ISSUANCE BUCOR PERSONNEL IDENTIFICATION CARD

The BuCor I.D is issued to BuCor personnel for identification purposes and for use to any transaction to other government agencies and private companies.

Office or Division	Information & Communication Technology Division (ICTD)
Classification	Simple
Type of Transaction	G2G - Government to Government
Who may avail	All personnel under the Bureau of Corrections

CHECKLIST REQUIREMENTS	WHERE TO SECURE
Principal	N/A
BuCor Identification Card Application Form (BICAF)	Information and Communication Technology Division (ICTD)

		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secure BuCor Identification Card Application Form (BICAF) at the ICTD Office	Issue BICAF to the employee	None	1 minute	ICTD Staff
2.	Fill-up the BICAF and submit at the ICTD Office	Receive the accomplished form and check for completeness and accuracy of the data given (Take photo and signature of client)	None / None	8 minutes / 2 minutes	ICTD Staff
3.	Wait for the processing of the BuCor Identification Card	Process the employees Identification Card	None	10 minutes	ICTD Staff
4.	Claim the BuCor Identification Card	Release the employees Identification Card	None	1 minute	ICTD Staff
	TOTAL:		**None**	**22 minutes**	

ISSUANCE OF DAILY TIME RECORD (DTR)

The Daily Time Record issued to BuCor personnel is for the purpose of processing their salaries, allowances and their incurred leave of absences every month.

Office or Division	Information & Communication Technology Division (ICTD)
Classification	Simple
Type of Transaction	G2G - Government to Government
Who may avail	All personnel under the Bureau of Corrections
CHECKLIST REQUIREMENTS	WHERE TO SECURE
Principal	N/A
BuCor Identification Card Application Form (BICAF)	Information and Communication Technology Division (ICTD)

		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Clients request for Daily Time Record	1.Print the requested DTR.	None	1 minute	ICTD Staff
2.	Client to sign in the log book as proof of receipt of the DTR.	2.Issue the printed Daily Time Record.	None	3 minutes	ICTD Staff
TOTAL:			None	4 minutes	

ISSUANCE OF DAILY TIME RECORD (DTR)

The Daily Time Record issued to BuCor personnel is for the purpose of processing their salaries, allowances and their incurred leave of absences every month.

Office or Division	Information & Communication Technology Division (ICTD)
Classification	Simple
Type of Transaction	G2G - Government to Government
Who may avail	All personnel under the Bureau of Corrections
CHECKLIST REQUIREMENTS	**WHERE TO SECURE**
Principal	N/A
Repair and Maintenance Form (RMRF)	Information and Communication Technology Division (ICTD)

		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Secure RMRF at the ICTD Office	1.Issue RMRF to the employee	None	1 minute	ICTD Staff
2.	Fill-up the RMRF and submit at the ICTD Office	2.Receive the accomplished RMRF.	None	5 minutes	ICTD Staff
3.	Wait for the Technical Support Specialist (TSS) to proceed to the offices as requested.	3.TSS to proceed to the client's office to address the technical problem of the ICT equipment or installation.	None	28 minutes	ICTD Staff
		3.1 Fill-up the Technical Service Report (TSR) after the repair/ maintenance has been served.	None	2 minutes	ICTD Staff
4.	Sign-in at the acknowledgment of the repair/ maintenance rendered by TSS.	4.Give the TSR to the client.	None	1 minute	ICTD Staff
	TOTAL:		None	37 minutes	