii. Maintains a catalogue of PSA publications and other reference materials;
- xiv. Designs, maintains, and makes improvements on PSA website and sectoral portals;
- xv. Prepares plans and programs for the strategic development of the dissemination, communication, greater use, and accessibility of the PSA statistical products and services;
- xvi. Develops, implements, evaluates, disseminates, and updates the PSA Communication, Dissemination, and Publicity Plan that outlines the strategy and methodologies to be used for communication information dissemination, feedback and stakeholder management;
- xvii. Designs, maintains, and makes improvement on the PSA website and other online statistical data services;
- xviii. Serves as the media relations arm of the PSA by convening the PSA Press Corps, develops database of media contacts, maintains the media room and leads in the conduct of regular media briefings/press conferences on latest economic, social and environment statistics as well as respond to media inquiries;
- xix. Formulates, implements, disseminates and updates the PSA Citizen's Charter pursuant to the Anti-Red Tape Act of 2007;

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Organizational Structure and Functions</p>	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	35 of 56

- xx. Develops and implements innovative, user-friendly and cost-effective communication strategies such as infographics, data visualizations, among others;
- xxi. Leads in the promotion and publicity activities of PSA-spearheaded activities such as the National Statistics Month, National Convention on Statistics, Philippine Statistics Quiz and the Civil Registration Month, among others;
- xxii. Develops/uses new media such as live streaming, blogging, social networks, RSS feeds and e-newsletter, among others in the delivery of the PSA products and services;
- xxiii. Designs and develops promotional materials and brochures for special events and collaborates with other PSA units for the conduct of information campaigns for PSA products, services, and activities; and
- xxiv. Maintains relationship and coordinates with the Development Communication Coordinating Network (DevComNet) on matters relating to government information dissemination activities.

b. Registers and Database Management Division (RDMD)

- i. Develops, implements, and maintains data controls and standards in the management of registers, data assets, databases, and relevant metadata, which are vital factors for developing and implementing governance that supports an Enterprise Data Architecture (EDA);
- ii. Formulates, implements, and sustains the data archiving and preservation strategies in the management of data assets (census/survey files, tables, publications, questionnaires and manuals, as well as other official communications and documentation);
- iii. Designs, implements and sustains application interfaces and appropriate strategies in the management and use of statistical (microdata and macrodata) and administrative databases (financial, human resource, among others) including operational databases (ongoing surveys and censuses) to enable the *analysis and to support the dissemination thrusts of the PSA*;
- iv. Collaborates with other PSA units, partner agencies and service providers (whenever applicable) in the operation and maintenance of registers, data assets, and databases; and

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	36 of 56

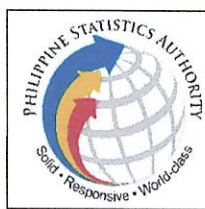
- v. *Conducts studies and researches on latest technologies related to the EDA that serves as guide in the integration, quality enhancement, and successful data delivery.*

c. Systems Development Division (SDD)

- i. Designs, develops, and maintains cross-cutting information systems to support the implementation of processes for civil registration and general administration;
- ii. Assists in the conceptualization and development of PSA data products and services;
- iii. Assists in the conduct of technical evaluation related to the procurement of Information and Communications Technology (ICT) resources;
- iv. Assists in the formulation of policies and standards related to the PSA ICT policies and standards;
- v. Assists in the review and evaluation of specifications of ICT-related items for procurement;
- vi. Assists in the conduct of inventory of ICT and other technical resources;
- vii. Evaluates and recommends new hardware, software, and other ICT tools for the PSA;
- viii. Prepares plans, programs, and strategies for the development and implementation of information systems of household and enterprise/establishment-based surveys and censuses;
- ix. Undertakes feasibility studies to support decisions on major ICT projects of PSA and basis for financing and fund sourcing;
- x. Conducts researches and studies and recommends strategies to improve the development and implementation of information systems; and
- xi. Prepares documentation for the development, implementation, and archiving of information systems.

d. Systems Quality Assurance Division (SQAD)

- i. Ensures that quality assurance standards and procedures are followed through all stages of the software development or software acquisition ensuring adherence to information systems standards, procedures, and methodologies;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	37 of 56

- ii. *Ensures that all completed computer systems including outsourced software are checked for compliance to agreed-upon standards, procedures and specifications and technical accuracy before submission to client subject matter divisions for acceptance;*
- iii. Recommends approval of systems and software for use or production after undergoing software quality assurance processes;
- iv. Schedules quality audit and assesses compliance to defined standards and procedures including the subcontractors;
- v. Manages non-conformance with project processes, performance outside acceptable parameters, non-acceptance of new processes and non-conformance to quality standards;
- vi. Prepares risk assessment for each software product under development;
- vii. Collects risk status, updates the risk database, develops risk reporting, and provides risk reports regularly to the Assistant National Statistician (ANS) for Information Technology and Dissemination Service (ITDS);
- viii. Works with concerned subject matter and IT divisions to identify technical risk items, probabilities, impacts, and mitigation plans for each software product under development; and
- ix. Maintains quality record associated to software quality assurance and control, and risk management processes.

e. Systems Operations and Infrastructure Division (SOID)

- i. Administers and manages Central Office servers and network infrastructures;
- ii. Conducts performance and security checks on Central Office server and network infrastructures to minimize risks against hacking, virus intrusion, and other forms of unauthorized access and security breaches;
- iii. Prepares plans, programs, and strategies for the development and implementation of data conversion services, statistical archiving, Central Office network infrastructure management and technical support services;
- iv. Prepares and develops the PSA information systems strategic plan and ICT-related operational plans;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	38 of 56

- v. Provides technical assistance to PSA computer users such as virus detection and removal, installation of authorized software, relocation of networked computers, and other similar needs;
- vi. Undertakes preventive and corrective maintenance of ICT hardware;
- vii. Maintains PSA local area networking and wide area networking including its web, proxy, intranet, and mail servers;
- viii. Reviews and evaluates specifications of ICT-related items for procurement;
- ix. Provides technical assistance to PSA subject-matter specialists and clients in defining requirements, preparing and evaluating cross-cutting ICT solutions;
- x. Develops and recommends agency-wide cross-cutting ICT policies and standards; and
- xi. Designs and develops ICT courseware for PSA central and field offices.

3. Standards Service (SS)

Responsible for the formulation and monitoring of statistical development programs, formulation of standards and classifications, including glossary of statistical terms and geographical classification.

a. Statistical Classifications Division (SCD)

- i. Develops and maintains standard statistical classifications systems to harmonize data generation at the sub national and national levels which are consistent with international standard classifications;
- ii. Evaluates international standard statistical classifications and best practices for possible adoption in the Philippines;
- iii. Conducts bilateral meetings with concerned sectoral departments/agencies to determine the suitability of these international classifications in the Philippine setting;
- iv. Formulates guidelines/memorandum circulars on the adoption of standard statistical classifications systems in the Philippine Statistical System (PSS);
- v. Advocates and monitors the adoption and implementation of Board-approved statistical classifications systems at the national and sub national levels through the conduct of regular briefing/orientation on the use of standards and classifications systems;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	39 of 56

- vi. Conducts national dissemination for statistical classifications systems to communicate and explain revisions made on the revised classification;
- vii. Provides expert statistical assistance/inputs in the implementation and adoption of statistical classifications systems;
- viii. Coordinates with and provides technical support to statistical inter-agency committees and technical committees, and technical working groups on the development of classifications systems;
- ix. Conducts municipal and provincial assessment on the adoption of statistical classifications systems at the local level;
- x. Undertakes training needs assessment on classifications systems and provide statistical capacity building on classifications systems to national and local government agencies;
- xi. Conducts consultation workshops to harmonize classifications systems at the national and local level and to generate feedback and recommendations on the utilization of classifications; and
- xii. Participates in international conferences and for including an expert group meetings on international classifications to promote sharing of experiences and expertise on standard classifications systems.

b. Statistical Standards Division (SSD)

- i. Implements the Statistical Survey Review and Clearance System (SSRCS) to eliminate unnecessary duplication and effect economy in statistical data collection, and to ensure that government surveys/censuses conform to standard definitions, concepts and classifications.
- ii. Develops and applies standard concepts, definitions and methods commonly used in statistical works in coordination with the Statistical Methodology Unit based on existing laws, legal documents, and international frameworks.
- iii. Develops and implements the Administrative Records Review and Clearance System (ARCCS) aimed at improving the quality and use of administrative-based data collection system to generate or complement official statistics.
- iv. Coordinates with the Philippine Statistical System (PSS) in the conduct of meetings, fora and workshops by exploring the possibility of using emerging sources of data (e.g. Big Data, administrative-based data, and citizen-generated data) to complement and/or generate official statistics.

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	40 of 56

- v. *Coordinates activities to maintain and update Philippine Statistics Authority Data Archive (PSADA), Inventory of Statistical Standards in the Philippines (ISSiP), among others.*
- vi. Monitors and coordinates with the Regional Statistical Services Offices (RSSOs) the implementation of the Core Regional Indicators (CoRe-Is).
- vii. *Develops a quality assurance framework; and*
- viii. Provides technical advice to agencies formulating surveys and administrative forms to ensure standards concepts and definitions for statistical purposes are implemented to facilitate quality data generation.

c. Statistical Policies and Programs Division (SPPD)

- i. Spearheads the formulation and monitoring of the PSDP for the medium term to address the various needs/challenges in the Philippine Statistical System:
 - 1. Prepares guidelines on the formulation and monitoring of the PSDP;
 - 2. Coordinates consultation with producers and users of data, data providers, legislative, private sector, academe, development partners; and
 - 3. Generates strategies for funding statistical development programs.
- ii. Evaluates the technical aspects and budgetary requirements involving statistical operations vis-à-vis priorities in the Philippine Development Plan (PDP), PSDP, and System of Designated Statistics:
 - 1. *Formulates budgetary thrusts for the PSS to ensure convergence of goals and strategies of statistical agencies;*
 - 2. Designs and conducts advocacy programs on resource mobilization for statistical activities through the conduct of dialogue with the Department of Budget and Management (DBM), legislature (Senate and Congress) development partners, private sector; and
 - 3. Endorses to the DBM a medium-term expenditure framework for statistical activities.
- iii. Reviews statistics to be designated based on approved criteria in the designation and modification in the system of designated statistics and formulation of statistical policies;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	41 of 56

- iv. *Provides support to the PSA Board in terms of setting policy agenda, formulating and monitoring of statistical policies, and resolving issues affecting the PSS;*
- v. Serves as the overall coordinator of the PSS through interagency committees on statistics;
- vi. Coordinates with other government agencies on their data collection/production activities through monitoring of the SDS' advance release calendar (ARC) and partnership with development agencies;
- vii. Serves as focal point in terms of adherence to international commitments – Fundamental Principles of Official Statistics (FPOS), Busan Action Plan for Statistics (BAPS), Cape Town Global Action Plan, Dubai Declaration, ASEANStats, among others;
- viii. Spearheads the conduct of statistical advocacy activities through statistical conferences/workshops, user-producer dialogue, partnership with the media, e.g. National Convention on Statistics, National Statistics Month; and
- ix. Spearheads the conduct of the Regional Statistical Committee Summit.

4. Community-Based Statistics Service (CBSS)

The Community-Based Statistics Service (CBSS) is primarily responsible for the development, enhancement, and implementation of the Community-Based Monitoring System (CBMS) - an organized technology-based system of data collection, processing, validation, management, and dissemination useful for planning and impact-monitoring at the local level.

a. Planning and Coordination Division PCD)

- i. Formulate policies, plans, and programs related to the implementation of the Community-Based Monitoring System;
- ii. Establishes, monitors and evaluates various CBMS actor's adherence to CBMS policies and guidelines;
- iii. *Prepares, reviews and evaluates all budget-related CBMS documents; and*
- iv. Serves as secretariat to the CBMS Council.


	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	42 of 56

b. Community-Based Statistics Division (CBSD)

- i. Performs statistical analysis, technical supervision, statistical report preparation, and other statistical operations of the CBMS;
- ii. Spearheads the development of technical manuals, machine processing manuals, training manuals, and other standard operating procedures related to CBMS; and
- iii. Maintains and updates the repository of poverty data collected by the cities and municipalities.

c. Geospatial Management Division (GMD)

- i. Formulates plans, programs, and strategies for the development and implementation of digital mapping systems for the conduct of the CBMS;
- ii. Prepares policies/guidelines and conducts operational trainings for CBMS mapping operations;
- iii. Develops GIS-based systems/applications and automation tools for CBMS geotagging and map processing activities;
- iv. Spearheads the conduct of CBMS geotagging activities, with coordination to NCS, PSA Field Offices, and LGUs;
- v. Provides technical assistance to PSA units at the Central and Field Offices and other stakeholders in relation to the utilization of GIS technology in the *implementation of the CBMS*;
- vi. Assists in planning and designing of CBMS ICT infrastructure, database, and information system framework of the National CBMS databank and local-level CBMS database and ensures the integration of collected geospatial data;
- vii. Ensures configuration and functionality of various GIS-related ICT equipment, *facilities, applications, and systems*;
- viii. Generates map visualizations for public dissemination and reports showing the integration and application of collected CBMS geospatial information to stakeholders;
- ix. Develops and facilitates capacity research and development programs and/or *materials on the use of GIS-based technologies; and*

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	43 of 56

- x. *Facilitates coordination and collaboration with other National Government Agencies (NGAs) and organizations for potential partnership and improvement of existing mapping procedures.*

B.4. CIVIL REGISTRATION AND CENTRAL SUPPORT OFFICE (CRCSO)

1. Finance and Administrative Service (FAS)

a. Accounting Division (AD)

- i. Prepares technical plans and programs for the development and implementation of office policies and procedures regarding accounting matters;
- ii. Provides technical support on accounting matters in Field Offices;
- iii. Reviews accountability reports and documents related to collection and disbursements;
- iv. Maintains book of accounts;
- v. Prepares financial accountability reports and related schedules;
- vi. Reviews and consolidates financial accountability reports/statements submitted by the Regional Offices;
- vii. Processes money claims;
- viii. Remits payments deductions and issues related certifications;
- ix. Prepares billings on Agency receivables;
- x. Coordinates with other government agencies and financial institutions on routinary accounting matters; and
- xi. Performs other functions as may be assigned from time to time.

b. Budget Division (BD)

- i. Prepares technical plans and programs for the development and implementation of office policies and procedures regarding budgetary matters;
- ii. Evaluates and provides budget allocation to various projects and programs of the divisions concerned and funding requirements of all regional offices;
- iii. Reviews, evaluates, and analyzes the budgetary reports of the regional offices;

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Organizational Structure and Functions</p>	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	44 of 56


- iv. *Certifies availability of appropriation/allotment;*
- v. Prepares and implements policies and procedures in accordance with budgetary rules and regulations;
- vi. Monitors, prepares, and consolidates reports on status of allotment and fund utilization;
- vii. Coordinates the preparation of budget proposals and its consolidation and other related documents;
- viii. Submits budget proposals and financial accountability reports to concerned fiscal authorities;
- ix. Coordinates with government offices with respect to budgetary concerns; and
- x. Performs other functions as may be assigned from time to time.

c. General Services Division (GSD)

- i. Prepares technical plans and programs for the development and implementation of office policies and procedures regarding administrative matters;
- ii. Maintains and updates various administrative support such as records management, shipping, printing, delivery, transport, janitorial, and related activities;
- iii. Undertakes general maintenance functions;
- iv. Prepares plans and undertakes procurement, control and disposition of supplies and equipment;
- v. Provides cashiering services and prepares accountability reports; and
- vi. Performs other functions as may be assigned from time to time.

d. Human Resources Division (HRD)

- i. Prepares technical plans and programs for the development and implementation of office policies and procedures in all areas of human resource management and development in accordance with the Civil Service rules and laws;
- ii. Recommends and implements programs intended to promote better employee relations, welfare and benefits, career development, discipline, and other similar aspects;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	45 of 56

- iii. *Monitors the implementation of personnel policies, programs, and procedures, and prepares report for the information of the Management;*
- iv. Plans, implements, and evaluates training programs;
- v. Processes personnel transactions and maintains personnel records in the Agency;
- vi. Prepares payrolls for salaries, wages, benefits, and updates payroll related information;
- vii. Acts as Secretariat to the Personnel Selections Board (PSB), Personnel Development Board (PDB), Program on Awards and Incentives for Service Excellence (PRAISE), Grievance Committee, and related ad-hoc committees;
- viii. Coordinates with other government agencies and private institutions with respect to human resource related matters;
- ix. Ensures that learning and development needs of PSA offices and personnel are fulfilled in a manner that responds to performance needs and are aligned to PSA's mandate and strategy; and
- x. Performs other functions as may be assigned from time to time.

2. Civil Registration Service (CRS)

Responsible for the civil registry document management and archiving, policy advocacy and research on civil registry documents, administrative correction of civil registry documents, outlet and customer services, and other civil registration concerns.

a. Civil Register Management Division (CRMD)

- i. Monitors, verifies, authenticates, and screens/evaluates civil registry documents affected by court decrees, legal instruments, RA 9048 and RA 10172, RA 11222 (Simulated Birth Rectification Act), supplemental reports, Memorandum Circular No. 2010-04 dated 20 October 2010 "Guidelines in the Correction of Entries in the Geographic, Statistical Portion and /or Registry Numbers on Civil Registry Documents", Circular No. 91-6 dated 18 November 1991, Certificate of Registration of Authority to Solemnize Marriage, and other issuances;
- ii. Effects annotations of civil registry documents based on court decrees, legal instruments, RA 9048 and RA 10172, and supplemental reports;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	46 of 56

- iii. *Receives, controls, and processes regular monthly submission and endorsed civil registry documents, specimen signatures, and electronically endorsed documents;*
- iv. Approves/disapproves electronic endorsement including electronic verification or validation;
- v. *Performs indices correction of vital events in the production database and maintains electronic linkages of images with multiple registrations, among others;*
- vi. Keeps, maintains, and updates register of solemnizing officers with Certificate of Registration of Authority to Solemnize Marriage;
- vii. Prepares memoranda circulars, office memoranda, implementing rules and regulations on civil registration, position papers on pending bills, advisories for approval of the Assistant National Statistician/Deputy National Statistician/National Statistician and Civil Registrar General, and facilitates its dissemination;
- viii. Prepares, plans and coordinates activities, conducts trainings, conferences, seminars and conventions for City/Municipal Civil Registrars (C/MCRs), solemnizing officers, and other stakeholders;
- ix. Prepares documents (i.e., sorting, manual certification pass, batch cleaning, folioing, refoiling, paging, labeling of unprocessed, and processed civil registry documents);
- x. Keeps, maintains, and preserves microfilm rolls, data files, index, and folioed physical documents (primary documents, processed court and administrative petitions, processed feedbacks, and set of annotated civil registry documents);
- xi. Searches, verifies, manually retrieves, and matches requested civil registry documents (unconverted and annotated CRDs) using microfilm and archived civil registry documents;
- xii. Keeps, maintains, and preserves and manually retrieved archived petitions, processed feedback, and set of annotated civil registry documents;
- xiii. Conducts continuous inventory of documents, and microfilm rolls in the archives and implements security measures to ensure the safety of the documents and microfilm rolls;
- xiv. Monitors documents, evaluates and performs the cleaning of the database based on submitted error listing from the frontline service;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	47 of 56

- xv. *Conducts grooming, quality assurance, matching of documents for scanning and conversion of civil registry documents to digital format, and uploading the digitized images into the production database;*
- xvi. Coordinates with concerned divisions on the conversion of civil registry documents to digital formats;
- xvii. *Encodes data on civil registry documents, court decrees, legal instruments, administrative corrections, and communications using Vital Events Information, Receipt and Control, Request Entry systems;*
- xviii. Evaluates and provides rating of narrative reports and other status reports submitted by the field offices;
- xix. *Provides assistance to concerned division, Decentralize Copy Annotation Process (DeCAP) region, clients and stakeholders regarding queries/concerns and complaints/problems on civil registration matters and monitoring status of transactions;*
- xx. Reconstructions of civil registry documents requested by the C/MCRs;
- xxi. Provides technical assistance to Birth Registration Projects, Mobile Registration, among others;
- xxii. Provides virtual room for C/MCRs to attend their queries and other concerns regarding civil registration matters;
- xxiii. Monitors the operations of the Project Management Office of the PhilSys Birth Registration Assistance Project; and
- xxiv. The Project Management Office of the PhilSys Birth Registration Assistance Project (PMO-PBRAP) is in-charge in the monitoring of the submitted list of registrants for verification and preparation of omnibus certificates. The other tasks of the unit are to monitor and consolidate the: a.) number of registered COLBs through Electronic Endorsement and Top Priority Loading; b.) number of requests for issuance of COLBs in Security Paper (SecPa); and c.) number of issuance of COLBs printed in SecPa. It is also tasked to provide reports to the National Statistician on the overall performance of the PMO-PBRAP.

a. Civil Registration Services Division (CRSD)

- i. Oversees the operations of CRS East Avenue, Caloocan, Pasig and Muntinlupa Outlets;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	48 of 56


- iii. *Accepts and processes requests for copy issuance, certification and authentication of civil registry documents (CRDs) from different channels;*
- iii. Provides assistance to clients regarding queries/concerns on civil registration matters and complaints/problems on the frontline operations;
- iv. Coordinates, monitors, archives, and processes Subpoena and Embassy requests;
- v. Accept requests for out-of-town registration;
- vi. Accepts and releases certification on the validity of issued Certification of Registration of Authority to Solemnize Marriage (CRASM);
- vii. Reviews and drafts business rules, procedures, policies/memoranda pertaining to frontline service and Batch Request Entry Query System (BREQS);
- viii. Prepares communications relative to frontline civil registration service;
- ix. Keeps safe BREQS Memorandum of Agreement, documentation and related materials;
- x. Updates and maintain BREQS database and provides assistance and support on related matters;
- xi. Reviews Memorandum of Agreement, Memorandum of Understanding, and Agreement with Partners/Stakeholders in consultation with Legal Service;
- xii. Attends to requests on Civil Registration Documents (CRDs) of First Time Job Seekers and Overseas Filipino Workers families as prescribed by the law;
- xiii. Conducts related trainings as necessary;
- xiv. Monitors incoming requests from the Courts, Quasi-Judicial Authority (subpoena) and Embassies (walk-in request and deferred payment request);
- xv. Attends to the concerns of the clients / liaisons officers from Courts, Quasi-Judicial Agency, Legal Service of PSA and embassies;
- xvi. Issues Billing Statement to different Embassies for deferred payment request and monitors payment made.;
- xvii. Endorses to Legal Service the result of Embassy request;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	49 of 56

- xviii. *Validates requests on submitted CRDs and coordinates results to partner agencies.*
- xix. Represents PSA in court as a requirement of Subpoena Testificandum and Duces Tecum;
- xx. Participate in caravans and mobile requests from different government agencies, radio/TV stations, schools and barangay;
- xxi. Supervises the daily operations of Primary Back Office and Secondary Back Office; and
- xxii. Prepares Information and Education Campaign (IEC) materials on Civil Registration such as brochures, flyers and AVPs for information dissemination to public and other stakeholders.

b. Vital Statistics Division (VSD)

- i. Prepares plans and programs for generating vital statistics, statistical tables, reports, press releases, special releases, studies, and dissemination materials on vital statistics;
- ii. Facilitates data processing/validation of primary documents and evaluation of results for the generation of vital statistics;
- iii. Generates causes of death codes using IRIS automation and manual coding, as well as the fetal, early neonatal and foreign deaths. Review and evaluation of results using ANACONDA. Prepares analysis of the quality of death data;
- iv. Further evaluates of data files captured using statistical computer programs;
- v. Provides assistance to the data researchers/requesters and generates tables based on data requested;
- vi. Prepares vital statistics reports, press releases, special releases, infographics, and public use files;
- vii. Generates statistical tables of vital events (birth, marriage, death) on prescribed schedule and;
- viii. Maintains monitoring files and controls division's data processing operations.

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	50 of 56

B.5. PHILSYS REGISTRY OFFICE (PRO)

1. Policy Coordination and Monitoring Service (PCMS)

Responsible for Policy coordination, planning, management, and monitoring of the PhilSys; and

Recommends appropriate organizational, technical, and physical security measures for the protection of data, information, and records gathered/generated from the PhilSys.

a. Planning and Policy Coordination Division (PPCD)

- i. Formulates and develops plans, policies, guidelines, procedures, programs, and projects for the sustainability of the PhilSys and monitor the same;
- ii. Monitors the implementation of policies, decisions, and resolutions promulgated by the PhilSys Policy Coordination Council (PSPCC), and coordinate the same with government agencies concerned; and
- iii. Performs secretariat functions for the PSPCC.

b. Monitoring and Evaluation Division (MED)


- i. Formulate policies, guidelines, and procedures to address risks, facilitates risk management activities, and oversees the implementation of organizational security measures relative to the operations of the PhilSys;
- ii. Establishes a Monitoring and Evaluation (M&E) system, facilitates M&E activities, and prepares risk M&E reports on the integrity and security of the PhilSys; and
- iii. Conducts data analyses, researches, and studies on emerging issues and trends that may affect the operations of the PhilSys.

2. Registration Operations Service (ROS)

Oversees the registration/enrolment of individuals into the PhilSys and promulgates rules and regulations governing the conduct of the registration process which includes the production and distribution of PhilID cards;

Develops and maintains a procedure/system for the validation of identity of individuals for registration to the PhilSys Registry;

Promulgates rules and regulations to ensure the integrity and security of back-end identity validation and PhilID production, personalization, and distribution; and

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	51 of 56

Coordinates with various government agencies and institutions in the establishment of PhilSys Registration Centers and the development of registration strategies.

a. Registration Management Division (RMD)

- i. Establishes business rules and workflows for the life cycle of the registration process and oversee the conduct of the same;
- ii. Collaborates with national government agencies and LGUs to ensure the enrolment of citizens and resident aliens into the PhilSys; and
- iii. Manages the hiring, deployment, training, and monitoring of staff in the registration centers, and addresses issues and concerns encountered therein.

b. Identity Validation Division (IVD)

- i. Recommends the approval of the enrolment of new applicants into the PhilSys;
- ii. Establishes and manage biometric deduplication operations of individuals being enrolled into the PhilSys, based on existing demographics and biometric standards; and
- iii. Promulgates rules and regulations relative to the demographic and data validation for registration and updates.

c. ID Processing and Management Division (IDPMD)

- i. Oversees the design, production, personalization, printing, issuance, and distribution of the PhilIDs to the citizens and resident aliens.

3. Systems and Information Security Service (SISS)

Manages PhilSys databases, networks, and ICT infrastructure;

Provides overall technical support in the implementation of PhilSys;

Develops and maintains software relevant to the implementation of PhilSys registration, authentication, and development;

Facilitates and regulates registration and authentication device certification; and

Promulgates rules and regulations to ensure the integrity and security of PhilSys database, devices, and systems.

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	52 of 56

a. Infrastructure and Systems Management Division (ISMD)

- i. Manages PhilSys data centers, networks, and the deployment of registration kits;
- ii. Develops and manages software and ICT infrastructure;
- iii. Provides technical helpdesk support to the PhilSys implementation; and
- iv. Monitors the flow of data and information from the registration and authentication centers to the PhilSys.

b. Device Certification and Relying Party Integration Division (DCRPID)

- i. Facilitates and manages the certification of registration and authentication devices;
- ii. Develops policies and guidelines and promulgates the rules and regulations on the certification of registration and authentication devices; and
- iii. Provides technical support for the integration of Relying Parties to the Application Programming Interfaces (APIs) of PhilSys.

c. Information and Cybersecurity Division (ICD)

- i. Ensures the compliance to Republic Act No. 10172 or the Data Privacy Act of 2012 to other pertinent laws and standards on information and cybersecurity; and
- ii. Regularly performs Vulnerability Assessment and Penetration Testing (VAPT) and other relevant activities and programs to risk management and disaster recovery.

4. Use Case Development and Management Service (UCDMS)

Develops the policies, manuals, specifications, and standards for the roles and responsibilities of relying parties and the authentication, Electronic-Know Your Customer (e-KYC), and tokenization services provided by PhilSys to relying parties, in close collaboration with other relevant teams in the PRO;

Promotes PhilSys-enabled services and engaging with prospective relying parties to generate awareness of and interest in adoption of the PhilSys;

Works with the Information Systems Management Division (ISMD) and vendors to develop and upgrade authentication, e-KYC, and tokenization services, so that they meet the needs of relying parties across all sectors, this also includes creating a technical architecture for PhilSys-enabled services. Manages the end-to-end process of onboarding relying parties into the PhilSys ecosystem, the periodic renewal processes, and the ongoing relationship;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	53 of 56

Monitors usage by relying parties and ensuring compliance of laws and regulations pertaining to PhilSys, as well as the Memorandum of Agreements and Data Sharing Agreements;

Coordinates with relying parties for all issues, including coordination with the PRO Information Systems Management Division for the technical integration and testing process and with the PSA Legal Service on MOAs, DSAs and other legal issues;

Conducts required training and capacity building with relying parties; Develop Proofs of Concept (POCs) for new cases, services and upgrades to the PhilSys; and

Ensures relying parties' compliance to policies and guidelines of the PhilSys.

a. Social Protection Use Case Division (SPUCD)

- i. Coordination, onboarding, and management of Relying Parties that provide social protection programs/activities.

b. Financial and Private Sector Use Case Division (FPSUCD)

- i. Coordination, onboarding, and management of Relying Parties from the Financial Institutions and Private Sector.

c. Government Service Use Case Division (GSUCD)

- i. Coordination, onboarding, and management of Relying Parties from NGAs and LGUs.

5. Fraud Management and Client Management Service (FMCMS)

Review and investigate reports of violation under RA 11055, of identity-related fraud and unlawful use of authentication services and shall endorse to the appropriate Legal Office any findings and recommendation if and when resorting to legal or judicial remedy has been found to be necessary.

a. Feedback and Grievance Division (FGD)

- i. Monitors and ensures resolution of feedback and grievances through different channels (e.g., social media, 8888, Presidential Complaint Center (PCC));
- ii. Manages the PhilSys Contact Center; and
- iii. Establishes other feedback and grievance mechanisms, if necessary.

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	54 of 56

B.6. REGIONAL STATISTICAL SERVICES OFFICE (RSSO)

1. Statistical Operations and Coordination Division (SOCD)

- i. It shall be responsible for the statistical, technical, and ICT operations as well as coordination of the different activities of the RSSO/PSO;
- ii. It shall be responsible for all statistical coordination and development activities in the region.
 - a. Plans, implements, and coordinates statistical activities for the development of the sub-national statistical system; and
 - b. Formulates, implements, and monitors statistical policies and programs at the sub-national level;
- iii. Adopts and implements statistical coordination mechanisms, statistical standards, and classification systems at the sub-national level;
- iv. Provides technical assistance or statistical services to local statistical coordination committees, interagency committees, local line agencies, and the academe;
- v. Prepares, produces, and disseminates local statistical publications like the Regional Social and Economic Trends, Countryside in Figures, Statistical Handbook on Women and Men as well as local statistics on poverty, economic accounts, and other local-level statistics;
- vi. Reviews and assesses statistical methodologies used in the generation and dissemination of local level statistics;
- vii. Manages and maintains the PSA Statistical Information Center, including the website at regional level;
- viii. Compiles, maintains, and updates database on statistical data in the sub national level; and
- ix. Recommends measures to develop/strengthen the capability of LGUs and local line agencies in the production, analysis, utilization, and dissemination of local data for local development planning and project/program monitoring.

2. Civil Registration and Administrative Support Division (CRASD)

- i. It shall be responsible for the civil registration and vital statistics data and services and coordinating activities in the region;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	55 of 56

- ii. *It shall be responsible in the operation of CRS outlets in the region, including customer services, and other civil registration concerns; and*
- iii. It shall be responsible for the general administration, financial services, human resource management, human resource development, and procurement activities of the RSSO/PSO.

B.7. PROVINCIAL STATISTICAL OFFICE (PSO)

- i. Undertakes census and survey operations in the province, and processes census and survey questionnaires, including data validation and review;
- ii. Undertakes preparatory activities for census and survey operation-training, recruitment, coordination, forms and materials, strategies, info campaign (tri-media), and budget preparation workload preparation;
- iii. Collects, processes and generates/submits statistics and other administrative-based, and data files it for the province;
- iv. Manages the conduct of PhilSys Registration in the province, and oversee the PhilSys Hired Personnel;
- v. Formulates local strategies for the efficient conduct of activities in the province;
- vi. Prepares and disseminates press/special releases on selected statistics, civil registration, Philippine Identification System, and other office activities;
- vii. Represents the PSA in inter-agency meetings, conferences, fora, and other similar functions in the province;
- viii. Reviews and compiles barangay maps during census/survey operations;
- ix. Coordinates with and provides technical assistance to Local Civil Registry Offices (LCROs)/LGUs on statistical, civil registration, PhilSys matters and other activities in the province;
- x. Manages the operation of the frontline service counter/outlet for civil registry services and PhilSys Registration Centers in the provincial office;
- xi. Evaluates and recommends applications for CRASM of Solemnizing Officers in the province;
- xii. Conducts information campaign on civil registration, organizes/assists in the conduct of relevant trainings/seminars, and provides technical support and supervision to LCROs in the province;

	PHILIPPINE STATISTICS AUTHORITY Organizational Structure and Functions	Doc. Ref. No.:	16QMSOSF-3
		Effective Date:	04 MARCH 2024
		Revision No.:	6
		Page No.:	56 of 56

- xiii. *Manages and maintains the Information Technology in the Province;*
- xiv. Prepares and implements work and financial plans of the province;
- xv. Prepares and submits periodic financial reports, regular/special reports on statistical, civil registration, and administrative activities of the provincial office;
- xvi. Processes and pays financial claims filed in the provincial office;
- xvii. Manages and maintains the PSA Statistical Information Center and website at the provincial level;
- xviii. Plans and implements for efficient conduct of statistical activities in the province (i.e., National Statistics Month, National Convention on Statistics, Philippine Statistics Quiz);
- xix. Implements Census Compliance Project; and
- xx. Assists in the implementation of statistical coordination mechanisms, statistical standards, and classification systems at the sub-national level.
- xxi. Assists in the implementation of PhilID Delivery in NCR and nearby provinces.
- xxii. Assists in the commencement of Philippine Identification System Step 2 Registration;
- xxiii. Issues Return-to-Sender (RTS) Philippine Identification Cards

Prepared by:



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	PHILIPPINE STATISTICS AUTHORITY Process Map and Scope	Doc. Ref. No.	16QMSPM-4
		Effective Date	15 January 2024
		Revision No.	7
		Page No.	1 of 28

A. Process Map

The Philippine Statistics Authority's (PSA) high-level process map is divided into three groups of processes, namely:

1. **Management Processes** - needed for oversight and governance of PSA's quality management system (QMS)
2. **Operations Processes** - needed for realization of planned activities and allow PSA to deliver the intent of the output in performing the following:
 - a. Statistical and PhilSys Planning, Policy, and Standards Development
 - b. Statistical Operations
 - c. Civil Registration Operations
 - d. PhilSys Operations
3. **Support Processes** - those that are needed to manage the resources necessary to ensure the satisfactory performance of the Operations Processes.

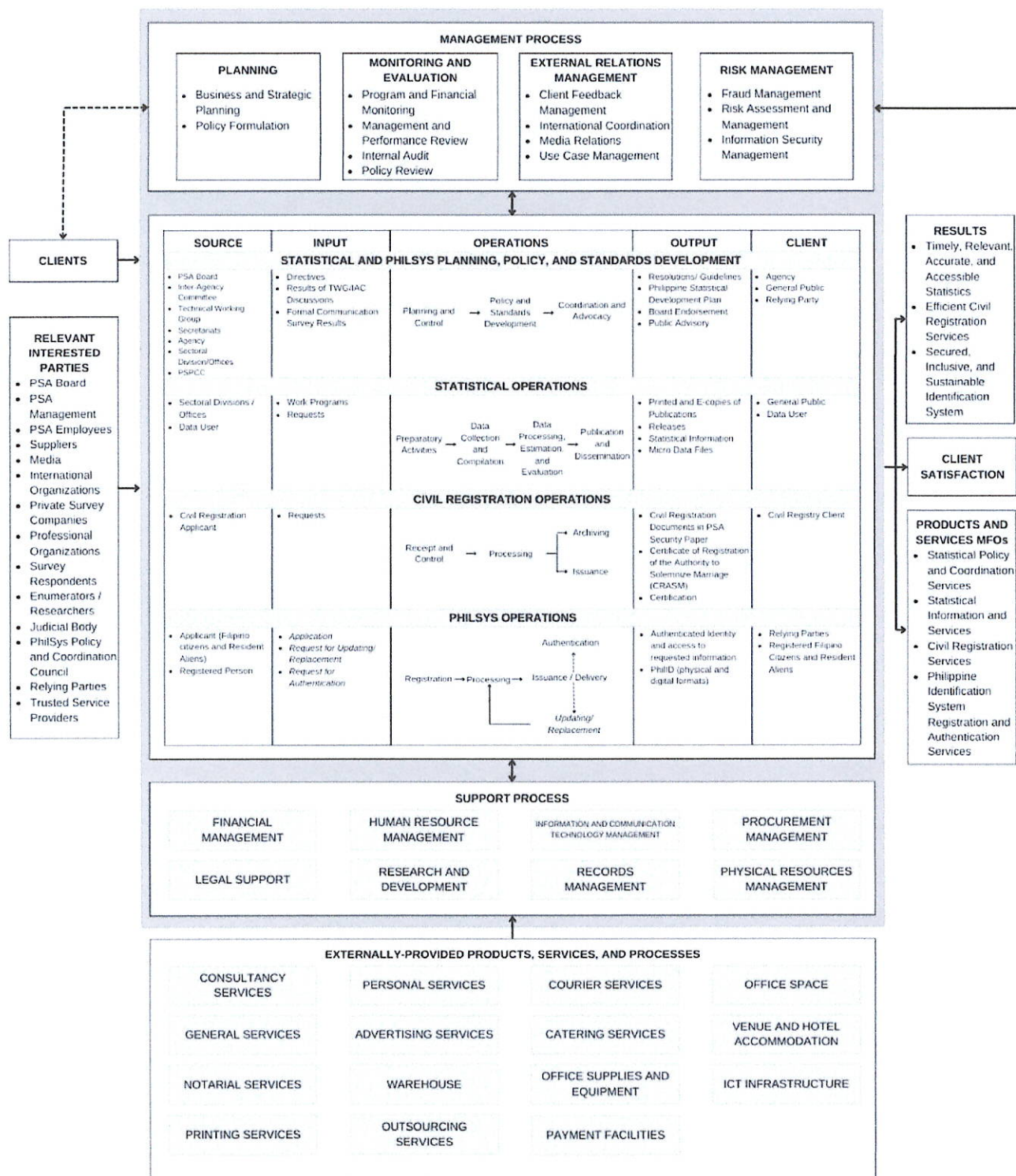
Conceptually, these three groups of processes are working together to transform the clients' requirements into client satisfaction. The Management Processes set directions, policies, and plans for the operations to perform and deliver the desired outputs and organizational outcomes. During the strategic planning and target setting, the management identifies internal and external issues through SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis.

The four (4) boxes under Operations performed by the different offices of PSA are essential and vital in delivering its major final outputs to the general public and data users.

The Statistical and PhilSys Planning, Policy, and Standards Development formulates and maintains appropriate frameworks and standards on statistical and Philippine Identification System (PhilSys) matters and coordination. The Statistical Operations, on the other hand, plan, collect, compile, analyze, and publish statistical information gathered through censuses, surveys, and administrative-based data. The Civil Registration Operations process and archive civil registry documents and issue certifications on the civil status of persons. Whereas, the PhilSys Operations register, process, issue, and authenticate the PhilID (physical and digital formats) for Filipino citizens and resident aliens.

The Support Processes provide the necessary administrative and logistical support to the operations for the effective delivery of operational outputs and services. Both the operations and support processes communicate feedback and report to the PSA Management for proper monitoring and implementation of appropriate corrective action.

The clients, together with the interested parties, are crucial factors in the PSA's QMS. Their requirements and issues are taken into consideration in the planning of the activities of the organization. Their feedback is monitored, and clients' satisfaction is measured as inputs to the management review of the PSA's performance. These data are used for continual improvement of the system, processes, products, and services.

ORGANIZATION CONTEXT:
INTERNAL AND EXTERNAL STRENGTHS, WEAKNESSES, OPPORTUNITIES, AND THREATS



PHILIPPINE STATISTICS AUTHORITY

Process Map and Scope

Doc. Ref. No.	16QMSPM-4
Effective Date	15 January 2024
Revision No.	7
Page No.	3 of 28

B. Scope

The PSA's QMS covers all the processes of the four operations: (1) Statistical and PhilSys Planning, Policy, and Standards Development; (2) Statistical Operations; (3) Civil Registration Operations; and (4) PhilSys Operations, including the interfacing management and support processes in the following offices and pilot regions indicated below:


Site No.	Name/Address of the Site	Scope
1	Philippine Statistics Authority Headquarters 12th Floor, Eton Centris Cyberpod Five EDSA corner Quezon Avenue, Quezon City, 1101 Philippines	Provision of Management Process
2	PSA – CTCO-ITDS 3rd Floor, CVEA Building, PSA Complex, East Avenue, Quezon City, 1101 Philippines	Provision of Support Process: Information and Communication Technology Management
3	PSA – CTCO-SS/NCS 17th Floor Eton Centris Cyberpod Three EDSA corner Quezon Avenue, Quezon City, 1101 Philippines	Provision of Census Operations; Statistical Planning, Policy and Standards Development
4	PSA – SSO-MAS/ESSS/SSSS 16th Floor Eton Centris Cyberpod Three EDSA corner Quezon Avenue, Quezon City, 1101 Philippines	Provision of Statistical Operations: Survey Operations; Macroeconomic Accounts; Statistical Indicators System
5	PSA – CRCO-FAS 11th Floor Eton Centris Cyberpod One EDSA corner Quezon Avenue, Quezon City, 1101 Philippines	Provision of Support Process: Financial Management; Human Resource Management; Procurement Management; Records Management; Physical Resources Management

	PHILIPPINE STATISTICS AUTHORITY Process Map and Scope	Doc. Ref. No.	16QMSPM-4
		Effective Date	15 January 2024
		Revision No.	7
		Page No.	4 of 28

Site No.	Name/Address of the Site	Scope
6	PSA – CRCSO-CRS 8th Floor, CRS Building, PSA Complex, East Avenue, Quezon City, 1101 Philippines	Provision of Civil Registration Operations: Civil Registration Management; Civil Registration Services; Front line Services Process: Vital Statistics
7	PSA-PMS/ICU/SMU/LS 2nd and 3rd Floors, TAM Building, PSA Complex, East Avenue, Quezon City, 1101 Philippines	Provision of Management Process; Legal Support; Research and Development; International Cooperation
8	PSA – RSSO I-Ilocos Region Parammata Building Diversion Road, Sitio 5, Barangay Biday, City of San Fernando, La Union 2500 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts
9	PSA – RSSO I-PSO La Union The Fifth Building, Gov. Ancheta Street, Barangay IV, City of San Fernando, La Union 2500 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts

	PHILIPPINE STATISTICS AUTHORITY Process Map and Scope	Doc. Ref. No.	16QMSPM-4
		Effective Date	15 January 2024
		Revision No.	7
		Page No.	5 of 28

Site No.	Name/Address of the Site	Scope
10	PSA – RSSO V-Bicol Region 2nd Floor, PSA V Building, Regional Center Site, Rawis, Legazpi City, Albay, 4500 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts
11	PSA – RSSO V-PSO Albay Ground Floor, PSA V Building, Regional Center Site, Rawis, Legazpi City, Albay 4500 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts
12	PSA – RSSO VI-Western Visayas J. Villanueva Building, Iznart Street, Iloilo City, Iloilo 5000 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts
13	PSA – RSSO VI-PSO Capiz Ground Floor, Catalan Building, Magallanes St., Roxas City, Capiz 5800 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts

	PHILIPPINE STATISTICS AUTHORITY Process Map and Scope	Doc. Ref. No.	16QMSPM-4
		Effective Date	15 January 2024
		Revision No.	7
		Page No.	6 of 28

Site No.	Name/Address of the Site	Scope
14	PSA – RSSO VIII-Eastern Visayas 2nd Floor, Gaisano Capital Real Lot 387 Real Street, Barangay 52 Tacloban City, Leyte 6500, Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts
15	PSA – RSSO VIII-PSO Leyte 2nd Floor Leyte SR Building, Artemio Mate Extension, Barangay Abucay, Tacloban City, Leyte 6500 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts
16	PSA – RSSO XIII-Caraga Freeman Building, JC Aquino Avenue, Butuan City, Agusan del Norte 8600 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts
17	PSA – RSSO XIII-PSO Agusan del Norte 2nd Floor Unit No.6, Laurente Building, JC Aquino Avenue, Butuan City, Agusan del Norte 8600 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts



PHILIPPINE STATISTICS AUTHORITY

Process Map and Scope

Doc. Ref. No.

16QMSPM-4

Effective Date

15 January 2024

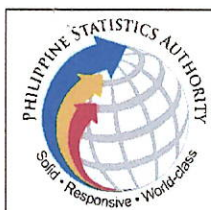
Revision No.

7

Page No.

7 of 28

Site No.	Name/Address of the Site	Scope
18	PSA – RSSO XII-SOCCSKSARGEN 2nd Floor, JYSL Annex Building, Balmores Street, Zone II, Koronadal City, South Cotabato, 9506 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts
19	PSA – RSSO XII-PSO Sarangani E.J. Yomon Building, Santiago Blvd., Lagao, General Santos City 9500 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts
20	PSA – RSSO NCR-National Capital Region 9th Floor, EDSA Grand Residences 75 EDSA cor. Corregidor St., Brgy R. Magsaysay, Quezon City	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts
21	PSA – RSSO NCR-PSO NCR IV-Caloocan 4th Floor, Grandz Commercial Center Building, 1798 Mc Arthur Highway cor. Calle 4, Brgy. 81, Caloocan City, 1400 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts




PHILIPPINE STATISTICS AUTHORITY

Process Map and Scope

Doc. Ref. No.	16QMSPM-4
Effective Date	15 January 2024
Revision No.	7
Page No.	8 of 28

Site No.	Name/Address of the Site	Scope
22	PSA – RSSO CAR-Cordillera Administrative Region 2nd and 3rd Floor CTLL Building, 141 Abanao Extension, Baguio City, 2600 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts
23	PSA – RSSO CAR-PSO Kalinga 2nd and 3rd Floors, GLIMZ Bldg., Balinag Street, Purok 4, Brgy. Bulanao, Tabuk City, Kalinga 3800 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts
24	PSA – RSSO II-Cagayan Valley Dalan Na Pappabalo, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan 3500 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts
25	PSA – RSSO II-PSO Cagayan 2nd Floor, Juliana Square Rizal St, Centro 10, Tuguegarao City, Cagayan 3500 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts

	PHILIPPINE STATISTICS AUTHORITY Process Map and Scope	Doc. Ref. No.	16QMSPM-4
		Effective Date	15 January 2024
		Revision No.	7
		Page No.	9 of 28

Site No.	Name/Address of the Site	Scope
26	PSA – RSSO III-Central Luzon PSA Building, Diosdado Macapagal Government Center, Barangay Maimpis, City of San Fernando, Pampanga 2000 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts
27	PSA – RSSO III-PSO Pampanga 2nd Floor, 3 & 1 Building, Dagsan Subd. Phase I Mc Arthur Highway Barangay Sindalan, City of San Fernando, Pampanga 2000 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts
28	PSA – RSSO VII-Central Visayas Gaisano Capital Building, Colon Street, Cebu City, Cebu 6000 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts
29	PSA – RSSO VII-PSO Cebu 2nd Floor, Martina Sugbo Center, P. Burgos Street, San Roque, Cebu City, Cebu 6000 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts

	PHILIPPINE STATISTICS AUTHORITY Process Map and Scope	Doc. Ref. No.	16QMSPM-4
		Effective Date	15 January 2024
		Revision No.	7
		Page No.	10 of 28

Site No.	Name/Address of the Site	Scope
30	PSA – RSSO X-Northern Mindanao 3rd Floor Limketkai Module-2 BPO & Cyberpark Building, Rosario Crescent, Barangay 31, Cagayan de Oro City, Misamis Oriental 9000 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts
31	PSA – RSSO X-PSO Misamis Oriental 3rd Floor, Limketkai Module-2 BPO 7 Cyberpark Building Rosario Cres., Limketkai Drive, Cagayan de Oro City, Misamis Oriental 9000 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts
32	PSA – RSSO XI-Davao Region Ango Building, Cabaguio Avenue, Davao City, Davao del Sur 8000, Philippines	Provision of Statistical Operations and Civil Registration Operations: All Processes except for Statistical Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
33	PSA – RSSO XI-PSO Davao de Oro BMP Bldg., M. Fuentes Avenue, Poblacion Nabunturan, Davao de Oro 8800 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts



PHILIPPINE STATISTICS AUTHORITY

Process Map and Scope

Doc. Ref. No.	16QMSPM-4
Effective Date	15 January 2024
Revision No.	7
Page No.	11 of 28

Site No.	Name/Address of the Site	Scope
34	PSA – RSSO V-PSO Camarines Norte 2nd Floor LJR Building, J.Lukban Street Corner Carlos II Street, Daet, Camarines Norte 4600 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts
35	PSA – RSSO VIII-PSO Biliran 2nd Floor Lothesa Apartment, Vicentillo Extension Street, Barangay Padre Inocentes Garcia, Naval, Biliran 6560 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts
36	PSA – RSSO VIII-PSO Southern Leyte 2nd Floor SJC Building, Tomas Oppus Street, Tunga-tunga, Maasin City, Southern Leyte 6600 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts
37	PSA – RSSO XII-PSO South Cotabato SCJ Building, Jose Abad Santos Street, Zone III, Koronadal City, South Cotabato 9506 Philippines	Provision of Statistical Operations, Civil Registration Operations, and PhilSys Registration and Issuance; All Processes except for Statistical and PhilSys Planning, Policy, and Standard Development; International Cooperation; Macroeconomic Accounts

	PHILIPPINE STATISTICS AUTHORITY Process Map and Scope	Doc. Ref. No.	16QMSPM-4
		Effective Date	15 January 2024
		Revision No.	7
		Page No.	12 of 28

Site No.	Name/Address of the Site	Scope
38	PSA – RSSO XII-PSO Sultan Kudarat Fajardo Building, 19 Doña Aurora Street, Poblacion, Tacurong City, Sultan Kudarat 9800 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
39	PSA – RSSO IX-Zamboanga Peninsula Dagdag Building, San Jose Road, Baliwasan, Zamboanga City 7000 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
40	PSA – PRO-PCMS/ROS/SISS/UCDMS/FMCMS 11th and 12th Floors, Eton Centris Cyberpod Five, EDSA corner Quezon Avenue, Quezon City, 1101 Philippines	PhilSys Operations; PhilSys Planning and Policy Development
41	PSA - RSSO NCR-PSO NCR I 2/F GAMA Bldg., J.P. Laurel St. corner Minerva St. San Miguel, Manila 1016 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts



PHILIPPINE STATISTICS AUTHORITY

Process Map and Scope

Doc. Ref. No.	16QMSPM-4
Effective Date	15 January 2024
Revision No.	7
Page No.	13 of 28

Site No.	Name/Address of the Site	Scope
42	PSA - RSSO NCR-PSO NCR II 8th Flr. EDSA Grand Residences, 75 EDSA cor. Corregidor St. Bgy. R. Magsaysay, Quezon City, Manila 1105 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
43	PSA - RSSO NCR-PSO NCR III 7464 Bagtikan Street, San Antonio Village, Makati City 1203 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
44	PSA - RSSO NCR-PSO NCR V 3/F STWLPC Building, 336-342 Sen. Gil Puyat Avenue (Buendia) Barangay 49, Pasay City 1300 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
45	PSA - RSSO CAR-PSO Abra DZPA Building. Rizal Street corner Zone 6. Bangued, Abra, 2800 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts

	PHILIPPINE STATISTICS AUTHORITY Process Map and Scope	Doc. Ref. No.	16QMSPM-4
		Effective Date	15 January 2024
		Revision No.	7
		Page No.	14 of 28

Site No.	Name/Address of the Site	Scope
46	PSA - RSSO CAR-PSO Ifugao Provincial Capitol, Lagawe, Ifugao, 3600 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
47	PSA - RSSO CAR-PSO Mt. Province Commercial Bldg, Poblacion, Bontoc, Mountain Province, 2616 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
48	PSA – RSSO I-PSO Ilocos Sur 3rd Floor, UNP Town Center, Tamag, Vigan City, Ilocos Sur, 2700 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
49	PSA - RSSO II-PSO Nueva Vizcaya BR Gajes Building, District IV, Bayombong, Nueva Vizcaya, 3700, Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts

	PHILIPPINE STATISTICS AUTHORITY Process Map and Scope	Doc. Ref. No.	16QMSPM-4
		Effective Date	15 January 2024
		Revision No.	7
		Page No.	15 of 28

Site No.	Name/Address of the Site	Scope
50	PSA - RSSO II-PSO Quirino National Highway, Aguas Building, San Marcos, Cabarroguis, Quirino, 3400 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
51	PSA - RSSO III-PSO Aurora JS Center, Barangay Pingit, Baler, Aurora, 3200 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
52	PSA - RSSO III-PSO Bataan Bataan Government Center, Ala-uli, Pilar, Bataan, 2100 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
53	PSA - RSSO III-PSO Bulacan Villa Reina Building, Catmon, City of Malolos, Bulacan, 3000 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts

	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Process Map and Scope</p>	Doc. Ref. No.	16QMSPM-4
		Effective Date	15 January 2024
		Revision No.	7
		Page No.	16 of 28

Site No.	Name/Address of the Site	Scope
54	<p>PSA - RSSO III-PSO Nueva Ecija 3rd Floor, Harrison Building, Barangay Dicarma, Maharlika Highway, Cabanatuan City, Nueva Ecija, 3100 Philippines</p>	<p>Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance:</p> <p>All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts</p>
55	<p>PSA - RSSO III-PSO Tarlac 3rd Floor U.S Building, Mc Arthur Highway, Tarlac City, Tarlac, 2300 Philippines</p>	<p>Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance:</p> <p>All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts</p>
56	<p>PSA - RSSO III-PSO Zambales 47 Gordon Avenue, Barangay Pag-asa, Olongapo City, Zambales, 2200 Philippines</p>	<p>Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance:</p> <p>All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts</p>
57	<p>PSA - RSSO IV-A - Calabarzon G/F Bldg. C., Fiesta World Mall, Marawoy, Lipa City, Batangas, 4217 Philippines</p>	<p>Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance:</p> <p>All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts</p>

	PHILIPPINE STATISTICS AUTHORITY Process Map and Scope	Doc. Ref. No.	16QMSPM-4
		Effective Date	15 January 2024
		Revision No.	7
		Page No.	17 of 28

Site No.	Name/Address of the Site	Scope
58	PSA – RSSO IV-A-PSO Batangas 2/F Bernal Commercial Bldg., Julian Pastor Rd. (New Public Market), Brgy. Cuta, Batangas City, Batangas, 2400 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
59	PSA - RSSO IV-A-PSO Cavite Lower Ground Floor, BHI Building, Governor's Drive, Brgy. San Agustin, Trece Martires City, Cavite, 4109 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
60	PSA - RSSO IV-A-PSO Laguna Maharlika Highway, Brgy. Bagong Bayan, San Pablo City, Laguna, 4000 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
61	PSA - RSSO IV-A-PSO Quezon 3/F Pacific Mall, Landco Business Park, M.L. Tagarao St., Lucena City, Quezon, 4301 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts

	PHILIPPINE STATISTICS AUTHORITY Process Map and Scope	Doc. Ref. No.	16QMSPM-4
		Effective Date	15 January 2024
		Revision No.	7
		Page No.	18 of 28

Site No.	Name/Address of the Site	Scope
62	PSA - RSSO IV-A-PSO Rizal G/F Budgetlane Shopping Center Circumferential Road Brgy San Jose, Antipolo City, Rizal, 1870 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
63	PSA - RSSO MIMAROPA Emerald Bldg., JP Rizal St., Camilmil, Calapan City, Oriental Mindoro, 5200 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
64	PSA - RSSO MIMAROPA-PSO Marinduque JRT Bldg, Isok I, Boac, Marinduque, 4900 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
65	PSA - RSSO MIMAROPA-PSO Occidental Mindoro Ramirez-Lopez Condominium, Rizal Street, Barangay 3, Mamburao, Occidental Mindoro, 5106 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts

	PHILIPPINE STATISTICS AUTHORITY Process Map and Scope	Doc. Ref. No.	16QMSPM-4
		Effective Date	15 January 2024
		Revision No.	7
		Page No.	19 of 28

Site No.	Name/Address of the Site	Scope
66	PSA - RSSO MIMAROPA-PSO Oriental Mindoro 2F Nuciti, JP Rizal St., Camilmil, Calapan City, Oriental Mindoro, 5200 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
67	PSA - RSSO MIMAROPA-PSO Palawan Goldraz Bldg., Malvar St., Puerto Princesa City, Palawan, 5300 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
68	PSA - RSSO MIMAROPA-PSO Romblon Navarrete Bldg, Brgy II, Romblon, Romblon, 5500 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
69	PSA - RSSO V-PSO Camarines Sur PSA Bldg., No. 774 Panganiban Drive, Naga City, Camarines Sur, 4400 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts

	PHILIPPINE STATISTICS AUTHORITY Process Map and Scope	Doc. Ref. No.	16QMSPM-4
		Effective Date	15 January 2024
		Revision No.	7
		Page No.	20 of 28

Site No.	Name/Address of the Site	Scope
70	PSA - RSSO V-PSO Catanduanes B/L Jastrid Bldg., Cavinitan, Virac, Catanduanes, 4800 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
71	PSA - RSSO V-PSO Masbate 3/F Ten-7 Bldg, Mabini St., Masbate City, Masbate, 4500 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
72	PSA - RSSO V-PSO Sorsogon 2/F Clemente Building, Garcia St., Sulucan, Sorsogon City, Sorsogon, 4700 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
73	PSA - RSSO VI-PSO Aklan Redepermavic. Bldg., Norh Capitol Site, Estancia, Kalibo, Aklan 5600 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts

	PHILIPPINE STATISTICS AUTHORITY Process Map and Scope	Doc. Ref. No.	16QMSPM-4
		Effective Date	15 January 2024
		Revision No.	7
		Page No.	21 of 28

Site No.	Name/Address of the Site	Scope
74	PSA - RSSO VI-PSO Antique 2nd Floor, Eagles Place Building 2, Bantayan Road, San Jose de Buenavista, Antique, 5700 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
75	PSA - RSSO VI-PSO Iloilo 2nd Floor J. Villanueva Bldg., Iznart Street, Iloilo City, Iloilo, 5000, Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
76	PSA - RSSO VI-PSO Guimaras 2nd Floor, Galanto Building, Mosqueda Village, San Miguel, Jordan, Guimaras 5045 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
77	PSA - RSSO VII-PSO Bohol 3rd Floor, Galleria Luisa Building, Gallares St. Tagbilaran City, Bohol 6300 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts

	PHILIPPINE STATISTICS AUTHORITY Process Map and Scope	Doc. Ref. No.	16QMSPM-4
		Effective Date	15 January 2024
		Revision No.	7
		Page No.	22 of 28

Site No.	Name/Address of the Site	Scope
78	PSA - RSSO VII-PSO Negros Oriental 2/F Purple Building, Jose Romero Road, Bagacay, Dumaguete City, Negros Oriental, 6200 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
79	PSA - RSSO VII-PSO Siquijor 3/F Siquijor Business and Convention Center Building, Corner Mabini and Sta. Fe Sts., Poblacion, Siquijor, Siquijor, 6225 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
80	PSA - RSSO VIII-PSO Eastern Samar JB Japzon Bldg, Circumferential Road, Bgy Balud, Borongan City, Eastern Samar, 6800 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
81	PSA – RSSO VIII-PSO Northern Samar Benpres Commercial Center, Barangay Macagtas, Catarman, Northern Samar, 6400 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts

	PHILIPPINE STATISTICS AUTHORITY Process Map and Scope	Doc. Ref. No.	16QMSPM-4
		Effective Date	15 January 2024
		Revision No.	7
		Page No.	23 of 28

Site No.	Name/Address of the Site	Scope
82	PSA - RSSO VIII-PSO Samar Cinco Bldg., San Roque St., Barangay 10, City of Catbalogan, Samar, 6700 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
83	PSA - RSSO IX-PSO Zamboanga del Norte A4M Building, Arellano Extension, Miputak, Dipolog City, Zamboanga del Norte 7100 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
84	PSA - RSSO IX-PSO Zamboanga del Sur Mercado Building, 143 V. Sagun Street, Pagadian City, Zamboanga del Sur 7016 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
85	PSA - RSSO X-PSO Bukidnon 2nd floor, Ramos Bldg., Purok 2, Landing, Brgy. Casisang, Malaybalay City, Bukidnon, 8700 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts

	PHILIPPINE STATISTICS AUTHORITY Process Map and Scope	Doc. Ref. No.	16QMSPM-4
		Effective Date	15 January 2024
		Revision No.	7
		Page No.	24 of 28

Site No.	Name/Address of the Site	Scope
86	PSA - RSSO X-PSO Camiguin #88 Burgos corner Gomez St., Poblacion, Mambajao, Camiguin, 9100 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
87	PSA - RSSO X-PSO Lanao del Norte Barnuevo Bldng., Badelles St. Ext., Palao, Iligan City, Lanao del Norte, 9200 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
88	PSA - RSSO X-PSO Misamis Occidental #80 G/F Gaisano Mall Southwing, Port Road Corner 15 De Noviembre St., Ozamiz City, Misamis Occidental, 7200 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
89	PSA - RSSO XI-PSO Davao del Norte Ango Building, 1085 Osmeña Street, Magugpo Poblacion, City of Tagum, Davao del Norte, 8100 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts

	PHILIPPINE STATISTICS AUTHORITY Process Map and Scope	Doc. Ref. No.	16QMSPM-4
		Effective Date	15 January 2024
		Revision No.	7
		Page No.	25 of 28

Site No.	Name/Address of the Site	Scope
90	PSA - RSSO XI-PSO Davao del Sur JM Agro Building, Gov. Sales Street, Davao City, Davao del Sur, 8000 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
91	PSA - RSSO XI-PSO Davao Occidental Baby E.C. Bldg. 3, National Highway, Poblacion, Malita, Davao Occidental, 8012 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
92	PSA - RSSO XII-PSO Cotabato DIZON J & A Bldg., Datu Icdang St., Corner Quirino Drive, Poblacion, City of Kidapawan, Cotabato, 9400 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
93	PSA - RSSO XIII-PSO Agusan del Sur Gov. D. O. Plaza Government Center, Patin-ay, Prosperidad, Agusan del Sur, 8500 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts

	PHILIPPINE STATISTICS AUTHORITY Process Map and Scope	Doc. Ref. No.	16QMSPM-4
		Effective Date	15 January 2024
		Revision No.	7
		Page No.	26 of 28

Site No.	Name/Address of the Site	Scope
94	PSA - RSSO XIII-PSO Surigao del Norte Yuipco Building, Navarro St., Surigao City, Surigao del Norte, 8400 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
95	PSA - RSSO XIII-PSO Surigao del Sur 2nd Floor, Pimentel Building, Donasco St., Tandag, Surigao del Sur, 8300 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
96	PSA - RSSO XIII-PSO Dinagat Islands 2nd Floor, Cotanda Building Sta. Cruz, San Jose, Dinagat Islands, 8427 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
97	PSA - RSSO Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) Mega Supreme Holdings Corp. Bldg., N.D. Ave. cor. Doña Theresa St., Poblacion 4, Cotabato City, Maguindanao del Norte, 9600 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts

	PHILIPPINE STATISTICS AUTHORITY Process Map and Scope	Doc. Ref. No.	16QMSPM-4
		Effective Date	15 January 2024
		Revision No.	7
		Page No.	27 of 28

Site No.	Name/Address of the Site	Scope
98	PSA - RSSO BARMM-PSO Lanao del Sur Rimah Bldg 3. Brgy. Datu Saber, Amai Pakpak Avenue, Marawi City, Lanao del Sur, 9700 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
99	PSA - RSSO BARMM-PSO Maguindanao 3rd and 4th Floor CYMCI Building Don Rufino Alonzo Street Poblacion V, Cotabato City, Maguindanao del Norte, 9600 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts
100	PSA - RSSO BARMM-PSO Tawi-Tawi Motorpool, Simandagit, Bongao, Tawi-Tawi, 7500 Philippines	Provision of Statistical Operations, Civil Registration Operations and PhilSys Registration and Issuance: All Processes except for Statistical and PhilSys Planning, Policy and Standard Development; International Cooperation; Macroeconomic Accounts

Clause 7.1.5.2 Measurement Traceability is not applicable as a requirement for the PSA's QMS.

Conformity of PSA's products and services to applicable requirements are monitored and measured using applicable and specific tools and methodologies (e.g., survey instruments, software, and database) without the need to use any measuring/test equipment to ensure valid results.

	PHILIPPINE STATISTICS AUTHORITY		Doc. Ref. No.	16QMSPM-4
	Process Map and Scope		Effective Date	15 January 2024
			Revision No.	7
			Page No.	28 of 28

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CLAIRE DENNIS S. MAPA, PhD

Undersecretary

National Statistician and Civil Registrar General

	<p align="center">Philippine Statistics Authority</p> <p align="center">Quality Management System</p> <p align="center">QUALITY POLICY</p>	Doc Ref No.:	16QMSQP-5
		Effective Date:	25 September 2020
		Revision No.:	2
		Page No.:	1 of 1

The Philippine Statistics Authority (PSA) adheres to the PSA Quality Policy which ensures the satisfaction of its clients and other interested parties, and the agency's compliance with statutory and regulatory requirements relative to statistical planning, policy and standards development; statistical operations; and, civil registration services. This policy is communicated to ensure that it is understood and applied at all levels of the organization. Comprehension and adoption of the Quality Policy is verified through, but not limited to, Internal Quality Audits, Management Reviews and during conduct of staff meetings.

The PSA Quality Policy is reviewed during the annual Management Review to ensure its continuing suitability to the agency's mandate and thrusts and the requirements and needs of its clients and relevant interested parties.

PHILIPPINE STATISTICS AUTHORITY (PSA) QUALITY POLICY

We, the Philippine Statistics Authority (PSA), commit to deliver relevant and reliable statistics and efficient civil registration services and inclusive identification system to our clients and stakeholders.

We adhere to the United Nations Fundamental Principles of Official Statistics in the production of quality general-purpose statistics.

We commit to deliver civil registration services and inclusive identification system in accordance with the laws, rules and regulations, and other statutory requirements.

We endeavor to live by the established core values of the PSA and adopt the appropriate technology in the development of our products and delivery of services to ensure customer satisfaction.


We commit to continually improve the effectiveness of our Quality Management System towards equitable development for improved quality of life for all.



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Undersecretary

National Statistician and Civil Registrar General

	PHILIPPINE STATISTICS AUTHORITY Management Processes	Doc. Ref. No.:	16QMSMP-6
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	1 of 6

The Management Processes are the methods that aid the overall structuring, analysis, communication, and decision-making of the Philippine Statistics Authority (PSA). It is composed of four major processes that include: a) planning; b) monitoring and evaluation; c) external relations management; and d) risk management. Each process has its own sub-process that determines the output and the responsible offices.

A. Planning

The PSA develops its planning mechanism to coordinate and support the planning and management activities of the agency in line with its mission and vision. The deliverables, schedule of activities, and its logistical requirements are identified in the Physical and Strategic Plans, as well as in the Budget Proposal.

The PSA control mechanism is operationalized through studies and issuance of policies, rules, regulations, and guidelines. This involves the Philippine Statistical Development Program (PSDP), which consists of statistical activities and their corresponding budgetary estimates to be undertaken by the Philippine Statistical System (PSS) in response to the requirements of development planning and policy formulation.


Section 15 of the Republic Act (RA) No. 11055 mandates the PSA, through the PhilSys Registry Office, to manage, maintain and administer the Philippine Identification System (PhilSys), with the technical assistance of the Department of Information and Communications Technology. The PSA shall formulate policies and guidelines to ensure effective coordination and implementation of the PhilSys. It shall ensure the compatibility of the respective technology infrastructure of different government agencies in order to comply with the requirements of PhilSys.

Board resolutions, PhilSys Policy and Coordination Council (PSPCC) resolutions, Special Orders, Memorandum Circulars, and Regional Statistical Committee (RSC) Resolutions also set as the control of the PSA in setting the overall structuring of the PSS and the PhilSys.

B. Monitoring and Evaluation

The PSA monitoring and evaluation mechanisms are set to keep track of the challenges and issues encountered in both internal and external processes of the PSA. Various reports are generated to monitor the respective progress across the operations in PSA through the Program & Financial Monitoring, and Management & Performance Review. These sub-processes provide better perspectives in evaluating PSA outputs to accomplish the agency's mandate.

Another sub-process is the Internal Audit which generates reports on the compliance of various PSA management, operations, and support processes. There is also the Policy Review which is undertaken by the PSA Board, PhilSys Policy and Coordination Council, Community-Based Monitoring System Council, Executive Committee, Management Committee, and the Directorate, for the purpose of evaluating whether or not policies are still applicable to current situations.

	PHILIPPINE STATISTICS AUTHORITY Management Processes	Doc. Ref. No.:	16QMSMP-6
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	2 of 6

C. External Relations Management

The PSA external relations management mechanism is established to facilitate coordination with the general public, government departments, and the international community. Feedback Management is the sub-process involving the maintenance of good relationships with PSA clients and stakeholders by providing timely and appropriate responses to their feedback.

International Coordination and Cooperation is another sub-process that ensures the organization and management of applications for international cooperation projects and coordinating commitments of the PSA with the United Nations (UN), Association of Southeast Asian Nations (ASEAN), and other international bodies and development partners.

Media Relations is also another sub-process that provides proactive communication and news about the PSA's latest releases and opportunities for external collaboration in a timely and professional manner.

Lastly, Use Case Management is the sub-process that involves the development of policies, manuals, specifications, and standards for the roles and responsibilities of relying parties, authentication services, e-Know Your Customer, and tokenization services. These are the services provided by PhilSys to entities under the government sector, financial and telecommunications sector, and private sector entities including universities and colleges, e-commerce establishments, and transportation companies.

D. Risk Management

The PSA risk management mechanism is established to effectively manage the risks in the organization using the right strategies. This is to ensure the achievement of the strategic goals and objectives of the organization.

The Fraud Management sub-process provides the mechanism to carry out fraud prevention, detection, and mitigation strategies in relation to RA 11055. Through the establishment of the Fraud Management framework. Preventive measures are being implemented that include the development and promulgation of protocols on identity-related fraud management and investigation. Management and mitigation mechanisms include investigation of reports related to violations of the PhilSys Act, reports of identity-related fraud, and unlawful use of authentication services.

Risk Assessment and Management is another sub-process that includes the development of a holistic monitoring and evaluation framework to identify, assess, and address risks relative to the implementation of the PSA programs, projects, and activities. This includes the formulation of policies, guidelines, and procedures to address risks and the implementation of risk management activities to ensure that organizational security measures are in place to achieve organizational goals.

Lastly, the Information Security Management sub-process involves the development of guidelines and procedures that PSA uses to safeguard sensitive information assets from the public against attacks and vulnerabilities.

Below is the matrix showing the management processes and sub-processes of PSA. Responsibility center pertains to unit/division/service or specific working groups that need to deliver the identified output.




PHILIPPINE STATISTICS AUTHORITY

Management Processes

Doc. Ref. No.:	16QMSMP-6
Effective Date:	15 January 2024
Revision No.:	4
Page No.:	3 of 6


Process	Sub-Process	Output	Responsibility Center
Planning	Business and Strategic Planning	Physical Plan	Planning and Management Service (PMS)
		Strategic Plan	
		Agency Calendar of Activities	
		Advance Release Calendar	
		Memorandum	
		Office Memoranda	
		Annual Report	
		Budget Proposal	Budget Division (BD)
	Policy Formulation	Philippine Statistical Development Plan	Standards Service (SS)
		Board Resolution	PSA Board
		Memo Circulars	All Services
		Regional Statistics Committee Resolutions	Regional Statistical Service Offices (RSSOs)
		PSPCC Resolutions	PRO, PSPCC
Monitoring and Evaluation	Program and Financial Monitoring	Budget Utilization Rate (BUR)	BD
		Quarterly Physical and Financial Report of Operation	PMS
			BD
		Consolidated Report on Government Projects/Activities	PMS
		Regional Consolidated Narrative Reports	RSSOs
		PRO - Monitoring and Evaluation Framework	Monitoring and Evaluation Division (MED)

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	PHILIPPINE STATISTICS AUTHORITY Management Processes	Doc. Ref. No.:	16QMSMP-6
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	4 of 6


Process	Sub-Process	Output	Responsibility Center
		PRO - Project and Evaluation Monitoring Reports	
		PRO - Time and Motion Study Reports	
		PRO - Rider Survey Reports	
		PRO - Emerging Studies Report	
	Management and Performance Review	OPCR	PMS
		Quarterly Accomplishment Report	
	Internal Audit	Management and Operations Audit Reports	Internal Audit Division (IAD)
External Relations Management	Feedback Management	Client Satisfaction Rating of Serbilis Outlets	CRS
			RSSOs
		Client Satisfaction Rating of Library Services	Knowledge Management and Communications Division (KMCD)
			RSSOs
	International Cooperation	Consolidated Travel Reports on International Missions/Engagements	International Cooperation Unit (ICU)
		Documentation Report on the Technical Assistance Rendered	
	Media Relations	Press Releases	KMCD
			Concerned Unit/Division/Service

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	PHILIPPINE STATISTICS AUTHORITY Management Processes	Doc. Ref. No.:	16QMSMP-6
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	5 of 6

Process	Sub-Process	Output	Responsibility Center
	Use Case Management	Advocacy Materials	KMCD Concerned Unit/Division/Service
		Regulatory Onboarding Guidelines	All Use Case Development and Management Service's (UCDMS) Divisions
		Documented Report on the number of onboarded Relying Parties and TSP	
		Subscription Contracts	
		Relying Party Portal	
		PhilSys Integration Implementation Plan (PIIP)	General Service Use Case Division (GSUCD)
		Relying Parties' Non-acceptance of PhilID (physical and digital formats) Monitoring Report	PhilSys Advocacy Unit (PAU)
Risk Management	Fraud Management	Investigation Reports	Fraud Management Division (FMD)
		Recommendation referred to concerned division/s	
		Case Status Reports	
	Risk Assessment and Management	PSA Risk Management Guidelines	Risk Management Committee
		Risk Registry and Action Plan (RRAP)	All Divisions
		Opportunities Registry and Action Plan (ORAP)	All Divisions

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	PHILIPPINE STATISTICS AUTHORITY Management Processes	Doc. Ref. No.:	16QMSMP-6
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	6 of 6

Process	Sub-Process	Output	Responsibility Center
	Information Security Management	PIA Reports Regulatory Compliance Reports VAPT Reports Incident Reports Incident Response Playbook	Data Protection and Security Unit (LS-DPSU) Information and Cybersecurity Division (SISS - ICD)

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	PHILIPPINE STATISTICS AUTHORITY Statistical and PhilSys Planning, Policy, and Standards Development	Doc. Ref. No.:	16QMSSP-7
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	1 of 6

Statistical and PhilSys Planning, Policy and Standards Development

As the highest policy-making and coordinating body on statistical matters in the Philippines, the Statistical and PhilSys Planning, Policy and Standards Development formulates policies, delineates responsibilities, sets priorities and standards on statistics and PhilSys-related matters. In this regard, the Philippine Statistics Authority (PSA) formulates the Philippine Statistical Development Program (PSDP) which consists of all the priority statistical programs and activities to be undertaken by the Philippine Statistical System (PSS) in response to the requirements of development planning and policy formulation. The PSDP integrates broad set of statistical indicators that are indispensable for measuring and monitoring socio-economic development.

The PSA allocates and monitors statistical responsibilities in the PSS through the System of Designated Statistics (SDS) which is a mechanism that identifies and generates the most critical and essential statistics required for social and economic planning/analysis based on approved criteria. The SDS establishes priorities for data production and hence provides a means for more rational resource allocation among government statistical activities. It also identifies the sources of official statistics.

To ensure the quality of statistics generated in the country, the PSA develops and prescribes standard statistical classification systems, official concepts and definitions, standard statistical frameworks, and methodologies for adoption in the PSS.

Statistical classifications systems are developed to serve as a framework for data collection, processing, and compilation to ensure uniformity and comparability of data produced by both the government and private sectors. It provides a set of discrete categories, which may be assigned to a specific variable registered in a statistical survey or in an administrative file and used in the production and presentation of statistics in the PSA statistical operations.

Likewise, the PSA Statistical Survey Review and Clearance System (SSRCS) was established to provide assistance and support to the statistical work of other government agencies in the PSS, including the Local Government Units (LGUs) and the Government Owned and Controlled Corporations (GOCCs). The SSRCS involves evaluation of surveys or censuses sponsored and/or conducted by government agencies at the national and sub-national level. All PSA surveys and censuses implemented by the PSA Statistical Operations also undergo evaluation and clearance under the SSRCS and should conform to the prescribed statistical standards.

In order to communicate, enforce, and monitor adoption of the statistical plans, policies, and standards, the PSA provides the necessary linkage and venue for coordination between and among the key players in the PSS through the establishment of national and local interagency committees and technical working groups (TWGs).

To further promote and heighten awareness for evidence-based decision making and inculcate awareness and appreciation of the importance and value of statistics in all sectors, the PSA conducts statistical advocacy activities such as the nationwide celebration of the National Statistics Month (NSM), conduct of statistical conferences/conventions, national consultation workshops, statistical dissemination fora and other statistical advocacy activities.

	PHILIPPINE STATISTICS AUTHORITY Statistical and PhilSys Planning, Policy, and Standards Development	Doc. Ref. No.:	16QMSSP-7
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	2 of 6

Lastly, as provided by the Republic Act No. 11055, otherwise known as the Philippine Identification System Act, the PSA shall act as the primary implementing agency in the overall planning, management, and administration of the PhilSys.

To ensure the implementation of its provisions, the PhilSys Registry Office (PRO) was established to administer the effective and efficient implementation of the PhilSys as the country's central identification platform for all citizens and resident aliens. This new responsibility is anchored with the historic mandate of PSA as the lead agency tasked to steer the Philippines' Civil Registration and Vital Statistics (CRVS) system. Corollary, the critical link of the integrity and sustainability of PhilSys with the continuous registration of births, deaths, marriages, and other vital events is recognized.

Consequently, the PRO, with the technical assistance of the Department of Information and Communications Technology (DICT) is mandated to ensure the integrity, security, and confidentiality of the information stored in the PhilSys Registry in accordance with the PhilSys Act and the Data Privacy Act of 2012. In relation thereto, the PRO shall issue guidelines and undertake measures to ensure secure, reliable, and efficient authentication of PhilSys records upon the request of the authorized government and private entities. The PRO shall likewise collaborate with Local Government Units (LGUs), other government agencies, and Government-Owned and Controlled Corporations (GOCCs) to ensure registration and enrollment of all citizens and resident aliens into the PhilSys including the conduct of other PhilSys-related services such as data updates and credential distribution.

Process	Sub-Process	Output	Responsibility Center
Statistical and PhilSys Planning and Control	Preparation of the Medium-Term Philippine Statistical Development Program (PSDP)	PSDP	Standards Service
			Concerned Unit/Division/Service
	Statistical and PhilSys Budget Review and Evaluation	Budget recommendations/endorsement to DBM	Statistical Policies and Programs Division PhilSys Registry Office
Formulation of PSS-wide statistical policies	Establishment of Interagency Committees (IACs)/Technical Working Groups (TWGs) to review proposals and provide inputs	IAC/TWG recommendations, Board Resolutions	Statistical Classifications Division
			Statistical Standards Division

	PHILIPPINE STATISTICS AUTHORITY Statistical and PhilSys Planning, Policy, and Standards Development	Doc. Ref. No.:	16QMSSP-7
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	3 of 6

Process	Sub-Process	Output	Responsibility Center
Development and updating of statistical classifications and other standards	Conduct of public consultation (before Board approval) or national/ regional dissemination workshops (after Board approval)	Workshop agreements/ recommendations/ feedback	Standards Service
Standard Classifications	Evaluation of international standard classifications and preparation of the draft national standard classifications, patterned after international standard classifications	National classification systems for approval	Statistical Classifications Division
	Establishment of IACs/TWGs to review draft classifications	IAC recommendations, Board resolutions	Statistical Classifications Division
	Conduct of consultation/ dissemination workshops	Workshop agreements/ feedback on classification details	Statistical Classifications Division
	Development of Guidelines on the adoption of the new/revised classification system (Memorandum Circulars)	Approved Guidelines/Memo Circulars	Statistical Classifications Division
	Conduct of training workshops	Feedback	Statistical Classifications Division
Development of standard concepts, definitions, framework, and methodologies	Assessment scheme on utilization of standard concepts and definitions	Inventory of statistical standards	Statistical Classifications Division
		Guidelines on the formulation of official concepts and definitions for statistical purposes	

	PHILIPPINE STATISTICS AUTHORITY Statistical and PhilSys Planning, Policy, and Standards Development	Doc. Ref. No.:	16QMSSP-7
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	4 of 6

Process	Sub-Process	Output	Responsibility Center
	Survey Review and Clearance System	Recommendation/clearance number/approval	Statistical Standards Division
Monitoring and Evaluation of policies/standards	Assessment of compliance/adoption of policies/standards	Monitoring Report	Standards Service
			PhilSys Registry Office
			Policy Coordination and Monitoring Service
Statistical coordination	Establishment of IACs and TWGs	IACs/TWGs reports/highlights	Standards Service
			Concerned Unit/Division/Service
	Establishment of Regional Statistics Committee (RSC)	RSC Reports	RSSOs
	Establishment of System of Designated Statistics (SDS)	Designated Statistical Activities	Statistical Policies and Programs Division
		Monitoring report on agency compliance	
Statistical and PhilSys Advocacy Activities and Promotion	Conduct of statistical and PhilSys-related conferences, conventions, dissemination fora, and other advocacy activities	National Statistics Month (NSM) <ul style="list-style-type: none"> • NSM Report • NSM Calendar of Activities 	Standards Service
			RSSOs
			PSOs
		National Convention on Statistics (NCS) <ul style="list-style-type: none"> • NCS Report • Compilation of papers presented 	Standards Service
			RSSOs
			PSOs
			Standards Service

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	PHILIPPINE STATISTICS AUTHORITY Statistical and PhilSys Planning, Policy, and Standards Development	Doc. Ref. No.:	16QMSSP-7
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	5 of 6

Process	Sub-Process	Output	Responsibility Center
		World Statistics Day (WSD) <ul style="list-style-type: none"> WSD Report 	RSSOs
			PSOs
		Regional Statistics Committee (RSC) Regional Statistics Committee (RSC) Summit <ul style="list-style-type: none"> RSC Report 	Standards Service
			RSSOs
			PSOs
		Philippine Statistics Quiz (PSQ) <ul style="list-style-type: none"> PSQ Report 	Standards Service
			RSSOs
		PhilSys Summit <ul style="list-style-type: none"> PhilSys Summit Report 	PhilSys Registry Office
		PhilSys IEC Roadshow <ul style="list-style-type: none"> PhilSys IEC Roadshow Report 	PhilSys Registry Office
		Monitoring reports on the submitted PIIP of Covered Agencies' compliance to Memorandum Circular No. 95 s. 2022 Relying Parties' Non-acceptance of PhilID (physical and digital formats)	PhilSys Registry Office Use Case Development and Management Service
Formulation of PhilSys policies and guidelines	Establishment of IACs/TWGs	IAC/TWG recommendations, PSPCC Resolution	PhilSys Registry Office Concerned Unit/Division/Service

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	PHILIPPINE STATISTICS AUTHORITY Statistical and PhilSys Planning, Policy, and Standards Development		Doc. Ref. No.:	16QMSSP-7
			Effective Date:	15 January 2024
			Revision No.:	4
			Page No.:	6 of 6

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	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Statistical Operations</p>	Doc. Ref. No.:	16QMSSO-8
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	1 of 5

The core process of Statistical Operations encompasses the following sub-processes: preparatory activities; data collection and compilation; data processing, estimation, and evaluation; and publication and dissemination.

Various units in the Philippine Statistics Authority (PSA) Central Office are in charge of most of the activities done prior to the conduct of statistical data gathering. These preparatory activities include planning, formulation of statistical design and methodology, preparation of instruction manuals, designing of processing systems, monitoring and tracking plans, and conduct of task force training on enumeration and data processing.

Regional Statistical Services Offices (RSSOs) and Provincial Statistical Offices (PSOs) are at the forefront of the data collection and processing activities of the PSA. To supplement the manpower complement, the PSA hires statistical researchers and encoders to ensure that all statistical activities are completed within the prescribed time frame.

Selected administrative-based records from external sources (government and private entities) are likewise compiled by the PSA. These include, among others, civil registry documents (births, deaths, and marriages), which are the primary sources of vital statistics.

The PSA adheres to the United Nations Fundamental Principles of Official Statistics in the production of quality statistics. To ensure comparability of data, statistical standards and classifications systems are adopted in all statistical activities. All censuses, surveys, and other statistical inquiries conducted by the PSA are subjected to scrutiny and approval through the Statistical Survey Review and Clearance System (SSRCS).

Moreover, census and survey results and other statistics derived from administrative records undergo review, validation, and evaluation before they are released to data users and the general public. As stipulated in Section 26 of the Republic Act (RA) No. 10625, the PSA upholds the confidentiality of the information provided by respondents of statistical undertakings. Official results are released in the form of summaries or statistical tables and disseminated through various reports and publications (both hardcopy and electronic forms), and other forms of media and fora. Timely release of critical and essential statistics required for social and economic planning/analysis is observed by preparing and disseminating the Advance Release Calendar, in compliance with Executive Order No. 352 – Designation of Statistical Activities That Will Generate Critical Data for Decision-Making of the Government and the Private Sector.

It is imperative that in all statistical processes implemented by the PSA, necessary quality control measures are put in place.

	PHILIPPINE STATISTICS AUTHORITY Statistical Operations	Doc. Ref. No.:	16QMSSO-8
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	2 of 5

Process	Sub-Process	Output	Responsible Offices
Preparatory Activities	Conduct of Consultative Fora/Meetings/ Focus Group Discussions with Stakeholders	Documentation Report	Censuses and Technical Coordination Office (CTCO), Sectoral Statistics Office (SSO), RSSOs
	Creation of Steering Committee, Technical Committees, and Working Groups	Special Order	CTCO, SSO, RSSOs
	Preparation of General Plan and Timetable of Activities	General Plan	CTCO, SSO
		Timetable of Activities	CTCO, SSO
	Budget Preparation, Workload Estimation and Analysis, and other Logistics	Cost Estimate	CTCO, SSO, Civil Registration and Central Support Office (CRCSO)
		Workload Analysis	CTCO, SSO, CRCSO
	Questionnaire Design and clearance approval	Questionnaire with SSRCS approval number	CTCO, SSO, RSSOs, Statistical Methodology Unit (SMU)

	PHILIPPINE STATISTICS AUTHORITY Statistical Operations	Doc. Ref. No.:	16QMSSO-8
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	3 of 5

Process	Sub-Process	Output	Responsible Offices
	Conduct of pre-tests/pilot test	Pre-tests/Pilot Test Report	CTCO, SSO, RSSOs, PSOs, SMU
	Preparation of Field Operations and Processing Manuals	Enumerators Manual	CTCO, SSO
		Supervisors Manual	CTCO, SSO
		Field Operations Manual	CTCO, SSO
		Training Guide/ Training Workbook	CTCO, SSO
		Processing Manual	CTCO, SSO
	Updating of Frame (Enumeration Area Delineation/ Mapping)	Enumeration Area Reference File (EARF)	CTCO, SSO, RSSOs, PSOs, SMU
		Maps	
		Updated Frame	
	Preparation of Sampling Design and Selection of Samples	Sampling design	SMU, Subject Matter Divisions
		List of samples	
	Preparation of Coordination Plan/Creation of Census Boards	Coordination Plan	Office of the National Statistician (ONS), CTCO, RSSOs, PSOs
		Minutes of the Census Board Meeting	
	Preparation of Publicity, Information and Communication Plan	Information, Education and Communication Plan	CTCO, RSSOs, PSOs

	PHILIPPINE STATISTICS AUTHORITY Statistical Operations	Doc. Ref. No.:	16QMSSO-8
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	4 of 5

Process	Sub-Process	Output	Responsible Offices
	Preparation of Training Plan and Design	Training Plan	CTCO, SSO, RSSOs, PSOs
	Preparation of Data Processing Plan, including design of data processing (edit specifications and table formats) and monitoring systems (Monitoring and Tracking System/ Electronic Data Management System)	Data Processing Plan, Edit/Table Specifications, Monitoring Systems	CTCO, SSO
Data Collection and Compilation	Enumeration/ Distribution of Questionnaires	Status/Progress Report	RSSOs, PSOs
	Collection/ Compilation of Administrative Records (including civil registry documents)	Accomplished Questionnaires/ Administrative Reports	RSSOs, PSOs, SSO, Vital Statistics Division (VSD)
	Supervision and Monitoring	Supervisor's Report	CTCO, SSO, RSSOs, PSOs
	Field Editing	Field edited questionnaires	CTCO, SSO, RSSOs, PSOs
Data Processing, Estimation and Evaluation	Manual Processing	Manually edited questionnaires	CTCO, SSO, RSSOs, PSOs
	Machine Processing (data entry/key verification/validation/ consistency checks)	Data files	CTCO, SSO, VSD, RSSOs, PSOs
	Tabulation/ Estimation/ Consolidation	Statistical Tables/Estimates	CTCO, SSO, VSD, RSSOs, PSOs

	PHILIPPINE STATISTICS AUTHORITY Statistical Operations	Doc. Ref. No.:	16QMSSO-8
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	5 of 5

Process	Sub-Process	Output	Responsible Offices
	Data Review/ Validation	Reviewed/ Validated Statistical Tables	CTCO, SSO, VSD, RSSOs, PSOs
	Evaluation	Post-Evaluation Report	CTCO, SSO, VSD, RSSOs, PSOs
Publication and Dissemination	Preparation of Press Releases/Special Releases/Reports/ Publications/ Microdata files	Special Releases/ Press Releases/ Publications/Fact sheets /Flyers Data posted on PSA Website Microdata files	CTCO, SSO, VSD, RSSOs, PSOs
	Conduct of Data Dissemination Fora	Data Dissemination Report	CTCO, SSO, VSD, RSSOs, PSOs
	Documentation	Procedural History/ Metadata	CTCO, SSO

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	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>Civil Registration Operations</p>	Doc. Ref. No.:	16QMSCRO-9
		Effective Date:	16 January 2024
		Revision No.:	4
		Page No.:	1 of 6

Under Republic Act (RA) No. 10625, one of the functions of the Philippine Statistics Authority is to carry out, enforce, and administer civil registration functions in the country as provided for in Act No. 3753. The Implementing Rules and Regulations further states that one of the duties of the National Statistician is to provide overall direction in the implementation of the Civil Registry Law and related issuances and exercise technical supervision over civil registrars as Civil Registrar General. In addition, the Civil Registration Service shall be responsible for the civil registry document management and archiving, data center, policy advocacy, and research on civil registration matters, management of civil registry system outlets, frontline services, and other civil registration concerns.

Civil registration is the continuous, permanent, compulsory, and universal recording of the occurrence and characteristics of vital events pertaining to the population as provided through decree or regulation in accordance with the legal requirements of each country. Civil registration is carried out primarily for the purpose of establishing the legal documents provided by law. These records are also the best source of vital statistics. The occurrences considered as vital events are live birth, death, fetal death, marriage, shariah divorce, annulment of marriage, judicial declaration of nullity of marriage, adoption, legitimation, and judicial recognition of foreign divorce.

These vital events are evidenced by civil registry documents, and these are registered at the Local Civil Registry Offices (LCROs). The LCROs submit the civil registry documents to the Provincial Statistical Offices for consolidation monthly, and these are submitted to the Civil Registration Service for further manual and machine processing in preparation for conversion to digitized image for copy issuance, vital statistics generation, and archiving.

The petitions pursuant to RAs 9048 and 10172 affirmed by the Legal Service; court decrees; legal instruments; and supplemental reports which required administrative actions (annotation) are carried out by the Civil Registration Service.

In the next page is the process matrix that will serve as guide in carrying out civil registration operations at the Central and Field Offices, from receipt and control, processing, issuance and archiving of civil registry documents.



PHILIPPINE STATISTICS AUTHORITY

Civil Registration Operations

Doc. Ref. No.:

16QMSCRO-9

Effective Date:

16 January 2024

Revision No.:

4

Page No.:

2 of 6

Process	Sub-Process	Output	Responsible Office
Receipt and Control	Application forms for copy issuance and authentication of civil registry documents; request for certification such as CENOMAR/CEMAR, CENODEATH/CEDEATH, request for viewable online and DocPrint	Number of application forms received for copy issuance and authentication of civil registry documents; request for certification such as CENOMAR/CEMAR, CENODEATH/CEDEATH, request for viewable online and DocPrint.	CRSD, RSSOs, PSOs
	Monthly reports of civil registry documents	Number of monthly reports of civil registry documents received	CRMD, RSSOs, PSOs
	Documents affected by court decrees, legal instruments, RA 9048, RA 10172, and Supplemental Reports	Number of documents affected by court decrees, legal instruments, RA 9048, RA 10172, and Supplemental Reports received	CRMD, CRSD, RSSOs, PSOs
	Data files	Number of data files received	VSD, PSOs
	Communications from stakeholders (subpoenas, data requests, invitation to act as resource person, complaints, requests to conduct mobile application service, request for verification/validation/certification, request for CRS Website Access Account, notices of hearings and others)	Number of communications from stakeholders (subpoenas, data requests, invitation to act as resource person, complaints, requests to conduct mobile application service, request for verification/validation/certification, request for CRS Website Access Account and notices of hearings)	OANS, CRMD, CRSD, VSD, RSSOs, PSOs
	Application of Certification of Registration of Authority to Solemnize Marriage (CRASM)	Number of Applications of CRASM received	OANS, RSSOs
	Requests for certificate of CRASM	Number of requests for certificate of CRASM	OANS, CRMD, CRSD, RSSOs, PSOs
	Specimen Signature	Number of specimen signature received	CRMD, RSSOs, PSOs
	Electronic endorsement	Number of electronic endorsements received	CRMD, RSSOs, PSOs
	Application for out-of-town registration	Number of applications for out-of-town registration received	CRSD

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	PHILIPPINE STATISTICS AUTHORITY Civil Registration Operations	Doc. Ref. No.:	16QMSCRO-9
		Effective Date:	16 January 2024
		Revision No.:	4
		Page No.:	3 of 6

Process	Sub-Process	Output	Responsible Office
	Memorandum of Agreement (MOA) with Philippine Civil Registry Information System (PhilCRIS) and Batch Request System (BREQS) Partners	List of PhilCRIS and BREQS partners	OANS, VSD, CRSD, PSOs
Processing	Screening and evaluation of the following: 1. Application forms for copy issuance and authentication of civil registry documents; request for certification such as CENOMAR/ CEMAR, CENODEATH/ CEDEATH, request for viewable online and DocPrint.	Number of application forms screened for copy issuance and authentication of civil registry documents; request for certification such as CENOMAR/ CEMAR, CENODEATH/ CEDEATH, request for viewable online and DocPrint	CRSD, CRMD, RSSOs, PSOs
	2. Acceptance of payment for the processing of copy issuance and authentication of civil registry documents; and CRASM	Official receipt for the corresponding service requested	OANS, CRSD, RSSOs, PSOs
	3. Verification of copy issuance and authentication of civil registry documents; and CRASM	Number of verified civil registry documents for copy issuance and authentication; and CRASM	CRSD, CRMD
	4. Manual processing of civil registry documents	Number of folioed civil registry documents	CRMD, PSOs
	5. Machine processing of data files	Processed data files for uploading to CRS database and data files for vital statistics generation	VSD, CRMD, PSOs
	6. Documents affected by court decrees, legal instruments, RA 9048, RA 10172, and Supplemental Reports	Number of screened, evaluated and approved/ disapproved annotation of civil registry documents affected by court decrees, legal instruments, RA 9048, RA 10172, and Supplemental Reports	CRMD, RSSOs, PSOs

	PHILIPPINE STATISTICS AUTHORITY Civil Registration Operations	Doc. Ref. No.:	16QMSCRO-9
		Effective Date:	16 January 2024
		Revision No.:	4
		Page No.:	4 of 6

Process	Sub-Process	Output	Responsible Office
	7. Communications from stakeholders (subpoenas, data requests, invitation to act as resource person, complaints, requests to conduct mobile application service, request for verification/validation/certification, request for CRS Website Access Account and notices of hearings)	Number of signed replies to stakeholders (subpoenas, data requests, invitation to act as resource person, complaints, requests to conduct mobile application service, request for verification/validation/certification, request for CRS Website Access Account and notices of hearings)	OANS, CRSD, CRMD, VSD, LS, RSSOs, PSOs
	8. Application of CRASM	Number of approved/disapproved applications of CRASM	CRMD
	9. Requests for certificate of CRASM	Number of screened and evaluated requests for certificate of CRASM	CRMD
	10. Specimen Signature	Number of screened and uploaded specimen signature in the CRS database.	CRMD
	11. Electronic endorsement	Number of screened electronic endorsements and uploaded civil registry documents in CRS database.	RSSOs, PSOs, CRMD
	12. Conversion of civil registry documents into digitized format	Number of scanned and uploaded civil registry documents in CRS database	CRMD
	13. Application for out-of-town registration	Number of endorsed applications for out-of-town registration to LCROs.	OANS, CRSD, PSOs
	14. MOA with PhilCRIS and BREQS partners	Number of issued PhilCRIS manuals and Installers, and BREQS access account	OANS, VSD, CRSD, PSOs
Issuance	Releasing of the following: 1. Copy Issuance and authentication of civil registry documents; request for certification such as CENOMAR/CEMAR, CENODEATH/CEDEATH, request for viewable online and DocPrint	Civil registry documents and certifications in SECPA, Feedback and access link	CRSD

	PHILIPPINE STATISTICS AUTHORITY Civil Registration Operations	Doc. Ref. No.:	16QMSCRO-9
		Effective Date:	16 January 2024
		Revision No.:	4
		Page No.:	5 of 6

Process	Sub-Process	Output	Responsible Office
	2. CRASM	CRASM	CRSD
	3. Letters and other communication	Letters, certifications, and Solemnizing Officer's ID	OANS, CRSD, CRMD, VSD, RSSOs, PSOs
	4. Data requests	Statistics	VSD, ITDS
	5. Generation of Summary Statistics of vital events from extracted data files	Clean data file	VSD
	6. Generation of statistical tables for various reports	Statistical tables	VSD
	Preparation of the following: 1. Monthly Release of counts 2. Preliminary counts 3. Special Release/Press Release and statistical Tables 4. Vital Statistics Reports a. Vol. 1 Marriage Statistics b. Vol. 2 Birth Statistics c. Vol. 3 Death Statistics	Infographics and statistical tables Special/Press Release Vital Statistics Reports	VSD
Archiving	Archiving of civil registry documents	Archived processed civil registry documents in CRS Archives	CRMD
	Archiving of application forms and its attachments; and Point of Sales (POS)	Archived application forms and its attachments Point of Sales (POS)	CRSD
	Archiving of MOA of PhilCRIS and BREQS	Archived MOAs	OANS, CRSD, VSD
	Filing of CRASM and its attachments	Filed CRASM and its attachments.	CRMD
	Filing of notices hearing; subpoenas; and copy furnish of court petitions, and court decisions.	Filed notices hearing, subpoenas, and copy furnish of court petitions and court decisions	OANS, CRSD, CRMD
	Archiving of Microfilms	Archived Microfilms in CRS Building	CRMD

	PHILIPPINE STATISTICS AUTHORITY Civil Registration Operations	Doc. Ref. No.:	16QMSCRO-9
		Effective Date:	16 January 2023
		Revision No.:	4
		Page No.:	6 of 6

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	PHILIPPINE STATISTICS AUTHORITY		Doc. Ref. No.:	16QMSPO-15
	PhilSys Operations		Effective Date:	15 January 2024
			Revision No.:	1
			Page No.:	1 of 5

Pursuant to Republic Act (RA) No. 11055, otherwise known as the Philippine Identification System (PhilSys) Act, the PSA, through the PhilSys Registry Office (PRO), is mandated to oversee the overall planning, management, and efficient implementation of the PhilSys. This aims to establish a single national identification system for all citizens and resident aliens of the Philippines.

To carry out this mandate, the PRO established its processes, procedures, and guidelines for the sustainability of PhilSys. Specifically, the core process of PhilSys Operations encompasses the following sub-processes: registration, processing, issuance/delivery, updating/replacement, and authentication.

The PhilSys Operations commence with the Registration Process, which entails the process of entering the demographic data and capturing biometric information of the applicant in the PhilSys Registry. Subsequently, the back-end processing of applicant's data involves automated biometric and demographic deduplication. Probable duplicate records shall undergo Manual Adjudication (MA) and/or Manual Verification (MV) before the generation of the PhilSys Number (PSN). The PSN is a 12-digit randomly generated, unique, and permanent identification number assigned to every citizen or resident alien upon successful PhilSys registration.

After successful registration, the Issuance/Delivery process allows for the printing and distribution of the PhilID (physical and digital formats) to registered persons. The PhilID contains the registered person's demographic and biometric information, PSN, and the PhilSys Card Number (PCN), which is a 16-digit random unique number printed on the face of the PhilID.

The issuance of the PhilID (physical and digital formats) will pave the way for the fulfillment of the PhilSys objectives as stipulated in Sections 2 and 3 of RA 11055. To accomplish this, there will be an offline and online Authentication Process to verify the identity of the registered persons. The offline authentication entails the validation of the identity of an individual against the information contained in the PhilID by the relying party. The online authentication refers to the process by which the identity of an individual is validated real-time against the PhilSys Registry by the relying party. This will be done through the use of the following API-enabled services upon the consent of the registered person: 1) Basic online authentication and 2) eKYC, and 3) Interoperability.

As part of the post-registration activities, the Updating/Replacement process allows a registered person to file an application for the updating of his/her information in the PhilSys Registry and the issuance of PhilID replacement. This shall be done by filling out the PhilSys Updating Form (PhilSys Form No. 2) and the submission of applicable supporting documents in the PhilSys Registration Center or through the PhilSys Web

	PHILIPPINE STATISTICS AUTHORITY PhilSys Operations	Doc. Ref. No.:	16QMSPO-15
		Effective Date:	15 January 2024
		Revision No.:	1
		Page No.:	2 of 5

Portal, subject to biometric authentication. Once available, the replacement PhilID issued shall undergo the process of personalization, kitting, and delivery. Registered persons may also be afforded the right to deactivate their PSNs subject to the grounds stipulated in the PhilSys Act.

Below is the process matrix that will serve as a guide to the PRO in carrying out the PhilSys operations:

Process	Sub-Process	Output	Responsible Offices
Registration	Screening of Document	Number of screened documents	PSA Field Offices (Screener)
	Encoding of Demographic Information	Number of encoded demographic information	PSA Field Offices (Registration Kit Operator)
	Capturing of Biometric Information	Number of captured biometric information	PSA Field Offices (Registration Kit Operator)
	Uploading of registration packets	Number of uploaded registration packets	PSA Field Offices (Registration Center Supervisor)
Processing	Adjudication of possible duplicate records	Number of adjudicated cases in the MA platform	PRO-ROS-IVD
	Verification of possible duplicate records	Number of verified cases in the Manual Verification System platform	PRO-ROS-IVD
	PSN Generation	Number of generated PSNs	PRO-ROS-ISMD

	PHILIPPINE STATISTICS AUTHORITY PhilSys Operations	Doc. Ref. No.:	16QMSPO-15
		Effective Date:	15 January 2024
		Revision No.:	1
		Page No.:	3 of 5

Process	Sub-Process	Output	Responsible Offices
Issuance/Delivery	Personalization and Kitting	Number of personalized and kitted PhilID (physical format)	PRO-ROS-IDPMD
	Generation of PhilID (digital format)	Number of Generated Electronic Copy of PhilID in Portable Document Format	PRO-SISS-ISMD
	Quality Assurance	Number of PhilID (physical and digital formats) undergone quality checked	PRO-ROS-IDPMD PRO-SISS-ISMD PhilSys Field Offices
	PhilID (physical and digital formats) Distribution	Number of distributed Certificate of Mailing and Notice of Delivery Report	PRO-ROS-IDPMD PhilSys Field Offices
Authentication	Offline Authentication	Number of Authentication Reports	PRO-UCDMS
	Basic Authentication	Number of Non-Disclosure Agreement	PRO-UCDMS
		Number of Data Sharing Agreement	
		Number of Subscription Contract	
	Electronic Know Your Customer	Number of Non-Disclosure Agreement	PRO-UCDMS

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	<p>PHILIPPINE STATISTICS AUTHORITY</p> <p>PhilSys Operations</p>	Doc. Ref. No.:	16QMSPO-15
		Effective Date:	15 January 2024
		Revision No.:	1
		Page No.:	4 of 5

		Number of Data Sharing Agreement	
		Number of Subscription Contract	
	Interoperability	Number of Non-Disclosure Agreement	PRO-UCDMS
		Number of Data Sharing Agreement	
		Number of Subscription Contract	
	Technical Onboarding Process	Number of Onboarded Relying Parties to the Partner and Device Management System (PDMS)	PRO-SISS-DCRPID
	Device Certification	Number of Biometric Authentication Devices Certified	PRO-SISS-DCRPID
Updating/ Replacement	<p>Issuance of replacement PhilID (physical and digital formats) due to the following:</p> <ul style="list-style-type: none"> Renewal by reason of change of entries arising from capturing, recapturing or updating of biometric information; 	Number of issued Replacement PhilID (physical and digital formats)	PRO-ROS-IDPMD PRO-ROS-RMD PRO-SISS-ISMD



PHILIPPINE STATISTICS AUTHORITY

PhilSys Operations

Doc. Ref. No.:	16QMSPO-15
Effective Date:	15 January 2024
Revision No.:	1
Page No.:	5 of 5

Process	Sub-Process	Output	Responsible Offices
	biometric information; <ul style="list-style-type: none">• Lost, damaged and defective PhilID/ePhilID;• Change/ Updating of entries in the demographic information;• Reactivation of PSN		
	Deactivation of PSN	Number of D eactivated PSNs	PRO-SISS-ISMD

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	PHILIPPINE STATISTICS AUTHORITY Support Process	Doc. Ref. No.:	16QMSSP-10
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	1 of 14

This process supports the management and operational processes of the Philippine Statistics Authority (PSA) in the delivery of its products and services to the general public and data users. It is guided by different laws and regulatory requirements such as Republic Act (RA) No. 9184, RA 11055, Civil Service Commission Rules, Commission on Audit Rulings, Department of Budget and Management Circulars, and other rules and regulations.

The Financial and Administrative Service (FAS) of the PSA is mandated to provide Financial Management, Human Resource Management, Procurement Management, Records Management, and Physical Resources Management.

The Information and Communication Technology Management provides, manages, and maintains PSA databases, networks, and other ICT infrastructures required by different offices/services/divisions in the performance of their daily activities. It performs quality assurance processes to information systems developed and monitors compliance with IT policies, security protocols and standards. It is also mandated to provide overall technical support and facilitation and regulation of registration and authentication device certification for the Philippine Identification System (PhilSys).

The Legal Support ensures the provision of legal service, guidance, and advice to the PSA with regard to its internal and external dealings. Provision for legal advice also takes into account opinions given to the general public regarding specific cases and situations. Another matter covered by this process is the review of City/Municipal Civil Registrar (C/MCR) decisions on petitions filed pursuant to RA 9048 (as amended by RA 10172). This, too, involves litigation management and liaising with Congress and other agencies on legislative matters.


The Research and Development undertake studies on new and emerging theoretical and practical developments leading to the improvement of sampling designs, data collection and editing processes and methodologies, data analyses/analytics, and other statistical indicators estimation.

Process	Sub-Process	Output	Responsible Offices
Financial Management	Budgeting	Agency budget proposal with schedules Financial Plan Monthly Disbursement Program	All Offices, Regional Statistical Services Offices (RSSOs), Provincial Statistical Offices (PSOs), FAS, Budget Division (BD)


	PHILIPPINE STATISTICS AUTHORITY Support Process	Doc. Ref. No.:	16QMSSP-10
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	2 of 14

Process	Sub-Process	Output	Responsible Offices
		Registry of Allotment and Obligations Obligation Request and Status Sub-Allotment Advice Notice of Transfer Allocation	
	Accounting	Processed money claims <ol style="list-style-type: none"> Disbursement Vouchers (DVs) Payrolls Remittance schedules Annual Reports of Tax Remittances to Bureau of Internal Revenue (BIR) - Alpha List Certifications and clearances issued Order of Payment Notice of Obligation Request and Status Adjustment Schedules Journal Entry Voucher (JEV)	Accounting Division (AD), RSSOs-Civil Registration and Administrative Support (CRASD), PSOs
	Cash Management	Paid processed claims thru <ol style="list-style-type: none"> Checks 	General Services Division (GSD)-Cashier Section,

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	PHILIPPINE STATISTICS AUTHORITY Support Process	Doc. Ref. No.:	16QMSSP-10
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	3 of 14


Process	Sub-Process	Output	Responsible Offices
Information and Communication Technology Management		2. Advice to Debit Account (ADA) 3. List of collections deposited	RSSO-CRASD, PSO
	Financial Accountability Reporting	Prescribed DBM and COA Financial Reports	FAS, BD, AD, GSD-Cashier Unit, RSSO-CRASD, PSO
	Development and Maintenance of Information Systems	Information Systems, Systems Documentation, User Manual	Censuses and Technical Coordination Office (CTCO), Information Technology and Dissemination Service (ITDS), Systems Development Division (SDD) Infrastructure and Systems Management Division (ISMD)
	Establishment and Archiving of Database and Registries	Statistical/Civil Registry/PhilSys Registry/Admin-based Databases Textual/Reference Databases Electronic Archives Business and other statistical listings/registers	CTCO, ITDS, PhilSys Registry Office (PRO), Registers and Database Management Division (RDMD)
	Systems Quality Assurance Process	Systems Quality standards and procedures Test Plans, Test cases, Test Results	CTCO, ITDS, Systems Quality Assurance Division (SQAD)

	PHILIPPINE STATISTICS AUTHORITY Support Process	Doc. Ref. No.:	16QMSSP-10
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	4 of 14


Process	Sub-Process	Output	Responsible Offices
		Code and Documentation Repository Risk Assessment Reports	
	Administration and Maintenance of Network Infrastructure	Network Maintenance and Operations (Intranet, Extranet, Internet, LAN and WAN) IT Policies and standards	CTCO, ITDS, Systems Operations and Infrastructure Division (SOID)
	Development or administration and maintenance of PhilSys information systems, applications, software, and related ICT infrastructure	Highly accessible PhilSys services and Infrastructure and Systems Management Division-managed services. Plans, programs, and strategies	PRO-SISS-ISMD
	Testing of various systems and applications of PhilSys	Testing Reports	PRO-SISS-ISMD
	Inventory of PhilSys IT Hardware deployed at PRO leased office space	Annual inventory of IT hardware equipment	PRO-SISS-ISMD
	Provision of technical support for the following: a. Conduct of preventive maintenance of ICT equipment of Registration	Technical support services (manuals, technical sessions, tutorials, and hands-on training)	PRO-SISS-ISMD

	PHILIPPINE STATISTICS AUTHORITY Support Process	Doc. Ref. No.:	16QMSSP-10
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	5 of 14


Process	Sub-Process	Output	Responsible Offices
	Kit (laptop, printer, webcam, among others); b. Configuration of registration kits; c. Installation of Biometric Software Development Kit; and d. Other various issues on registration kits		
	Administration of PhilSys network and support accounts	Highly accessible PhilSys services and ISMD-managed services	PRO-SISS-ISMD
	Registration Client ID Checking and Investigation	Feedback on the validation outcome	PRO-SISS-ISMD
	PhilSys Registry and systems health monitoring	Issues escalated to concerned personnel/vendors	PRO-SISS-ISMD
	Preventive and corrective maintenance of PhilSys ICT infrastructure	Secured and highly accessible PhilSys services and ISMD managed services. Technical support services (manuals, technical sessions, and tutorials) Plans, programs, and strategies	PRO-SISS-ISMD

	PHILIPPINE STATISTICS AUTHORITY Support Process	Doc. Ref. No.:	16QMSSP-10
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	6 of 14

Process	Sub-Process	Output	Responsible Offices
	Establishment of Network Boundary Defense	Firewall appliance installed and configured	PRO-SISS-ISMD
	Ocular inspection at data centers	Ocular Inspection Report	PRO-SISS-ISMD
	Provide technical support for the integration of Relying Parties to the Application Programming Interface (API) of PhilSys	Relying Parties with PhilSys API-Enabled Services	Device Certification and Relying Party Integration Division (DCRPID)
	Technical Onboarding of Relying Party to PhilSys	Onboarded Relying Parties to the Partner and Device Management System (PDMS)	DCRPID
	Certification and Registration of Biometric Authentication Devices to PhilSys	Certified Biometric Authentication Devices	DCRPID
	Vulnerability Assessment and Penetration Test (VAPT) of various systems and applications of PhilSys	VAPT Report	Information and Cybersecurity Division (ICD)
	Privacy Impact Assessment (PIA) of various systems and applications of PhilSys	PIA Report	ICD
	PhilSys registry and systems Cybersecurity posture monitoring	Report on Issues monitored and escalated to concerned personnel/vendors	ICD

	PHILIPPINE STATISTICS AUTHORITY Support Process	Doc. Ref. No.:	16QMSSP-10
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	7 of 14

Process	Sub-Process	Output	Responsible Offices
	Establishment of Security Boundary Defense	Security Operation Center established, and Security tools installed and configured	ICD
	Maintenance of Information center and services	Microdata Access Center Library/Information Centers Frontline, data inquiry and book shop services	CTCO, ITDS, Knowledge Management and Communications Division (KMCD), SOID, RDMD, RSSO-SOCD, PSOs
	Development and implementation of plans for packaging and marketing of data products and services	Data Products and Services Online services (live streaming, social network, RSS feeds, e-newsletter) Publications and Reference Materials Philippine Statistical Yearbook, Bulletin of Statistics, among others Publicity and Promotional Services	KMCD, SOID, RDMD, RSSOs-SOCD
	Formulation of policies and standards for the preparation and production of PSA publications and related materials	PSA Communication and Dissemination and Publicity Plan Internal policies on dissemination of statistics (including pricing guidelines, style guides)	KMCD


	PHILIPPINE STATISTICS AUTHORITY Support Process	Doc. Ref. No.:	16QMSSP-10
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	8 of 14

Process	Sub-Process	Output	Responsible Offices
	Formulation of policies and guidelines for the following: a. Certification of biometric devices b. Relying Party process c. Technical support to Relying Party	Implementing Policies and Guidelines for the Utilization of Biometric Authentication Devices Biometric Device Certification Procedures and Guidelines Relying Parties Technical Onboarding Procedures and Guidelines Relying Party Technical Integration Frequently Asked Questions	DCRPID
	Certification of biometric authentication devices	Number of certified biometric authentication devices	DCRPID
	Relying Party onboarding	Number of onboarded relying Parties	DCRPID
	Relying Party support to operations	Number of technical supports assisted and addressed	DCRPID
Procurement	Procurement Planning	Project Procurement Management Plan (PPMP) Annual Procurement Plan (APP)	All Offices, GSD & Bids and Awards Committee (BAC) /Regional BAC, RSSOs, PSOs
	Procurement Process	Approved Purchase Request (PR)/ Purchase Order (PO)/ Contract Summary of Submitted Quotations	GSD & BAC/RBAC


	PHILIPPINE STATISTICS AUTHORITY Support Process	Doc. Ref. No.:	16QMSSP-10
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	9 of 14

Process	Sub-Process	Output	Responsible Offices
		Inspection and Acceptance Report Certificate of Philippine Government Electronic Procurement System (PhilGEPS) compliance Procurement monitoring report Agency Procurement Compliance and Performance Indicator (APCPI)	
Human Resources Management	Recruitment, Selection and Placement/ Deployment	Report of Appointments Issued Updated Personal Services Itemization and Plantilla of Personnel (PSIPOP)	Human Resources Division (HRD), Personnel Selection Board, RSSOs-CRASD
	Learning and Development	HRD Plan (Training, Education and Development, Individual Competency Assessment (ICA), Learning and Development Needs Assessment (LDNA), Individual Development Plan) List of training and development programs conducted/attended by PSA staff (local and foreign)	HRD, Concerned Subject Matter, Units/ Division, RSSO-CRASD

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	PHILIPPINE STATISTICS AUTHORITY Support Process	Doc. Ref. No.:	16QMSSP-10
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	10 of 14

Process	Sub-Process	Output	Responsible Offices
		List of PSA staff trained (local and foreign) List of scholars (local and foreign) List of employees on foreign travel to participate in statistical fora/conferences/meetings/study visit	
	Employees' Performance Management	Performance Commitment Setting Coaching and mentoring journal Summary of performance evaluation based on Individual Performance and Commitment Report (IPCR)	
	Monitoring of punctuality and attendance	Number of memoranda on habitual tardiness/absences issued Number of endorsements forwarded to the Legal Service (LS) for administrative action	
	Leave Benefits	Number of Statement of Accumulated Leave Credits issued	HRD, All Divisions/Units, RSSO-CRASD, PSOs, Budget Division, Accounting


	PHILIPPINE STATISTICS AUTHORITY Support Process	Doc. Ref. No.:	16QMSSP-10
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	11 of 14

Process	Sub-Process	Output	Responsible Offices
		Number of Terminal Leave Benefits Processed	Division, Office of the National Statistician (ONS)
		Number of application for monetization processed	
	Application for foreign travel authority (FTA)	Number of applications processed List of FTA issued	HRD, (ONS), Concerned signatories/ official
	Rewards and Incentives	Commendations Awards given	HRD, PRAISE Committee, RSSO-CRASD
	Employees' Records Management	201 files (hard copy) Electronic Employee's data files	HRD, RSSO-CRASD
	Employee Relations Management	Report on grievances/ complaints acted upon and/or resolved Report on clients/employees served Health and Wellness Program Report on Team Buildings conducted	HRD, Grievance Committee, Gender and Development Committee, RSSO-CRASD
Physical Resources Management	Asset Acquisition	MOA Building Plan	GSD & BAC, Top Management
	Maintenance	Pre-repair/ Replacement Inspection Report Post-repair/ Replacement Inspection Report	End-user, GSD & BAC


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	PHILIPPINE STATISTICS AUTHORITY Support Process	Doc. Ref. No.:	16QMSSP-10
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	12 of 14

Process	Sub-Process	Output	Responsible Offices
		Job Order Request Form with Feedback	
	Inventory Management	Requisition and Issue Slip (RIS) Inventory Custodian Slip (ICS) Report on Physical Count of Inventories (RPCI) Report on Physical Count of Property, Plant, and Equipment (RPCPPE) Stock Cards (SC) Updating of Property Acknowledgement Receipt (PAR) (every 3 years or if there are changes) Inventory Report of Supplies and Materials Issued (IRSMI)	GSD-PSS, End-user, RSSO-CRASD, PSOs
	Disposal	Disposal Program Inventory and Inspection Report of Unserviceable Property (IIRUP)	GSD-PSS, Disposal Committee, BAC for Disposal, RSSO-CRASD, PSOs
Records Management	Central Receiving and Dispatching	Delivery, Receipt and Tracking System	GSD-Records Unit
	Easy Docs	Scanning and Uploading of Office Circulars	GSD-Records Unit

	PHILIPPINE STATISTICS AUTHORITY Support Process	Doc. Ref. No.:	16QMSSP-10
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	13 of 14

Process	Sub-Process	Output	Responsible Offices
		Memorandum and Special Orders	
	Shipping and Mailing	Document Tracking System	GSD-Shipping and Mailing
	Records Maintenance	Records Management Program Records Manual Records Disposition Schedule	GSD-Records Unit , RSSO-CRASD, PSOs
	Records Inventory and Disposal	National Archives of the Philippines (NAP) Form 1 and NAP Form 3	GSD-Records Unit, RSSO-CRASD, PSOs
Legal Support	Preparation/ /Review of legal documents	Number of prepared/drafted/ reviewed legal documents	LS
	Processing of Petition	Affirmed/Impugned Petitions on RA 9048 and RA 10172	
	Liaising with Congress and other government agencies	Comments on Bills Proposed Bills Appearance in Congress	LS, Concerned Unit/Service
	Litigation Management	Representations made by virtue of <i>Subpoenas</i> , handling of cases filed for and against PSA including administrative cases	LS, CRS, Concerned Unit/Service
	Rendering of Legal Opinion on Civil Registration	Legal Opinion on Civil Registration	LS
Research and Development	Conduct of Research Study	Statistical researches conducted	SMU and Concerned subject matter divisions, CTCO, CRCO, SSO

	PHILIPPINE STATISTICS AUTHORITY Support Process	Doc. Ref. No.:	16QMSSP-10
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	14 of 14

Process	Sub-Process	Output	Responsible Offices
		Concept Note/ Research Plan/ Project Proposal Estimates/ Recommendations/ Research report	

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	PHILIPPINE STATISTICS AUTHORITY List of Interested Parties' Requirements	Doc. Ref. No.:	16QMSLIPR-11
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	1 of 9


The Interested Parties of the PSA refer to stakeholders that can affect or be affected by the PSA's actions, objectives, and policies. Their needs and expectations are taken into consideration in the planning activities of the organization, hence considered as crucial factors in the PSA's QMS. In addition, their feedback and satisfaction are monitored and measured as inputs to the management's review of the PSA's performance.

Interested Parties	Needs	Expectations
INTERNAL		
PSA Management	Competent Workforce Policies and guidelines Delivery of agency mandates Feedback	Outstanding performance; Clearly defined policies and procedures; Timely submission of reports; Reliable reports; Fact-based feedback
PSA Employees	Compensation Capacity building Office Resources Office guidelines and policies Human resources-related documents Rewards and incentive system Communication lines Organizational culture	Timely release of salary; Improved employee benefits; Relevant training based on competency needs; Defined career path; High-tech facilities; Clearly defined policies and procedures; Secured storage of data; Updated records; Rewards for outstanding performance; Open communication; Wellness program; Good working environment

	PHILIPPINE STATISTICS AUTHORITY List of Interested Parties' Requirements	Doc. Ref. No.:	16QMSLIPR-11
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	2 of 9


Interested Parties	Needs	Expectations
Employee's Organization	Membership and participation of PSA employees Communication lines Compliance to regulation	Employee's active participation; Open communication
General Public	Statistical data Civil Registry Documents CRS outlets Communication channels for feedback PhilSys Registration Centers PhilID (physical and digital format)	Timely release of statistical data; Updated statistical database; Reliable statistical data; Updated CRS database; Timely release of civil registry documents; Availability of annotated documents in the database; Relaxed requirements for late registration; Shortened processing steps; Error-free and clear documents; Accessible CRS outlets for civil registry document issuance; Clean and well-ventilated facilities; Courteous and friendly staff; Open communication line; Availability of PhilSys Registration centers; Registration in PhilSys and issuance of ePhilID

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	PHILIPPINE STATISTICS AUTHORITY List of Interested Parties' Requirements	Doc. Ref. No.:	16QMSLIPR-11
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	3 of 9

Interested Parties	Needs	Expectations
	Authenticated identity	Timely issuance of the PhilID (physical and digital formats); API-enabled authentication services
Solemnizing Officers	Database on solemnizing officers Capacity building and technical assistance Certificate for Registration of the Authority to Solemnize Marriage (CRASM)	Updated database on solemnizing officers; Provision of training and technical assistance; Timely release of CRASM
National Government Agencies (NGA)	Information from CRS database Sampling frames Clearance for surveys and administrative forms Technical assistance Statistical data	Updated CRS database; Timely communication of needed information; Updated sampling frames; Timely provision of sampling frames; Timely release of clearance; Clear requirements for the processing of clearance; Timely provision of relevant technical assistance; Timely release of statistical data; Updated statistical database; Reliable statistical data
Judicial Bodies	Statistical data	Timely release of statistical data

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	PHILIPPINE STATISTICS AUTHORITY List of Interested Parties' Requirements	Doc. Ref. No.:	16QMSLIPR-11
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	4 of 9

Interested Parties	Needs	Expectations
	Information from CRS database	Updated statistical database; Reliable statistical data; Updated CRS database; Timely release of civil registry documents
LGUs	Statistical data Civil Registry Documents Technical assistance on the conduct of surveys Capacity building on civil registration matters	Timely release of statistical data; Updated statistical database; Reliable statistical data; Updated CRS database; Timely release of civil registry documents; Timely provision of relevant technical assistance
GOCCs & GFIs	Statistical data	Timely release of statistical data; Updated statistical database; Reliable statistical data
NGOs	Statistical data	Timely release of statistical data; Updated statistical database; Reliable statistical data
Academe	Statistical data Technical assistance	Timely release of statistical data; Updated statistical database; Reliable statistical data; Provision of training and technical assistance;

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	PHILIPPINE STATISTICS AUTHORITY List of Interested Parties' Requirements	Doc. Ref. No.:	16QMSLIPR-11
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	5 of 9

Interested Parties	Needs	Expectations
		Timely provision of relevant technical assistance
Researchers	Statistical data	Accessible channels of statistical data (i.e., PSA website, library); Timely release of statistical data; Updated statistical database; Reliable statistical data
Private Sector	Statistical data	Timely release of statistical data; Updated statistical database; Reliable statistical data
Embassies and Consulates	Statistical data	Timely release of statistical data; Updated statistical database; Reliable statistical data;
	Information from CRS database	Updated CRS database; Timely release of civil registry documents;
	Technical assistance on Civil registration matters	Timely provision of relevant technical assistance
International Organizations	Filled-up questionnaires/requests for comments	On-time submission of questionnaire/comments; Properly filled-up questionnaires; Updated statistical data;
	Inputs to policy statements	Relevant inputs to statistical issues;
	Participation in engagements	Sharing of expertise;

	PHILIPPINE STATISTICS AUTHORITY List of Interested Parties' Requirements	Doc. Ref. No.:	16QMSLIPR-11
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	6 of 9

Interested Parties	Needs	Expectations
		Relevant and active participation in the training/workshop/seminar
PSA Board	Draft resolution	Well-evaluated policies for approval; Robust methodology for approval;
	Meeting agenda	Priority agenda; Regular conduct of meetings;
	Minutes of the meeting	Two-week prior notice of meetings and policy agenda;
	Philippine Statistical Development Program	Comprehensive documentation; Monitoring of the approved resolutions; Wide consultation on proposed Philippine Statistical System (PSS) programs;
	Budget proposal for statistical programs of PSA	Submission of the budget proposal for statistical activities before the deadline for the submission of budget to DBM
Census Coordinating Boards	Terms of reference (TOR)	Early dissemination of TOR;
	Communication line	Open communication
Regional Statistics Committee	Direction and instructions	Two-week prior notice of meetings and policy agenda;
	Capacity development	Regular conduct of meetings;

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PHILIPPINE STATISTICS AUTHORITY
List of Interested Parties' Requirements

Doc. Ref. No.:	16QMSLIPR-11
Effective Date:	15 January 2024
Revision No.:	4
Page No.:	7 of 9

Interested Parties	Needs	Expectations
		Timely provision of relevant technical assistance
External Service Providers (e.g., Unisys, PS)	TOR Contract Payment Feedback on services provided	Clear and specific TOR; Timely communication of TOR; Comprehensive agreement upon contract; Timely payment; Timely and relevant feedback
Oversight Agencies (e.g., DBM, COA, OP)	Accomplishment Reports and Agency Performance Measures	Complete and timely submission of financial and administrative reports/requirements (compliant as to format and existing standards)
Media	Statistical data Civil registration information and updates	Timely release of statistical data; Updated statistical database; Reliable statistical data; Layman's presentation of press releases; Accessible information
Private Survey Companies (e.g., Pulse Asia)	Statistical data Sampling frame	Timely release of statistical data; Updated statistical database; Reliable statistical data; Updated sampling frame
Professional Organizations	Statistical data	Timely release of statistical data;

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	PHILIPPINE STATISTICS AUTHORITY List of Interested Parties' Requirements	Doc. Ref. No.:	16QMSLIPR-11
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	8 of 9

Interested Parties	Needs	Expectations
	Civil Registry Documents Membership	Updated statistical database; Reliable statistical data; Active participation in meetings and workshops
PhilSys Policy and Coordination Council (PSPCC)	PSPCC Resolution Minutes of the Meeting	Timely approval of PSPCC Resolution; Timely preparation and review of the Minutes of the Meetings
Relying Parties	Reliable Offline and Online Authentication Onboarding guidelines	Interoperability of the system; Ease of access to reliable and relevant data; Availability of technical reference for the API-enabled authentication services; Complete, accessible, and easily understood onboarding guidelines; Timely delivery of requested feedback
Trusted Service Providers	Comprehensive guidelines of engagement Public Key Cryptography	Complete, accessible, and easily understood guidelines of engagement; Availability of technical reference for the API-enabled authentication services

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PHILIPPINE STATISTICS AUTHORITY
List of Interested Parties' Requirements

Doc. Ref. No.:	16QMSLIPR-11
Effective Date:	15 January 2024
Revision No.:	4
Page No.:	9 of 9

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	PHILIPPINE STATISTICS AUTHORITY Control of External Providers	Doc. Ref. No.:	16QMSCEP-12
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	1 of 3

The procurement activities of the Philippine Statistics Authority (PSA) in the Central Office and the Regional Statistical Services Offices are in accordance with the provisions of Republic Act (RA) No. 9184. This includes provisions on the control of external providers and suppliers which render a timely, cost-effective, transparent, open, and competitive procurement process. The performance of external providers which include approved suppliers, service providers, and civil works contractors are reviewed and evaluated periodically to ensure their ongoing ability to meet PSA's quality requirements.

All procurement of goods, consulting services, and infrastructure projects are in accordance with bid parameters and specifications. Procurement documents contain clear descriptions of goods or services ordered. Procurement documents are reviewed and approved prior to release to the supplier. Inspection activities are in place to ensure that all specifications are met.

A. Purchase of Products and Services

Products and Services	Controls
Office Supplies and Equipment	Supplier eligibility requirements Quality inspection and acceptance Contract/Purchase order provisions on the delivery period
Consulting Services	Contract/Terms of Reference Performance Evaluation
Janitorial, Security	Performance Evaluation Contract Review Regular monitoring of the Finance and Administrative Service (FAS)/General Services Division (GSD) on the utility, custodial, and security services
Catering Services	Food tasting Contract Review Regular monitoring of the FAS/GSD on the quality of catering services in coordination with end-users
Maintenance of Equipment	Contract Review Inspection of services by the FAS/GSD on the status of PSA transportation vehicles; machine and other equipment for general use; inspection

	PHILIPPINE STATISTICS AUTHORITY Control of External Providers	Doc. Ref. No.:	16QMSCEP-12
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	2 of 3

Products and Services	Controls
	of services by Information Technology and Dissemination Service on the status of Information Technology equipment
ICT Infrastructure	Billing Statements Contract/Concession Agreement Contract Review Regular monitoring by FAS on the status of ICT equipment, use and other consumables
Notarial Services	IBP Notarial fees/billing statements Contract Review Verification activities by FAS/Human Resources Division
Courier Services	Billing Statements Review of Service request specifications Review of Terms of Reference
Advertising Services	Billing Statement Review of Service request specifications Feedback giving

B. Rental of Facilities and Equipment

Facilities and Equipment	Controls
Office Space/Warehouse	Lease Contract Contract/Terms of Reference Review Regular monitoring by FAS/GSD on the status of rented facilities Feedback to lessors on the improvement of facilities
Photocopying Machine/Duplo	Lease Contract Regular monitoring on the use and maintenance of equipment facilitated by FAS/GSD
Hotel and Accommodation	Contract Evaluation of the establishments as per parameters provided by RA 9184 on the procurement of venue by FAS/GSD

	PHILIPPINE STATISTICS AUTHORITY Control of External Providers	Doc. Ref. No.:	16QMSCEP-12
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	3 of 3

Facilities and Equipment	Controls
	Feedback to end-users on the assessment of facilities by FAS/GSD

C. Outsourced Processes

Processes	Controls
Operation of Civil Registration System-Information Technology Project 2 (CRS-ITP2)	Concession Agreement under Public-Private Partnership project Performance evaluation and Key Performance Indicators through the CRS-ITP2 Project Management Office
Printing Services	Purchase Order/Contract/Memorandum of Agreement Performance evaluation
Outsourcing of Services (Call Center, Operation of the Philippine Identification System)	Contracts, including Service Level Agreement, with Service Providers of the Philippine Identification System Contract Management/Review Microteam Meetings

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	PHILIPPINE STATISTICS AUTHORITY Reference Matrix	Doc. Ref. No.:	16QMSRM-14
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	1 of 18

A. Management Process

Process	Sub-Process	References
Planning	Business and Strategic Planning	Workshop outputs
	Policy Formulation	Republic Act (RA) 10625 and its Implementing Rules and Regulations (IRR), RA 11055 and its revised IRR, RA 11315 and its IRR, Philippine Statistical Development Program (PSDP), Philippine Development Plan (PDP), Sustainable Development Goals (SDGs)
Monitoring and Evaluation	Program and Financial Monitoring	Department of Budget and Management (DBM) and Commission on Audit (COA) Circulars Budget Accountability Reports (BARs) Budget Execution Documents (BEDs)
	Management and Performance Review	Strategic Performance Management System (SPMS), Civil Service Commission (CSC) rules and regulations
	Internal Audit	National Guidelines on Internal Control Systems (NGICS), Philippine Government Internal Audit Manual (PGIAM), General Audit Management (GAM), Executive Order (EO) No. 292, International Professional Practices Framework (IPPF), Government Auditing Code of the Philippines, RA 10625 and its IRR, RA 9184 and its IRR, COA and CSC Rules and Regulations, DBM Issuances, RA 6713
	Policy Review	RA 10625 and its IRR, RA 11055 and its revised IRR, RA 11315 and its IRR, PSDP, PDP, SDGs
External Relations Management	Client Feedback Management	Anti-Red Tape Authority (ARTA)

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	PHILIPPINE STATISTICS AUTHORITY Reference Matrix	Doc. Ref. No.:	16QMSRM-14
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	2 of 18

Process	Sub-Process	References
	International Coordination	Memorandum on Reports Form on Highlights of Participation in International Meeting/Workshop/ Training
	Media Relations	RA 10625 and its IRR, RA 11055 and its revised IRR
	Use Case Management	RA 11055 and its revised IRR, EO 162 s. 2022, Memorandum Circular No. 95, s. 2022, IAC on Legal Affairs Resolution No. 09
Risk Management	Fraud Management	RA 11055 and its revised IRR, RA 10175 (Cybercrime Prevention Act)
	Risk Assessment and Management	RA 11055 and its revised IRR, RA 10175, PSA Risk Management Guidelines, Risk Registry and Action Plan (RRAP), Opportunity Registry and Action Plan (ORAP)
	Information Security Management	RA 11055 and its revised IRR, RA 10173 (Data Privacy Act), RA 10175

B. Statistical and PhilSys Planning, Policy & Standards Development

Process	Sub-Process	References
Statistical and PhilSys Planning and Control	Preparation of the Medium-Term PSDP	IRR of RA 10625
	Statistical and PhilSys Budget Review and Evaluation	IRR of RA 10625 RA 11055 and its revised IRR, General Appropriations Act (GAA) for the year
Formulation of PSS-wide statistical policies	Establishment of Inter-Agency Committees (IACs) / Technical	IRR of RA 10625, RA 11055 and its revised IRR

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	PHILIPPINE STATISTICS AUTHORITY Reference Matrix	Doc. Ref. No.:	16QMSRM-14
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	3 of 18

Process	Sub-Process	References
	Working Groups (TWGs) to review proposals and provide inputs	
	Conduct of public consultation (before Board approval) or national/regional dissemination workshops (after Board approval)	IRR of RA 10625
Development and updating of statistical classifications and other standards	Conduct of public consultation (before Board approval) or national/regional dissemination workshops (after Board approval)	IRR of RA 10625
Standard Classifications	Evaluation of international standard classifications and preparation of the draft national standard classifications patterned after international standard classifications	IRR of RA 10625
	Establishment of IACs/TWGs to review draft classifications	IRR of RA 10625
	Conduct of consultation/dissemination workshops	IRR of RA 10625
	Development of Guidelines on the adoption of the new/revised classification system (Memorandum Circulars)	IRR of RA 10625
	Conduct of training workshops	IRR of RA 10625
Development of standard concepts, definitions, framework and methodologies	Assessment scheme on utilization of standard concepts and definitions	IRR of RA 10625
	Survey Review and Clearance System	IRR of RA 10625
Monitoring and Evaluation of policies/standards	Assessment of compliance/adoption of policies/standards	IRR of RA 10625

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	PHILIPPINE STATISTICS AUTHORITY Reference Matrix	Doc. Ref. No.:	16QMSRM-14
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	4 of 18

Process	Sub-Process	References
Statistical coordination	Establishment of IACs and TWGs	IRR of RA 10625
	Establishment of Regional Statistics Committee (RSC)	
	Establishment of System of Designated Statistics (SDS)	
Statistical and PhilSys Advocacy Activities and Promotion	Conduct of statistical and PhilSys-related conferences, conventions, dissemination fora and other advocacy activities	IRR of RA 10625, RA 11055 and its revised IRR
	Establishment of the PhilSys Advocacy Unit (PAU)	RA 11055 and its revised IRR
Formulation of PhilSys policies and guidelines	Establishment of IACs/TWGs to review proposals and provide inputs	RA 11055 and its revised IRR, PhilSys Policy and Coordination Council (PSPCC) Resolutions

C. Statistical Operations

Process	Sub-Process	References
Statistical Operations	Preparatory Activities	RA 10625, EO 352
	Data Collection and Compilation	
	Data Processing, Estimation and Evaluation	
	Publication and Dissemination	

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	PHILIPPINE STATISTICS AUTHORITY Reference Matrix	Doc. Ref. No.:	16QMSRM-14
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	5 of 18

D. Civil Registration

Process	Sub-Process	Reference
Receipt and Control	<p>Receipt and control of the following:</p> <ol style="list-style-type: none"> 1. Application forms for copy issuance of civil registry documents 2. Monthly reports of civil registry documents 3. Documents affected by court decrees, legal instruments, RA 9048, RA 10172, and supplemental reports 4. Data files 5. Communications from stakeholders, subpoenas, data requests, invitations to act as a resource person and notices of hearings 6. Applications for accreditation of travel and recruitment agencies 7. Application of Certification of Registration of Authority to Solemnize Marriage (CRASM) 8. Specimen signature 9. Requests for certificate of CRASM 10. Electronic endorsement 11. Application for out-of-town registration 12. Philippine Civil Registry Information System (PhilCRIS) and Batch Request Systems (BREQS) Users 	<p>Memorandum (31 January 1997) Procedure on How to send registered documents not in OCRG file</p> <p>DVSS2011 User's Manual</p> <p>Administrative on Solemnizing Officer, Family Code of the Philippines</p>

	PHILIPPINE STATISTICS AUTHORITY Reference Matrix	Doc. Ref. No.:	16QMSRM-14
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	6 of 18

Process	Sub-Process	Reference
Processing	<p>Screening and evaluation of the following:</p> <ol style="list-style-type: none"> 1. Application forms for copy issuance of civil registry documents 2. Documents affected by court decrees, legal instruments, RA 9048, RA 10172 and supplemental reports 	<p>Manual of Instructions for RA 9048, RA 10172 and its IRR</p> <p>Memorandum Circulars on RA 9048, RA 10172 and Supplemental Reports.</p> <p>MC No. 2007- 07 (September 13, 2007) Entries that cannot be corrected by judicial means or by RA 9048</p> <p>MC No. 2005-07 (June 21, 2005) Clarifying Section 5 of RA 9048 (Publication Requirement for Change of First Name)</p> <p>MC No. 2007-04 (February 7, 2007) Guidelines in Preparing and Issuing Supplemental Reports Memorandum (28 June 1997) Requirements in the annotation of Civil Registry Affected by Court Decrees/Legal Instrument</p> <p>MC No. 99-1 (11 August 1999)</p>

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	PHILIPPINE STATISTICS AUTHORITY Reference Matrix	Doc. Ref. No.:	16QMSRM-14
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	7 of 18

Process	Sub-Process	Reference
	<p>3. Application for out-of-town registration</p> <p>4. MOA for BREQS and PhilCRIS</p> <p>5. Acceptance of payment for the processing of copy issuance of civil registry documents, accreditation of travel and recruitment agencies and CRASM</p> <p>6. Verification of the application for copy issuance of civil registry documents using CRS database</p> <p>7. Manual processing of civil registry documents</p> <p>8. Machine processing of data files</p> <p>9. Conversion of civil registry documents into digitized format</p>	<p>Legitimation of illegitimate children of underage mother or father or both</p> <p>MC No. 2006-06 (15 August 2006) Out-of-town reporting of marriage</p> <p>MC No. 2016-3 (11 July 2016) Reiteration of Guidelines in the Accreditation of Travel/Recruitment Agencies (TA/RA)</p> <p>Office Memorandum No. 2016-050 (20 June 2016) Revised Application for Registration of Authority to Solemnize Marriage</p> <p>Administrative Order No. 1 series of 1993</p> <p>Office Memorandum No. 2016-032 (17 March 2016) Issuance of Certificate of Marriage in Cases of Multiple Marriages</p>

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	PHILIPPINE STATISTICS AUTHORITY Reference Matrix	Doc. Ref. No.:	16QMSTRM-14
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	8 of 18

Process	Sub-Process	Reference
	10. Maintenance of the CRS database (brenlinking, production of vital events maintenance, error correction form) 11. Drafting and preparation of response to communications/ subpoenas/data requests/ invitations as resource person 12. Scanning of specimen signature	DVSS2011 User's Manual
Issuance	Releasing of the following: <ol style="list-style-type: none"> Copy issuance of civil registry documents Certificate of Accreditation of travel and recruitment agencies, CRASM and IDs of Liaison Officers Letters and other communications Data requests 	
Archiving	Filing of civil registry documents in folios, application and supporting documents of the solemnizing officers, application of supporting documents of travel and recruitment agencies, notices and subpoenas and microfilms	

E. PhilSys Operations

Process	Sub-Process	References
Registration	Screening of Document Encoding of Demographic Information Capturing of Biometric Information	RA 11055 and its revised IRR, Policies and Guidelines Manual for the PhilSys (PGMP)

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	PHILIPPINE STATISTICS AUTHORITY Reference Matrix	Doc. Ref. No.:	16QMSRM-14
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	9 of 18

Process	Sub-Process	References
	Uploading of registration packets	Registration Work Instructions Manual for the PhilSys (RWIMP)
Processing	Adjudication of possible duplicate records Verification of possible duplicate records PSN Generation	RA 11055 and its revised IRR, PGMP
Issuance / Delivery	Personalization and Kitting Quality Assurance PhilID (physical and digital formats) Distribution	RA 11055 and its revised IRR, PGMP
Authentication	Basic Online Authentication Electronic Know Your Customer (eKYC) Interoperability Technical Onboarding Process	RA 11055 and its revised IRR, Onboarding Guidelines of Relying Parties, PGMP
Updating/ Replacement	Issuance of replacement PhilID/ePhilID due to the following: <ol style="list-style-type: none"> 1. Renewal by reason of change of entries arising from capturing, recapturing or updating of biometric information; 2. Lost, damaged, and defective PhilID/ePhilID; 	RA 11055 and its revised IRR, Guidelines in the Issuance of Replacement PhilID, PGMP

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	PHILIPPINE STATISTICS AUTHORITY Reference Matrix	Doc. Ref. No.:	16QMSRM-14
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	10 of 18

Process	Sub-Process	References
	3. Change/Updating of entries in the demographic information 4. Reactivation of PSN 5. Deactivation of PSN 6. Personalization, Kitting and Distribution of Replacement PhillDs	

F. Support Process


Process	Sub-Process	References
Various applicable DBM Circulars, COA Circulars	Budgeting	Various applicable COA and DBM Circulars
	Accounting	Various Applicable COA Circulars, 2015 Government Accounting Manual, COA Circulars, JEV System
	Cash Management	Various applicable COA Circulars for "Value for Money Audit", E-NGAS, JEV System
	Financial Accountability Reporting	Various applicable COA and DBM Circulars
Information and Communication Technology Management	Development and Maintenance of Information Systems	RA 11055 and its revised IRR
	Establishment and Archiving of Database and Registries	EO 420 s. 2005, RA 11055 and its revised IRR
	Systems Quality Assurance Process	
	Administration and Maintenance of	OM No. 2016-042, OM No. 2015-77, SO No. 2016-01NS-042

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	PHILIPPINE STATISTICS AUTHORITY Reference Matrix	Doc. Ref. No.:	16QMSRM-14
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	11 of 18


Process	Sub-Process	References
	Network Infrastructure	
	Development or administration and maintenance of PhilSys information systems, applications, software, and related ICT infrastructure	RA 11055 and its revised IRR
	Testing of various systems and applications of PhilSys	OM 2021-103 and OM 2021-103A Testing of the Latest Build of Philippine Identification System (PhilSys) Pre-registration Application
	Inventory of PhilSys IT Hardware deployed at PRO leased office space	Memo (22SISS03-05-058) Installation of Security/Applications on PSA-Issued Desktop and Laptop Computer Units
	Provision of technical support for the following: a. Conduct of preventive maintenance of ICT equipment of Registration Kit (Laptop, Printer, webcam, etc.); b. Configurations of registration kits; c. Installation of Biometric Software Development Kit; d. Other various issues on registration kits	OM 2022-78 Provision of Video Tutorials in Addressing Philippine Identification System (PhilSys) Technical Issues OM 2022-196: Uploading of Identified Registration Data Packet Philippine Identification System Cloud Repository Memorandum 22SISS03-04-051: Procedure in Filing Request to Utilize New Registration Kits for the Philippine Identification System (PhilSys) Step 2 Registration OM 2022-42 Conduct of Monthly Online Technical Forums and Sessions and Quarterly Trainings on PhilSys Step 1 and Step 2 Registrations for the PSA Field Offices

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	PHILIPPINE STATISTICS AUTHORITY Reference Matrix	Doc. Ref. No.:	16QMSRM-14
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	12 of 18

Process	Sub-Process	References
		OM 2022-126: Extended Deadline for MOSIP Application Migration OM 2023-22 Reconfiguration of Philippine Identification System (PhilSys) Registration Kits to the Migrated Device Management Server OM 2022-233 Implementation of the latest Registration Client with updated BioSDK, MDS versions to PhilSys Registration Kits OM No. 2022-120 Installation of Migrated Multiproject License to PhilSys Identification System (PhilSys) Registration Kit
	Administration of PhilSys network and support accounts	OM 2021-43 Procedures in Requesting PSA Central Office's Action on Selected PhilSys-Related Activities
	Registration Client ID Checking and Investigation	RA 11055 and its revised IRR
	PhilSys Registry and systems health monitoring	RA 11055 and its revised IRR
	Preventive and corrective maintenance of PhilSys ICT infrastructure	Advisory (22SISS03-11-261) Preventive Maintenance on the 11th and 12 Floors Server/Hub Rooms at Eton Centris Cyberpod 5 on 28 December 2022
	Establishment of Network Boundary Defense	Advisory: Firewall Upgrade on 24 September 2022 SO 2022-09NS-166: Designation as Account Holder of Cloudflare for the PhilSys ePhilID Appointment System

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	PHILIPPINE STATISTICS AUTHORITY Reference Matrix	Doc. Ref. No.:	16QMSRM-14
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	13 of 18


Process	Sub-Process	References
		OM 2022-243 Implementation of the FortiToken Mobile as Additional Authentication for PhilSys Registry Office Network Accounts
	Ocular inspection at data centers	<p>SO 2022-02NS-153: Authority to Work at the Primary Data Center, Secondary Data Center and Disaster Recovery Data Center for the Implementation of PhilSys</p> <p>SO 2022-05NS-77: Authority to Work at Globe Makati Data Center, Vitro Makati Data Center and Vitro Clark Data Center for the Implementation of Philippine Identification System from 01 June to 31 August 2022</p> <p>SO 2022-08NS-152: Authority to Work at Globe Makati Data Center, Vitro Makati Data Center and Vitro Clark Data Center for the Implementation of Philippine Identification System from 01 September to 31 December 2022</p>
	Provide technical support for the integration of Relying Parties to the Application Programming Interface (API) of PhilSys	RA 10155 IRR of RA 11055 MC No. 95, s. 2022
	Technical Onboarding of Relying Party to PhilSys	RA 10155 IRR of RA 11055
	Certification and Registration of Biometric	RA 10155 IRR of RA 11055 MSP Bid docs/TOR (Section 6.4.2.6)

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	PHILIPPINE STATISTICS AUTHORITY Reference Matrix	Doc. Ref. No.:	16QMSRM-14
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	14 of 18

Process	Sub-Process	References
	Authentication Devices to PhilSys	
	Vulnerability Assessment and Penetration Test (VAPT) of various systems and applications of PhilSys	ISO/IEC 27001:2013 A.12.6.1 ISA 62443-2-1:2009 4.2.3.1, 4.2.3.7 CIS CSC v7.1 4, 20 NIST SP 800-53 Rev. 4 R.A.-5
	Privacy Impact Assessment (PIA) of various systems and applications of PhilSys	SyCip Gorres Velayo & Co. (SGV) NPC Advisory No. 2017 – 03 (NPC Privacy Toolkit)
	PhilSys registry and systems Cybersecurity posture monitoring	2022 Threat Detection Report CIS eBook - A CISOs Guide to Bolstering Cybersecurity Posture
	Establishment of Security Boundary Defense	MSP Bid Docs/TOR PhilSys Functional and Technical Specification Version 2
Knowledge Management/ Dissemination	Maintenance of Information center and services	JMC No 2015-01, CSC Memo Cir. 12, EO 159-1994, NSCB Res. No. 11
	Development and implementation of plans for packaging and marketing of data products and services	RA 10155, JMC No 2015-01, CSC Memo Cir. 12, EO 159-1994, NSCB Res. No. 11
	Formulation of policies and standards for the preparation and production of PSA publications and related materials	Chicago Manual of Style 14 th edition

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	PHILIPPINE STATISTICS AUTHORITY Reference Matrix	Doc. Ref. No.:	16QMSRM-14
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	15 of 18

Process	Sub-Process	References
	Formulation of policies and guidelines for the following: 1. Certification of biometric devices 2. Relying party onboarding process 3. Technical support to onboarded relying party	RA 10155, MC No. 95, s. 2022, MOSIP 1.1.5
	Certification of biometric authentication devices	RA 10155, MC No. 95, s. 2022, MOSIP 1.1.5
	Relying party onboarding	RA 10155, MC No. 95 s. 2022
	Relying party support to operations	RA 10155, MC No. 95 s. 2022
Human Resource Management	Recruitment, Selection and Placement/ Deployment	Personal Data Sheet, Personnel Duties and Functions, Report of Appointment Issued, Appointments, Assumption of Duty, Oath of Office, Highlights of the PSB Meeting, Recommendation of the PSB
	Learning and Development	Training Plan, Consolidated IPCR, Mentoring and Coaching Journal, HRD Plan, Certificate of Training
	Employees' Performance Management	IPCR without Rating, IPCR with Rating, Consolidated/Summary of IPCR, Mentoring and Coaching Journal




PHILIPPINE STATISTICS AUTHORITY

Reference Matrix

Doc. Ref. No.:	16QMSRM-14
Effective Date:	15 January 2021
Revision No.:	4
Page No.:	16 of 18

Process	Sub-Process	References
	Monitoring of punctuality and attendance	Payroll, List of awards given with the name of the awardees, consolidated IPCR, DBM Circular
	Leave Benefits	Ledger of Leave Credits, Application for Terminal Leave, Application for Monetization, HR Recommendation for number of days to be monetized, Letter of request for monetization
	Application for foreign travel authority	Letter of request for foreign travel, Application for Leave, Office Clearance, Foreign Travel Authority
	Rewards and Incentive	Incentives: Payroll and DBM Circular Rewards: List of awards given with the corresponding name of the awardees, Appointment, Report of appointment issued, Consolidated/Summary of IPCR, and Appointment
	Employees' Records Management	201 files (hard copy and electronic)
	Employee Relations Management	Grievance: Letters of complaint, Highlight of the Grievance Committee Meetings, Grievance Committee Resolutions, List of employees served Health and Wellness: Health and Wellness Program (Hard copy) Team Building: Special Order and Attendance Sheet
Procurement	Procurement Planning	RA 9184, DBM Circulars, GPPB Issuances

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	PHILIPPINE STATISTICS AUTHORITY Reference Matrix	Doc. Ref. No.:	16QMSRM-14
		Effective Date:	15 January 2024
		Revision No.:	4
		Page No.:	17 of 18

Process	Sub-Process	References
	Procurement Process	
Physical Resources Management	Asset Acquisition	RA 7718 and its revised IRR
	Maintenance	Applicable COA Circulars, GSD Operations Manual, Office Memorandum 2015-10 (Service Vehicle)
	Inventory Management	2015 Government Accounting Manual, GSD Operations Manual
	Disposal	EO 888 series of 1983, COA Circular 89-296, NBC 425(1992) with exception embodied in COA Circular 92-769, EO 309 series of 1996, Section 79 of PD 1445
Records Management	Central Receiving and Dispatching	GSD Operations Manual
	Easy Docs	
	Shipping and Mailing	
	Records Maintenance	RA 9470, General Records Disposition Schedule, GSD Operations Manual
	Records Inventory and Disposal	National Archives of the Philippines (NAP) Circulars
Legal Management	Contracts Review/Petition	Philippine Constitution, Commonwealth Act 3753, RA 9048 as amended by RA 10172, RA10625, Civil Service Law and Issuances, Rules of Court, Revised Penal Code, Supreme Court Issuances, Civil Code of Philippines, Family Code of the Philippines, Intellectual Property Code, Labor Code, other Philippine laws, jurisprudence, administrative issuances
	Litigation Management	

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	PHILIPPINE STATISTICS AUTHORITY		Doc. Ref. No.:	16QMSRM-14
	Reference Matrix		Effective Date:	15 January 2024
			Revision No.:	4
			Page No.:	18 of 18

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