

1. Request for Wireless Connection

Personnel requests for wireless connection for mobile devices.¹

Office or Division:	Case Management Service (CMS)			
Classification:	Simple			
Type of Transaction:	Government to citizen			
Who may avail:	OSG Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Online Request form/link (one per device)		OSG intranet		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to intranet and follow the Wifi connection request link	1. CMS automatically configures the Wifi connection.	None	10 minutes	<i>Computer Operator</i>
2. Type the required information				

¹ The Office of the Solicitor General (OSG) collects some of your personal data when you transact with its employees and authorized representatives. The OSG will use this information solely for documentation and processing purposes relative to your transaction/s with the Office. By submitting your data to the OSG, you are expressly consenting and authorizing the OSG to collect, process, and store such personal and/or sensitive information as may be needed in the course of your transaction/s.

In all instances, the OSG shall ensure that processing your personal data shall strictly comply with the provisions of the Data Privacy Act and its Implementing Rules and Regulations and shall be consistent with the general data privacy principles of transparency, legitimate purpose, and proportionality.

3. Wait for approval ticket				
4. Upon approval in 5-10 minutes, bring the device to CMS for connection				
Total Processing Time			10 minutes	