

4. QCG Domain Network Access Request

Provide necessary network access credentials

Office or Division: Network and Technical Maintenance 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:

WHERE TO SECURE: Network and Technical Maintenance Division

1. Documentary Prescription (Official Endorsement by Immediate Officer)
2. Official Request Letter
3. Job Service Report (Initial/Final)
4. ITDD Unified Service Form
5. ARTA Client Satisfaction Measurement Form

STEPS	APPLICANT / CLIENT	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits Official Request Letter	1.1 Receives Official Request Letter. Reviews and validates the request	None	10 Minutes	Clerical Staff
		1.2. Once validated, forwards the service request to NTMD			
		1. Produces Job Service Report (Initial)			
2	Creation Username and Password	2.1 Verifies user and generates Network Access Log-in Credentials		10 Minutes	ITDD – NTMD Chief and Network & Connectivities Section Chief / Technical Support Staff
3	Network Access Log-in testing, then receives Job Service Report (Final)	3.1 Acknowledge Job Service Report (Final)		10 Minutes	
		TOTAL		40 Minutes	
END OF TRANSACTION					