1. **DEPARTMENT/AGENCY PROFILE**

**B. 1. Name of Designated IS Planner:** ${plannerName}

* **Plantilla Position:** ${plantillaPosition}
* **Organizational Unit:** ${organizationalUnit}
* **E-mail Address**: ${emailAddress}
* **Contact Number/s**: ${contactNumbers}

**B. 2. Current Annual ICT Budget**

**MOOE** - ${mooe}

**CO** - ${co}

**Total** - **${total}**

**${otrFund}**

**B. 3. Organizational Structure**

${organizationalStructure}

**Functions:**

1. **Office of the National Statisticians (NS) of the following five support units:**
   1. **Legal Services Unit** – provides legal services and advice to the PSA. These matters include providing advice and guidance; prosecution of cases in courts and litigation management; documentation preparation and drafting; and complying documentation with existing local/international agreements and legislations. Likewise, it shall be responsible in liaising with both Houses of Congress on legislative matters affecting the PSS and CRVSS; assisting legislators in facilitating their requests for technical assistance on statistics and civil registration matters; and coordinating commitments of the PSA with other government agencies in the PSS, GOCCs, academe and the private sector.
   2. **Statistical Methodology Unit** – develops statistical frames for all censuses, surveys, and administrative-based reports. It shall likewise be responsible for research undertakings in coordination with PSRTI, on the development and improvement of sampling designs, methodologies, economic indices and other indicators estimation and data collection processes to enhance the quality of statistics.
   3. **International Cooperation Unit** – organizes and manages the application for international cooperation projects and coordinating commitments of the PSA with the UN, ASEAN and other international bodies and development partners. Likewise, it shall be responsible in formulating policies concerning international cooperation in statistics and civil registration.
   4. **Planning and Management Service** – coordinates and supports corporate planning management activities in line with the PSA’s strategic objectives. It shall also be responsible for establishing internal control systems and procedures; enhancement of individual and unit accountabilities of established systems and procedures; determining cost effectiveness and value for money of major investments and expenditures of the PSA; and efficiency of operations of the PSA. Correspondingly, it shall coordinate the PSA’s management process, providing advice and assistance to the different units of PSA and ensuring robust links with the corporate planning process. Likewise, it shall be responsible in programming and coordinating the regular and special meetings of the PSA Board as well as managing and maintaining all decisions, policies, pronouncements, issuances, and records of the PSA Board.
   5. **Internal Audit Division** – provides advice to the National Statistician on all matters relating to management control and operation audits. Conducts management and operation audits of agency functions, programs, projects, activities with outputs and determines the degree of compliance with their mandate, policies, government regulations, established objectives, systems, and procedures/processes and contractual obligations.
2. **Office of the Deputy National Statisticians (DNS) of the following four offices:**
   1. **Sectoral Statistics Office** – provides technical staff support to the PSA in the areas of agriculture, natural resources, agrarian reform, mining and quarrying, manufacturing, electricity, gas and water, energy, construction, foreign and domestic trade, services, science and technology, finance, investment population, women and gender, health, nutrition, education, labor and employment, social welfare, governance, public order and justice; provides technical support to the PSA in generating the national accounts and the development and maintenance of economic and social accounts.

Likewise, it shall plan and conduct surveys as may be required in accordance with the approved statistical calendar.

* 1. **Censuses and Technical Coordination Office** – prepares, conducts, processes and disseminates census results in accordance with the approved statistical calendar; maintains and develops statistical standards and classification systems; provides technical assistance to other concerned government offices to meet their statistical requirements for policy-making, planning and programming; coordinates the activities of the Regional Statistical Services; provides information technology systems and programming and IT operations support for the PSA projects; provides other PSA offices with cartographic services; maintains archives, communication, and information services of PSA generated data and provides data center for statistics and civil registration.

1. **Civil Registration and Central Support Office** – provides technical support and services to the various units of PSA in the areas of administrative services, financial management services and human resources. It shall likewise provide technical support services for the efficient functioning of the civil registration system.
2. **PhilSys Registry Office** - assists in the implementation and enhancement of the PhilSys, including but not limited to registration, authentication, and data governance. It shall ensure the integrity and security of the same in accordance with the PhilSys Act, including all other applicable laws and policies. It shall issue guidelines and undertake measures to ensure secure, reliable, and efficient authentication of PhilSys record upon the request of authorized government and private entities.
3. **Office of the Assistant National Statisticians (ANS) of the following 14 services**:
   * + 1. **Macroeconomic Accounts Services** – develops and maintains the national accounts, regional accounts, satellite accounts, input/output tables and other related macroeconomic accounts.
       2. **Economic Sector Statistics Services** – produces the primary data on agriculture, industry, trade, services, environment and natural resources, prices, and other related economic statistic.
       3. **Social Sector Statistics Services** – produces the 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.
       4. **National Censuses Services** – plans and produces data from the censuses on population and housing, agriculture, fisheries, and economic activities; and develops and maintains the sampling frames and geographic information on population and housing, agriculture, fisheries, and economic activities.
       5. **Standards Services** – formulates and monitors statistical development programs, formulation of standards and classification, including glossary of statistical terms and geographic classification.
       6. **Information Technology and Dissemination Services** – develops and maintains IT systems and programs, IT operations, statistical data archives, communication, and information services.
       7. **Civil Registration Services** – manages and archives civil registry documents, policy advocacy and research on civil registration matters, court decrees and legal instruments affecting civil registry documents, administrative correction of civil registry documents, outlet and customer services and other civil registration concerns.
       8. **Finance and Administrative Services** – takes charge of the general administration, financial services, human resource management and human resource development and procurement.
       9. **Policy, Coordination, and Monitoring Service (PCMS)** - formulates and recommends policies and establishes PhilSys risk management and monitoring needs.
       10. **Registration Operations Service (ROS)** - takes charge of the overall registration management, conformance and ID production, validation of registrations and generation of PRNs.
       11. **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; formulates rules and regulations to ensure the integrity and security of PhilSys database, devices, and systems.
       12. **Use Case Development and Management (UCDM)** - develops 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; monitors usage by relying parties and ensuring compliance of laws and regulations pertaining to PhilSys, as well as the (Memorandum of Agreements (MOAs) and Data Sharing Agreements (DSAs); 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; develops Proofs of Concept (POCs) for new cases, services and upgrades to the PhilSys; ensures relying parties’ compliance to policies and guidelines of the PhilSys.
       13. **Fraud Management and Client Management Service (FMCMS)** - reviews and investigates reports of violation under R.A. 11055, of identity-related fraud and unlawful use of authentication services and shall endorse to the appropriate/Legal Office any findings and recommendation if resorting to legal or judicial remedy has been found to be necessary.
       14. **Community-Based Statistics Service (CBSS)** - collects, processes, and validates necessary disaggregated data that may be used for local planning, program implementation, and impact monitoring while empowering communities to participate in the process. It involves generation of data at the local level which serves as a basis in targeting households for government programs geared towards poverty alleviation and economic development.
4. Field Statistical Services Office – a Regional Statistical Services Office (RSSO) and Provincial Statistical Office (PSO)

shall be established in each of the administrative regions and provinces, respectively. The RSSO and PSO shall:

* + - 1. Provide technical staff support to the PSA; and
      2. Provide technical assistance as may be required by the implementing agencies and local governments in the regions and provinces.

**Personnel Complement**

As of ${currDate}

Total Number of Employees (Permanent & JO/Contractual): ${totalEmployees}

Number of Regional/Extension Offices: ${regionalOffices}

Number of Provincial Offices: ${provincialOffices}

Number of Other Offices: ${otherOffices}

|  |  |  |
| --- | --- | --- |
| **Employment Status** | **Distributed in**  **Central Office** | **Distributed Across Field Offices (Region and Provinces)** |
| No. of Plantilla Positions | ${coPlantilaPositions} | ${foPlantilaPositions} |
| Vacant | ${coVacant} | ${foVacant} |
| No. of Filled Up Positions (Plantilla) | ${coFilledPlantilaPositions} | ${foFilledPlantilaPositions} |
| No. of Filled Up Positions (Physical Location) | ${coFilledPhysicalPositions} | ${foFilledPhysicalPositions} |
| COSWs (\*FO as of 01 July 2022) | ${coCosws} | ${foCosws} |
| Contractual (Driver I/II) | ${coContractual} | ${foContractual} |
| Total | ${coTotal} | ${foTotal} |