

RAPID PASS INSTRUCTIONS

1. The Requesting Unit shall accomplish the following requirements:

a. ATTESTATION FORM

- i. The Attestation Form shall be signed and submitted with the REGISTRATION FORM
- ii. Required Attestation Form file format: PDF

b. REGISTRATION FORM has two types (a) Individual and (b) Vehicles

- i. For Individuals or Person Records, please ensure that the records in the PERSONS tab have been validated, approved and passed compliance requirements of your agency or unit.
- ii. For Vehicle Records, the Vehicle Type has two options PLT for Plate Number **OR** CND for Conduction sticker, whichever is applicable.

Guidelines in Accomplishing the REGISTRATION FORM

- iii. Refer to the Nature of Work Experience and ID Type Reference codes in Table 2 of this document.
 - iv. Make sure to complete the * **Required Fields**
 - v. **DO NOT DELETE ANY COLUMNS** as the sheet is strictly matched in the system.
 - vi. The use of official emails is highly recommended.
 - vii. Mobile numbers should follow the format: 09XXXXXXXXXX.
 - viii. All generated QR codes will be sent to both the emails and mobile numbers registered. Thus, the Requesting Unit shall ensure that all data are correct and valid.
 - ix. All Approval Sheet shall have a maximum of 40,000 records for each file. If more than 40,000, a new sheet shall be created.
 - x. Save the excel file format (.xls) to .csv format. (Go to 'Save as' and choose the file format 'Text CSV (.csv)' and 'Save'.
2. Once the requirements are complete and compliant with the guidelines, you may send the documents to your approving agency. Please refer to the Table 1 of this document.
3. Remind the enrolled individuals to regularly check their emails and mobile phones for the QR Code.

Contact Person:
E-mail address:

Contact Number:

ATTESTATION FORM

I, [FULL NAME], [Position], the duly authorized representative of [NAME OF COMPANY] do hereby declare and attest to the following:

1. That [NAME OF COMPANY] is engaged in the business of [nature of business] and is among the enterprises, corporations, companies, organizations, or entities allowed to operate (collectively referred to as “Exempt Entity”) during the Enhancement Community Quarantine (“ECQ”) pursuant to prevailing government issuances;
2. That this application had been executed strictly in accordance with the guidelines issued by the IATF Technical Working Group on the implementation of the RapidPass System (“RPS”);
3. That all personnel listed in the *RapidPass Form* have provided the information indicated therein with full knowledge that the processing thereof is necessary for the generation of passes under the RPS in order to respond to national emergency, to comply with the requirements of public order and safety, and to fulfil functions of public authority, in accordance with §§12(e) and 13(f) of Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012;
4. That all personnel listed in the *RapidPass Form* have provided the information indicated therein with expectation that the relevant government agencies will uphold the rights of the data subjects, implement the appropriate security measures, and will remain adherent to the general data privacy principles of transparency, legitimate purpose, and proportionality, in processing their personal information;
5. That all matters set forth in this *RapidPass Form* have been made in good faith, duly verified by me and to the best of my knowledge and belief are true and correct; and
6. That the personnel listed in the *RapidPass Form* are only those necessary for the continued operation of the Exempt Entity during the ECQ, and does not constitute more than fifty percent (50%) of its entire workforce, or the maximum workforce capacity allowed by the government agency having regulatory jurisdiction over the Exempt Entity.

Done this ____ day of _____, 2020 in _____

By:

.....
[SIGNATURE OVER FULL NAME]
[Position]

---- APPENDIX

Table 1: List of Approving Agencies and Email Address

Approving Agency	Email Address
Banko Sentral ng Pilipinas	bsp@rapidpass.ph
Bureau of Corrections	boc@rapidpass.ph
Civil Aviation Authority of the Philippines	caap@rapidpass.ph
Department of Agriculture	da@rapidpass.ph
Department of Foreign Affairs	dfa@rapidpass.ph
Department of Interior and Local Government	dilg@rapidpass.ph
Department of Energy	doe@rapidpass.ph
Department of Health	doh@rapidpass.ph
Department of Labor and Employment	dole@rapidpass.ph
Department of Tourism	dot@rapidpass.ph
Department of Transportation	dotr@rapidpass.ph
Department of Information and Communications Technology	dict@rapidpass.ph
Department of Trade and Industry	dti@rapidpass.ph
Local Government Unit	lgu@rapidpass.ph
Interagency Task Force	iatf@rapidpass.ph
Metropolitan Water Works and Sewerage System	mwss@rapidpass.ph
National Telecommunications Commission	ntc@rapidpass.ph
Overseas Workers Welfare Administration	owwa@rapidpass.ph
Presidential Communications Operations Office	pcoo@rapidpass.ph
Securities and Exchange Commission	sec@rapidpass.ph
Philippine Ports Authority	ppa@rapidpass.ph
Philippine Stock Exchange	pse@rapidpass.ph
Private Express and/or Messengerial Delivery Service	dict-prd@rapidpass.ph

Table 2: Nature of Work Reference

APOR CODES	DESCRIPTIONS	SECTORS
AG	AG - Agribusiness & Agricultural Workers	Farmers, Farm Workers, Fisherfolk, Employees of Agri Supply Stores/Outlets
BA	BA - Banks	Bank Employees Technical Service Support Crew ATM Service Provider Crew Armored Vehicle Crew
BP	BP - BPOs & Export-Oriented Business Personnel	BPOs & Export-Oriented Business Personnel (including those inside EcoZones) while being shuttled by their companies
CB	CB - Customs Brokerage (Logistic Services)	Employees
CA	CA - Civil Aviation	Pilots & Crew of Airline Ground Personnel Air Traffic Services Personnel & Other Personnel of CAAP Airport Personnel who will perform other airport operations & other personnel of the MIAA, CAAP and Luzon International Premiere Airport Civil Aeronautics Board personnel who will man the Malasakit Help Desks
CB	CB - Customs Brokerage (Logistic Services)	BOC or DTI or PPA BSP SEC PSE Phil Dealing & Exchange Corp Phil Securities Settlement Corp PDIC
CM	CM - Capital Market Personnel (Skeletal Workforce)	
CY	CY - Container Yards (Logistic Services)	Employees
DE	DE - Delivery Services	Includes Grab / Lalamove/ Food Panda
DO	DO - Distressed OFWs	Distressed OFWs
DP	DP - Delivery of Parcels	Under Postal Regulation Division of the DICT
DS	DS - DOLE Skeletal Staff for TUPAD	Tulong Hanapbuhay sa Ating Disadvantaged/Displaced Workers (TUPAD)
EN	EN - Energy Companies	Employees
ER	ER - Emergency Responders	DILG 911 and DILG Emergency Operation Center (EOC) Personnel Bureau of Fire Protection Disaster Risk Reduction Mgt Council DSWD Bgy. Health Emergency Response Team LGU Officials
FC	FC- Food Chain/ Restaurants	Food Chain/Restaurants/Carinderia engaged in delivery and take-out - Staff and Crew

APOR CODES	DESCRIPTIONS	SECTORS
FF	FF - Freight forwarders (Logistics Services)	Employees
FS	FS - Funeral Service	Employees Immediate family of the deceased Officiating Priests, Imam, Pastors and other religious ministers
GE	GE - Government Agency - Executive	Skeletal Force
GJ	GJ - Government Agency - Judicial	Skeletal Force
GL	GL- Government Agency - Legislative	Skeletal Force
GR	GR - Grocery / Convenience Stores	Supermarkets / Hypermarkets /Groceries / Convenience/Sari-sari stores - Employees
HM	HM - Heads of Mission/Designated Foreign Mission Reps	Heads of Mission/Designated Foreign Mission Reps (including limited Foreign Mission Personnel & Staff)
HT	HT - Hotel Employees and Tenants	Hotel Employees & Tenants who have existing long-term leases & booking accommodations as of March 17, 2020
IP	IP - International Passengers and Driver	Outbound & Inbound International Passengers and Driver CE - Civilian Entry
ME	ME - Media Personalities	Media Personalities including PCOO and its attached agencies
MS	MS - Medical Services	DOH Officials and Staff Health and Service Personnel Stationed at LGU Health Facilities Phil. Red Cross (PRC) vehicles bearing the PRC Logo Staff with PRC IDs Doctors and Drivers Hospital Staff and Employees including Janitors Medical Professionals and other Employees staff with PRC IDs
MF	MF - Manufacturing	Employees working at the manufacturing establishments engaged in the production and distribution of the ff:
MT	MT - Money Transfer Services	Employees
PH	PH - Pharmacies / Drug Stores	Pharmacies/Drug stores - Pharmacists and Employees
PM	PM - Public Market	Public Market / Vendors
PO	PO - Port operators (Logistics Services)	Employees
SA	SA - Sanitation	Industrial, Residential, Hospital and Toxic Grabage / Waste Collectors and Drivers

APOR CODES	DESCRIPTIONS	SECTORS
SH	SH - Ship Captain & Crew	Ship Captain Seafarer
SL	SL - Shipping lines	Employees
SS	SS- Security Services	PNP, AFP, PCG, BJMP, NBI, OTS, BOC, BI, PPA, MMDA and other Law Enforcement Agency Personnel Company Company Security Officers and Security Guards Force Multipliers (Brgy Officials, Brgy Tanods)
TE	TE - Telecommunications	Key Officials and Employees Employees of Cable / Internet service Providers and 3rd Party Contractors
TF	TF - Transportation Facilities	Critical Transportation Facilities Employees (MRT, LRT, PNR, Airport, Toll Facilities)
TS	TS - Trucking Services	Employees
WC	WC - Water Companies	Key Officials and Employees Water Delivery and Refilling Stations Crew
WH	WH - Warehousing (Logistic Services)	Employees
VE	VE - Veterinary	Veterinarians Clinic Employees

Type of ID Reference

ID_TYPE FOR PERSON	DESCRIPTIONS	ID_TYPE FOR VEHICLE	DESCRIPTIONS
COM	COM - Company ID	PLT	PLT - Plate Number
DPL	DPL - Diplomat ID	CND	CND - Conduction Sticker
LTO	LTO -Driver's License		
GSIS	GSIS-GSIS/UMID		
NBI	NBI - NBI Clearance		
OFW	OFW - OFW		
PGB	PGB - Pagibig		
DFA	DFA - Passport		
PHC	PHC -PhilHealth		
POS	POS - Postal		
PRC	PRC - PRC		
PWD	PWD - PWD		
SNR	SNR - Senior Citizen		
SSS	SSS- SSS/UMID		
BIR	BIR - TIN		
CML	CML - Voters ID		
IATF	IATF - IATF ID		