		3. Official Endorsement by Immediate Officer.			
		4. Endorse to design and development team for mobilization of development.			
		5. Implementation and facilitation.			
		TOTAL		2 MONTHS	
END OF TRANSACTION					

2. Application Systems Deployment

Assist in the mobilization of development and installation of the city's end users of the departments in relation to the Comprehensive IT Master Plan.

Office or Division: System Development and Management Division

Classification:

- Simple, Highly Technical, Complex

Type of Transaction:

- G2G, G2B

Who may avail:

- Various City Departments and Offices

CHECKLIST OF REQUIREMENTS:

2.1 Approved Request Letter duly signed by the

　　Department/Office Development and Head/

　　Online or phone request.

WHERE TO SECURE: ITDD System Management Division

STEPS	APPLICANT / CLIENT	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits letter of request duly signed by the Department/Office Head/online	1. Prepare installer, third party components (If any) and executable file; (window applications) create installer and executive file; (web application)		1. Light – package consolidation with no issue encountered and with close/in the vicinity of the compound range area (1) day.	
2	Duly accomplished	prepare and upload compiled			ITDD- SDMD Systems

		source code to web server.	None	2. Medium – package consolidation with minimal issue encountered and out of range or outside the compound area (1) week.	Support Section Chief
	ITDD's official service request form	2. Official Endorsement by Immediate Officer.

3. Pilot run application; Check and monitor issues and problems that would arise.

4. documentary prescription

5. Service job report output. | | 3. Heavy – package consolidation with issue encountered bulk deployment for both within and outside the vicinity range area (1) month. | |
| | | **TOTAL** | | 1 MONTH | |
| **END OF TRANSACTION** |

3. Application Systems Support

Ensure that operating systems are properly functioning and service that departments need when necessary. Conduct training for the user or personnel for the proper operation and management of the city's automated systems.

Office or Division: System Development and Management Division

Classification:

- Simple, Highly Technical, Complex

Type of Transaction:

- G2G

Who may avail:

- Various City Departments and Offices

CHECKLIST OF REQUIREMENTS:

3.1 Approved Request Letter duly signed by the

Department/Office Development and Head/

Online.

WHERE TO SECURE: ITDD System Management Division

STEPS	APPLICANT / CLIENT	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE