



## 5. Answering Technical Inquiries on electronic Case Management Tool (via Phone Call )

This service gives answers to technical inquiries about the electronic Case Management Tool.<sup>36</sup>

<b>Office or Division:</b>	<b>Systems Development Division</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>Government to Citizen</b>			
<b>Who may avail:</b>	<b>OSG Employees who use eCMT</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>None</b>		<b>None</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Call CMS local number	1. Log concern on CMS ticket and assign to appropriate CMS staff	None	1 minute	SADAS/ADAS, CMS  Immediate Supervisor in Charge of Designating Personnel - Director IV, CMS
2. Check if inquiry was addressed	2. Take appropriate action and inform	None	5 minutes	ITO/COMPRO/CTMT/ISA/SADAS/ADAS, SDD

<sup>36</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.



	client of action taken.			Immediate Supervisor in Charge of Designating Personnel - Director IV, CMS
<b>TOTAL:</b>		None	6 minutes	