



## DNS Hosting Service Update Form

(Note: Please read the attached instructions before filling out this form)

### Agency Information

Complete Name of Agency <b>Regional Development Council - Region 5</b>	
Complete Address of Agency <b>Arimbay, Legazpi City</b>	
Agency Domain (If subdomain kindly indicate subdomain name) <b>rdc5.gov.ph</b>	
Region <b>5</b>	Fax Number <b>NONE</b>
Telephone / Mobile Number <b>09985768173, 09175098721</b>	

### New Entry

Hostname / Sub-Domain	TTL	Record Type	Priority	Value /Answer / Destination
<b>_8ECFE7843BBAC8F34583C730615A3324. rdc5.gov.ph</b>	<b>3600 (or lower)</b>			<b>318052004A1F5518BAAAC8E315821209. 781F7E672CFDD2A92AE5356A5FA37AC5. 2a7a12a5b197126.comodoca.com</b>

Example:

Hostname	TTL	Record Type	Priority	Value /Answer / Destination
i.gov.ph	86400	A	N/A	192.168.0.1
www	86400	CNAME	N/A	i.gov.ph
i.gov.ph	14400	MX	10	ce-mail.i.gov.ph
gwhs.i.gov.ph	14400	A	N/A	192.168.0.1

Instruction: (New entry of sub-domain must be signed by the agency administrator of the primary domain)

**rdc5.gov.ph**

**Regional Development Council - Region 5**

Primary Domain

Agency Name

  
**RONALDO B. BAÑAS**

Name and Signature  
Primary Domain Administrator

Date

## Update Entry

Hostname / Sub-Domain	Record Type	Old Entry	New Entry

Example:

Hostname	Record Type	Old Entry	New Entry
i.gov.ph	A	192.168.0.2	192.168.0.9
i.gov.ph	MX	Ce-mail1.i.gov.ph	ce-mail2.i.gov.ph

## Delete Entry

Hostname / Sub-Domain	Record Type

Example:

Hostname	Record Type
i.gov.ph	A
i.gov.ph	MX

☐ I hereby certify that the information provided is true and correct.

\_\_\_\_\_  
Name and Signature  
*Head of the Organization*

\_\_\_\_\_  
Date

**NOTE:** Submit this application form together with your Letter of Intent (LOI) to [dns@dict.gov.ph](mailto:dns@dict.gov.ph). Both documents should be in PDF format. Please wait for an email notification from DICT Help Desk regarding your application. The notice will be emailed to the main technical contact person you indicated in this form.

## INSTRUCTIONS IN FILLING OUT DNS HOSTING SERVICE UPDATE FORM

1. All fields in the form must be filled out. If not applicable, write N/A.
2. Entries in the form may be filled out by typing or by handwriting. If handwritten, please write legibly.
3. Indicate the **COMPLETE** name of your agency. **DO NOT ABBREVIATE** (*e.g. Department of Information and Communications Technology*).
4. Indicate the **COMPLETE** address of your agency (*e.g. C.P Garcia Ave., Diliman, Quezon City*).
5. Indicate the **registered .gov.ph domain name** of your Agency (*e.g. dict.gov.ph*).
6. In the **New Entry**, indicate the entry you want to add to your domain records. You can refer to the examples in the form. For the new entry of the sub-domain, the first page of the form must be signed by the **domain administrator** of the primary domain. (Please be informed that the domain administrator is the Main Authorized Contact Person indicated in your .gov.ph Domain Application Form or .gov.ph Domain Modification Form.).
7. In the **Update Entry**, indicate the entry you want to update. You can refer to the examples in the form.
8. In the **Delete Entry**, indicate the entry you want to delete. You can refer to the examples in the form.
9. Tick the box "I hereby certify that the information provided above is true and correct."
10. The Agency Head or MIS head must affix his/her signature over printed name and indicate the date when the form was signed. For Local Government Units, forms should be primarily signed by the Municipal Mayor/Provincial Governor, if not accommodated the Municipal Administrator/Provincial Administrator, or MIS Head should sign.
11. Submit the scanned copy (in PDF format) together with the letter of request (if the update is for the creation of subdomain) to [dns@dict.gov.ph](mailto:dns@dict.gov.ph).



# DNS Hosting Service Update Form

(Note: Please read the attached instructions before filling out this form)

## Agency Information

Complete Name of Agency <b>Department of Information and Communications Technology</b>	
Complete Address of Agency <b>DICT Building, C.P Garcia Ave., Diliman, Quezon City</b>	
Agency Domain (If subdomain kindly indicate subdomain name) <b>agency.gov.ph</b>	
Region <b>NCR</b>	Fax Number <b>N/A</b>
Telephone / Mobile Number <b>8-920-0101</b>	

## New Entry

Hostname / Sub-Domain	TTL	Record Type	Priority	Value /Answer / Destination
name.agency.gov.ph	86400	A	N/A	192.168.0.1

Example:

Hostname	TTL	Record Type	Priority	Value /Answer / Destination
i.gov.ph	86400	A	N/A	192.168.0.1
www	86400	CNAME	N/A	i.gov.ph
i.gov.ph	14400	MX	10	ce-mail.i.gov.ph
gwhs.i.gov.ph	14400	A	N/A	192.168.0.1

Instruction: (New entry of sub-domain must be signed by the agency administrator of the primary domain)

**agency.gov.ph**

**Department of Information and Communications Technology**

Primary Domain

Agency Name

**Francisco Rivera**

**01/01/2022**

Name and Signature  
Primary Domain Administrator

Date

## Update Entry

Hostname / Sub-Domain	Record Type	Old Entry	New Entry
agency.gov.ph	MX	ce-mail1.agency.gov.ph	ce-mail2.agency.gov.ph

Example:

Hostname	Record Type	Old Entry	New Entry
i.gov.ph	A	192.168.0.2	192.168.0.9
i.gov.ph	MX	Ce-mail1.i.gov.ph	ce-mail2.i.gov.ph

## Delete Entry

Hostname / Sub-Domain	Record Type
agency.gov.ph	A

Example:

Hostname	Record Type
i.gov.ph	A
i.gov.ph	MX

☒ I hereby certify that the information provided is true and correct.

*(Please refer to the instructions page for authorized signatories)*

01/01/2022

Name and Signature  
*Head of the Organization*

Date

**NOTE:** Submit this application form together with your Letter of Intent (LOI) to [dns@dict.gov.ph](mailto:dns@dict.gov.ph). Both documents should be in PDF format. Please wait for an email notification from DICT Help Desk regarding your application. The notice will be emailed to the main technical contact person you indicated in this form.