

## 1.Request for Wireless Connection

Personnel requests for wireless connection for mobile devices.<sup>1</sup>

<b>Office or Division:</b>	Case Management Service (CMS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to citizen			
<b>Who may avail:</b>	OSG Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Properly accomplished online request form/link (one original form per device)		OSG intranet		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to intranet and follow the Wifi connection request link.	.	None	3 minutes	<i>Computer Operator, CMS</i>  Immediate Supervisor in Charge of

<sup>1</sup> 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.

Type the required information.	<p>CMS approves request</p> <p>CMS automatically configures the Wifi connection.</p> <p>CMS returns back the configured device.</p>		2 minutes	Designating Personnel - Director IV, CMS
2. Wait for the approval			3 minutes	
3. Upon approval , bring the device to CMS for connection.			2 minutes	
1. Check the device if it successfully connected with the Office WiFi Connection.				
<b>TOTAL:</b>		None	10 minutes	