4. Control of Data Services in Conformity with the Data Privacy Act

Review of the validity of the request and the information being requested is being conducted. The approved letter is then forwarded at the Database Management Division for the extraction of the data/information needed by the concern head of the institution.

Office or Division: Database Management Division

Classification:

- Simple

Type of Transaction:

- G2G - Government to Government

Who may avail:

- Various City Departments and Offices, Other Government Agencies and Educational Institutions

CHECKLIST OF REQUIREMENTS:

1. Approved Request Letter duly signed by the concerned Department/Office.

WHERE TO SECURE: ITDD Database Management Division

STEPS	APPLICANT / CLIENT	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Requests the submission of a letter or email, signed by the Department/Office Head, as part of the required	1.1 Receives a request Letter that has been properly signed by the Department/Office head and generates Job Service Report accordingly.	None	25 Minutes	ITDD-DMD Information Security Section Chief
		1.2 Inputs the information provided in the Acknowledgment form into the user tables of the SQL production server, ensuring accurate encoding.			ITDD-DMD Information Security Section Chief
2	Person requesting access supplies his/her password only known by him/her.	2.1. Provides guidance and instructions to the user regarding the procedural steps to be followed.			
		2.2 DMD ISC Chief provides console where the user supplies his/her password			Person Requesting Access
		2.3. Assists the user in testing their newly encrypted password on the designated application for validation purposes..			ITDD-DMD Information Security Section Chief
		TOTAL		1 Day	
END OF TRANSACTION					