**RAPID PASS**

**INSTRUCTIONS**

1. The Requesting Unit shall accomplish the following requirements:
	1. **ATTESTATION FORM**
		1. The Attestation Form shall be signed and submitted with the REGISTRATION FORM
		2. Required Attestation Form file format: PDF
	2. **REGISTRATION FORM**
		1. For Individuals or APOC, please ensure that the records in the PERSONS tab have been validated, approved and passed compliance requirements of your agency or unit.

**Guidelines in Accomplishing the REGISTRATION FORM**

* + 1. Refer to the Nature of Work Experience and ID Type Reference codes in Table 2 of this document.
		2. Make sure to complete the \* Required Fields
		3. **DO NOT DELETE ANY COLUMNS** as the sheet is strictly matched in the system.
		4. The use of official emails is highly recommended.
		5. Mobile numbers should follow the format: 09XXXXXXXXX.
		6. 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.
		7. All Approval Sheet shall have a maximum of 500 records for each file. If more than 500 a new sheet shall be created.
		8. Save the excel file format (.xls).
1. 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.
2. Remind the enrolled individuals to regularly check their emails and mobile phones for the QR Code.

**Contact Person: Contact Number:**

**E-mail address:**

**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.gov.ph |
| Bureau of Corrections | boc@rapidpass.gov.ph  |
| Civil Aviation Authority of the Philippines | caap@rapidpass.gov.ph |
| Department of Agriculture | da@rapidpass.gov.ph |
| Department of Foreign Affairs | dfa@rapidpass.gov.ph  |
| Department of Human Settlements and Urban Development | dhsud@rapidpss.gov.ph  |
| Department of Interior and Local Government | dilg@rapidpass.gov.ph |
| Department of Energy | doe@rapidpass.gov.ph |
| Department of Health | doh@rapidpass.gov.ph |
| Department of Labor and Employment | dole@rapidpass.gov.ph |
| Department of Tourism | dot@rapidpass.gov.ph   |
| Department of Transportation | dotr@rapidpass.gov.ph |
| Department of Information and Communications Technology | dict@rapidpass.gov.ph  |
| Department of Social Welfare and Development | dswd@rapidpass.gov.ph |
| Department of Trade and Industry | dti@rapidpass.gov.ph  |
| Metro Manila Development Authority | mmda@rapidpass.gov.ph  |
| Metropolitan Water Works and Sewerage System | mwss@rapidpass.gov.ph  |
| National Disaster Risk Reduction and Management Council | ndrrmc@rapidpass.gov.ph |
| National Telecommunications Commission | ntc@rapidpass.gov.ph  |
| Overseas Workers Welfare Administration | owwa@rapidpass.gov.ph  |
| Presidential Communications Operations Office | pcoo@rapidpass.gov.ph  |
| Professional Regulatory Commission | prc@rapidpass.gov.ph  |
| Securities and Exchange Commission | sec@rapidpass.gov.ph  |
| Philippine Ports Authority | ppa@rapidpass.gov.ph  |
| DICT – Postal Regulation Division  | dict\_prd@rapigpass.gov.ph  |
| DICT – Management Information System Services  | dict\_ict@rapidass.gov.ph  |

Table 2: Nature of Work Reference



