An assistance provided to City Government employees requesting issuance of PNPKI Digita Certificates / Signature from DICT.  Office or Division  Classification  Simple  Type of Transaction  CHECKLIST OF REQUIREMENTS  1. Application Form  2. List of Requirements:  1. 1 photocopy of Birth Certificate or Passport.  1. 1 photocopy of UMID or 2 Government Issued IDs.  1. 1 photocopy of TIN Card or TIN verification slip.  CLIENT STEPS  AGENCY ACTION  Application Form and attachment  1. Submit filled-out PPNKI Point Person forward submitted application to authenticate document submitted and validate identity of the applicant.  1. 2. The Government Registration Authority (GovRA) Assistant validate the application to authenticate document submitted and validate identity of the applicant.  2. Inform CARO PNPKI Point Person forward the application form including attachments to the DICT Government Registration Authority (Gov RA) for encoding. Gov RA issue digital certificate through email.  2. Inform CARO PNPKI Point Person for Installation of Digital Certificate  Assistance  TOTAL:  None  None  1 Hour and	3. Issuance of PNPKI Digital Certificates/Signature from DICT							
City Archives and Records Office (CARO) Administrative Division (Admin)	An assistance provided to City Government employees requesting issuance of PNPKI Digital							
Administrative Division (Admin)  Classification  Simple  G2G - Government to Government  Who may Avail  All qualified applicants  CHECKLIST OF REQUIREMENTS  1. Application Form 2. List Of Requirements:  • 1 photocopy of Birth Certificate or Passport.  • 1 photocopy of UMID or 2 Government Issued IDs.  • 1 photocopy of TIN Card or TIN verification slip.  CLIENT STEPS  AGENCY ACTION  AGENCY ACTION  FEES TO BE PAID  1. Submit filled-out PPNKI Application Form and attachment  Application Form and attachment  1.2 The Government Registration Authority (GovRA) Assistant validate the application to authenticate document submitted and validate identity of the applicant.  1.3 CARO PNPKI Point Person forward the application form including attachments to the DICT Government Registration Authority (Gov RA) for encoding. Gov RA issue digital certificate Assistance  2. Inform CARO PNPKI Point Person for Installation of Digital Certificate Assistance  TOTAL:  Administrative Division (G2G - Government to Government to Government to Government Records Office or Download at CARO Website at https://larchives.davaocity.gov.ph/  City Archives and Records Office or Download at CARO Website at https://larchives.davaocity.gov.ph/  Introduction of Download at CARO Website at https://larchives.davaocity.gov.ph/  REGOVER ASSISTANC NOTES TIME  None 10 Minutes  Benjo Claros, Archival Assistant - CARO  None 10 Minutes  Benjo Claros, Archival Assistant - CARO  None 11 Minutes  Benjo Claros, Archival Assistant - CARO  None 11 Hour Minutes  POTAL:  **POTAL:**  *	Certificates / Signature from DICT.							
Classification   Simple   C2G - Government to Government   C2G - Government to Government	Office or Division							
Type of Transaction   G2G - Government to Government								
CHECKLIST OF REQUIREMENTS  1. Application Form 2. List Of Requirements: 1 photocopy of Birth Certificate or Passport. 1 photocopy of UMID or 2 Government Issued IDs. 1 photocopy of TIN Card or TIN verification slip.  CLIENT STEPS  AGENCY ACTION  BE PAID  1. Submit filled-out PNPKI Application Form and attachment  1.2 The Government Registration Authority (GovRA) Assistant validate the application to authenticate document submitted and validate identity of the application.  1.3 CARO PNPKI Point Person forward the application to the IDICT Government Registration Authority (Gov RA) for encoding. Gov RA issue digital certificate through email.  2. Inform CARO PNPKI Point Person for Installation of Digital Certificate Assistance  TOTAL:  None  WHERE TO SECURE  City Archives and Records Office or Download at CARO Website at https://archives.davaocity.gov.ph/  City Archives and Records Office or Download at CARO Website at https://archives.davaocity.gov.ph/  City Archives and Records Office or Download at CARO Website at https://archives.davaocity.gov.ph/  I CITY Archives and Records Office or Download at CARO Website at https://archives.davaocity.gov.ph/  I CITY Archives.davaocity.gov.ph/  PERSON RESPONSIBLE  PERSON NONE  10 Minutes  Benjo Claros, Archival Assistant – CARO  None  10 Minutes  POTAL:  10 Minutes  POTAL:  11 Hour and								
CHECKLIST OF REQUIREMENTS  1. Application Form 2. List Of Requirements:     1 photocopy of Birth Certificate or Passport.     1 photocopy of UMID or 2 Government Issued IDs.     1 photocopy of TIN Card or TIN verification slip.  CLIENT STEPS  AGENCY ACTION  1. Submit filled-out PNPKI Application Form and attachment  1. Submit filled-out PNPKI Application Form and attachment  1. Submit filled-out PNPKI Point Person forward submitted application to the Gov RA Assistant for validation.  1. The Government Registration Authority (GovRA) Assistant validate the application to authenticate document submitted and validate identity of the application form including attachments to the DICT Government Registration Authority (Gov RA) for encoding. Gov RA issue digital certificate through email.  2. Inform CARO PNPKI Point Person for Installation of Digital Certificate Assistance  TOTAL:  None  WHERE TO SECURE  City Archives and Records Office or Download at CARO Website at https://archives.davaocity.gov.ph/  City Archives and Records Office or Download at CARO Website at https://archives.davaocity.gov.ph/  City Archives and Records Office or Download at CARO Website at https://archives.davaocity.gov.ph/  City Archives and Records Office or Download at CARO Website at https://archives.davaocity.gov.ph/  FEES TO PROCESSING TIME  PERSON RESPONSIBLE  None  10 Minutes  Benjo Claros, Archival Assistant – CARO  None  10 Minutes  Portal in the properties of the horizon of the properties of the properti		n						
1. Application Form 2. List of Requirements:     1 photocopy of Birth Certificate or Passport.     1 photocopy of UMID or 2 Government Issued IDs.     1 photocopy of TIN Card or TIN verification slip.  CLIENT STEPS  AGENCY ACTION  I. Submit filled-out PNPKI Application Form and attachment  1. Submit filled-out Portain Application Form and attachment  1. To The Government Registration Authority (GovRA) Assistant validate identity of the application form including attachments to the DICT Government Registration Authority (Gov RA) for encoding. Gov RA issue digital certificate through email.  2. Inform CARO PNPKI Point Person for Installation of Digital Certificate Assistance  TOTAL:  None  City Archives and Records Office or Download at CARO Website at https://archives.davaocity.gov.ph/  City Archives and Records Office or Download at CARO Website at https://archives.davaocity.gov.ph/  City Archives and Records Office or Download at CARO Website at https://archives.davaocity.gov.ph/  City Archives and Records Office or Download at CARO Website at https://archives.davaocity.gov.ph/  Introduction of Download at CARO Website at https://archives.davaocity.gov.ph/  FEES TO BPROCESSING PROCESSING PROCESSING BPAID  None  30 Minutes  None  10 Minutes  Archival Assistant – CARO  None  Archival Assistant – CARO  None  10 Minutes  Archival Assistant – CARO  Archival Assistant – CARO  None  10 Minutes  Archival Assistant – CARO  Archival Assistant – CARO  None  10 Minutes								
2. List Of Requirements: 1 photocopy of Birth Certificate or Passport. 1 photocopy of UMID or 2 Government Issued IDs. 1 photocopy of TIN Card or TIN verification slip.  CLIENT STEPS  AGENCY ACTION  CLIENT STEPS  AGENCY ACTION  FEES TO BE PAID  1. Submit filled-out PNPKI Application Form and attachment  1.2 The Government Registration Authority (GovRA) Assistant validate the application to authenticate document submitted and validate identity of the application form including attachments to the DICT Government Registration Authority (Gov RA) for encoding, Gov RA issue digital certificate through email.  2. Inform CARO PNPKI Point Person for Installation of Digital Certificate Assistance  TOTAL:  None  City Archives and Records Office or Download at CARO Website at https://archives.davaocity.gov.ph/  City Archives and Records Office or Download at CARO Website at https://archives.davaocity.gov.ph/  City Archives and Records Office or Download at CARO Website at https://archives.davaocity.gov.ph/  City Archives and Records Office or Download at CARO Website at https://archives.davaocity.gov.ph/  PERSON RESPONSIBLE  None  10 Minutes  Parson for Installation of Digital Certificate through email.  2. Inform CARO PNPKI Point Person for Installation of Digital Certificate Assistance  None  10 Minutes  None  10 Minutes  Parson of Portificate Assistant Portificate Assistant Portificate Assistant Portificate Assistant Portificate Assistant Portificate Assistance  None  10 Minutes  None  11 Hour and		WHERE TO SE	CURE					
1 photocopy of Birth Certificate or Passport.     1 photocopy of UMID or 2 Government Issued IDs.     1 photocopy of TIN Card or TIN verification slip.  CLIENT STEPS  AGENCY ACTION  1.1 CARO PNPKI Point Person forward submitted application to the Gov RA Assistant validate identity of the applicant.  1.2 The Government Registration Authority (GovRA) Assistant validate identity of the applicant.  1.3 CARO PNPKI Point Person forward the application form including attachments to the DICT Government Registration Authority (Gov RA) for encoding. Gov RA issue digital certificate through email.  2. Inform CARO PNPKI Point Person for Installation of Digital Certificate Assistance  TOTAL:  None  City Archives and Records Office or Download at CARO Website at https://archives.davaocity.gov.ph/  PRES TO BE PAID  None  TIME  PROCESSING TIME  PERSON RESPONSIBLE  None  30 Minutes  None  10 Minutes  Benjo Claros, Archival Assistant – CARO  Assistant – CARO  None  1 Hour and								
Passport.  1 photocopy of UMID or 2 Government Issued IDs.  1 photocopy of TIN Card or TIN verification slip.  CLIENT STEPS  AGENCY ACTION  1. Submit filled-out PNPKI Application Form and attachment Submitted application to the Gov RA Assistant validate identity of the application form including attachments to the DICT Government Registration Authority (Gov RA) for encoding. Gov RA issue digital certificate through email.  2. Inform CARO PNPKI Point Person for Installation of Digital Certificate Assistance  TOTAL:  None  TOTAL:  AGENCY ACTION  FEES TO BE PAID  PROCESSING TIME  PERSON RESPONSIBLE  None  10 Minutes  None  10 Minutes  PERSON RESPONSIBLE  None  11 Minutes  PERSON RESPONSIBLE  None  10 Minutes  10 Minutes  None  11 Hour and								
Passport.  1 photocopy of UMID or 2 Government Issued IDs.  1 photocopy of TIN Card or TIN verification slip.  CLIENT STEPS  AGENCY ACTION  1.3 Labmit filled-out PNPKI Point Person forward submitted application to the Gov RA Assistant validate dentity of the applicant.  1.3 CARO PNPKI Point Person forward the application form including attachments advalidate identity of the application form including attachments to the DICT Government Registration Authority (Gov RA) for encoding. Gov RA issue digital certificate through email.  2. Inform CARO PNPKI Point Person for Installation of Digital Certificate Assistance  TOTAL:  None  Download at CARO Website at https://archives.davaocity.gov.ph/  PRES TO BE PAID  PROCESSING TIME  PROCESSING TIME  None  30 Minutes  None  10 Minutes  Benjo Claros, Archival Assistant – CARO  None  10 Minutes  Power and Install Digital Certificate  None  1 Hour and				Download at CARO Website at				
I photocopy of UMID or 2 Government Issued IDs.     I photocopy of TIN Card or TIN verification slip.  CLIENT STEPS  AGENCY ACTION  I. Submit filled-out PNPKI Application Form and attachment  I. Submit filled-out PNPKI Application to the Gov RA Assistant validate the application to authenticate document submitted and validate identity of the applicant.  I. Submit filled-out PPRSON FORM Assistant for validation.  I. The Government Registration Authority (GovRA) Assistant validate identity of the application form including attachments to the DICT Government Registration Authority (Gov RA) for encoding. Gov RA issue digital certificate through email.  I. Inform CARO PNPKI Point P								
• 1 photocopy of TIN Card or TIN verification slip.  CLIENT STEPS  AGENCY ACTION  FEES TO BE PAID  1. Submit filled-out PNPKI Application Form and attachment  1.1 CARO PNPKI Point Person forward submitted application to the Gov RA Assistant for validation.  1.2 The Government Registration Authority (GovRA) Assistant validate the application to authenticate document submitted and validate identity of the application.  1.3 CARO PNPKI Point Person forward the application form including attachments to the DICT Government Registration Authority (Gov RA) for encoding. Gov RA issue digital certificate through email.  2. Inform CARO PNPKI Point Person for Installation of Digital Certificate Assistance  TOTAL:  None  PROCESSING TIME  PRESON RESPONSIBLE  None  10 Minutes  None  10 Minutes  None  10 Minutes  None  11 Hour and								
CLIENT STEPS  AGENCY ACTION  BE PAID  1. Submit filled-out PNPKI Application Form and attachment  1.1 CARO PNPKI Point Person forward submitted application to the Gov RA Assistant for validation.  1.2 The Government Registration Authority (GovRA) Assistant validate the application to authenticate document submitted and validate identity of the application.  1.3 CARO PNPKI Point Person forward the application form including attachments to the DICT Government Registration Authority (Gov RA) for encoding. Gov RA issue digital certificate through email.  2. Inform CARO PNPKI Point Person for Installation of Digital Certificate Assistance  TOTAL:  None  PRESON RESPONSIBIE  PERSON RESPONSIBIE  None  None  10 Minutes  Person or Minutes  None  10 Minutes  Person or Minutes  Archival Assistant — CARO  Archival Assistant — CARO  Archival Assistant — CARO  Archival Assistant — CARO  PNPKI Point Person for Installation of Digital Certificates  None  1 Hour  TOTAL:  None		<b></b>						
CLIENT STEPS  AGENCY ACTION  1. Submit filled-out PNPKI Application Form and attachment  1.1 CARO PNPKI Point Person forward submitted application to the Gov RA Assistant for validation.  1.2 The Government Registration Authority (GovRA) Assistant validate the application to authenticate document submitted and validate identity of the applicant.  1.3 CARO PNPKI Point Person forward the application form including attachments to the DICT Government Registration Authority (Gov RA) for encoding. Gov RA issue digital certificate through email.  2. Inform CARO PNPKI Point Person for Installation of Digital Certificate Assistance  TOTAL:  None TIME  None TIME  None PROCESSING RESPONSIBLE  None 30 Minutes  None 10 Minutes  Person Responsible R  None 11 Minutes  Person Responsible R  None 11 Minutes  Person Responsible R  Person Responsible R  Person Responsible R  None 10 Minutes  Person Processing R  Person Responsible R  None 10 Minutes  Person Processing R  Person Mesponsible R		d or IIN						
CLIENT STEPS  AGENCY ACTION  PROCESSING BE PAID  1. Submit filled-out PNPKI Application Form and attachment  1.1 CARO PNPKI Point Person forward submitted application to the Gov RA Assistant for validation.  1.2 The Government Registration Authority (GovRA) Assistant validate the application to authenticate document submitted and validate identity of the applicant.  1.3 CARO PNPKI Point Person forward the application form including attachments to the DICT Government Registration Authority (Gov RA) for encoding. Gov RA issue digital certificate through email.  2. Inform CARO PNPKI Point Person for Installation of Digital Certificate Assistance  TOTAL:  None  PROCESSING TIME  RESPONSIBLE  RESPONSIBLE  None  10 Minutes  PROCESSING TIME  None  10 Minutes  PROCESSING TIME  None  10 Minutes  PROCESSING TIME  TIME  RESPONSIBLE  RESPONSIBLE  RESPONSIBLE  RESPONSIBLE  RESPONSIBLE  None  10 Minutes  Processing Time  None  None  None  10 Minutes  Processing Time  None  None  None  10 Minutes  Processing Time  None	verification slip.				DEDCON			
1. Submit filled-out PNPKI Application Form and attachment Submitted application to the Gov RA Assistant for validation.  1.2 The Government Registration Authority (GovRA) Assistant validate the application to authenticate document submitted and validate identity of the applicant.  1.3 CARO PNPKI Point Person forward the application form including attachments to the DICT Government Registration Authority (Gov RA) for encoding. Gov RA issue digital certificate through email.  2. Inform CARO PNPKI Point Person for Installation of Digital Certificate Assistance  TOTAL:  None 11 Hour About 14 Hour and	CLIENT STEDS	ACENCY ACTION		FEES TO	PROCESSING			
1. Submit filled-out PNPKI Application Form and attachment  1.1 CARO PNPKI Point Person forward submitted application to the Gov RA Assistant for validation. 1.2 The Government Registration Authority (GovRA) Assistant validate the application to authenticate document submitted and validate identity of the applicant. 1.3 CARO PNPKI Point Person forward the application form including attachments to the DICT Government Registration Authority (Gov RA) for encoding. Gov RA issue digital certificate through email.  2. Inform CARO PNPKI Point Person for Installation of Digital Certificate Assistance  1.1 CARO PNPKI Point Person forward None None None None 10 Minutes  10 Minutes  10 Minutes  10 Minutes  11 Hour  12 Minutes  13 Minutes  14 Hour and	CLIENI SIEPS	AG	ENCY ACTION	<b>BE PAID</b>	TIME			
(Gov RA) for encoding. Gov RA issue digital certificate through email.  2. Inform CARO PNPKI Point Person for Installation of Digital Certificate Assistance  None  1 Hour  1 Hour and	PNPKI Application Form	submitted application to the Gov RA Assistant for validation.  1.2 The Government Registration Authority (GovRA) Assistant validate the application to authenticate document submitted and validate identity of the applicant.  1.3 CARO PNPKI Point Person forward the application form including attachments to		None	10 Minutes	Assistant –		
TOTAL:	PNPKI Point Person for Installation of Digital Certificate	(Gov Gov certif 2. Orio and	RA) for encoding. RA issue digital ficate through email. entation on PNPKI I Install Digital	None				
50 Minutes	· 1	TOTAL:		None	1 Hour and 50 Minutes			