



**INFORMATION & COMMUNICATION TECHNOLOGY OFFICE
CITY GOVERNMENT OF VALENZUELA
USER ACCESS RIGHTS REQUEST FORM**

Date : _____

ICTUARRF: _____

Department: _____

Office: _____

Name: _____

Username: _____

SYSTEM DESCRIPTION

	Add	Edit	Print	View	Open	Delete	Full Access
RPAS <i>Real Property Assessment System</i>							
Real Properties File							
Owners File							
Assessment List							
General Revision							
Notices and Forms							
Certifications							
Inquiries							
Reports							
Others: (Specify Please)							
RPTMS <i>Real Property Tax Management System</i>							
Property Assessment							
SOA Process							
Payment History File							
Tax Collection Process							
Delinquency File							
Compromised Payments							
Miscellaneous Schedule							
Reports							
Others: (Specify Please)							
BPLS <i>Business Permit and License System</i>							
Applications, Assessment & Billing File							
Payment Records & Tax Credit File							
Special Transactions							
Permit File							
Certifications							
Inspections, Violations, & Complaints							
File Maintenance							
Inquiries & Reports							
Others: (Specify Please)							
CCS <i>Cash Collection System</i>							
Accountable Forms							
Collection Remittance							
Miscellaneous							
Subsidiary Ledger File							
Reports							
Others: (Specify Please)							
CDS <i>Cash Disbursement System</i>							
Check Booklet File							
Voucher & ATM Payrolls							
Bank Memos							
Bank Account Balances							
Cash Advances & Disbursement Entries							
Petty Cash Trans. & Liquidation Report							
Cash Books							
Reports							
Others: (Specify Please)							
BMS <i>Budget Management System</i>							
Investment Program							
Budget Preparation							
Appropriations							
Budget Execution							
Approval & Cancellation							
Inquiries							
Others: (Specify Please)							
NGAS <i>New Government Accounting System</i>							
Miscellaneous Schedules							
Collections, Disbursement & Liquidation							
Journal Entry Voucher							
Accountant's Advice							
Properties & Equipments File							

Posting Process							
Journal File							
Ledger File							
Reports							
Others: (Specify Please)							
GPS <i>Government Payroll System</i>							
Allowance Schedule							
Loan & Premium Schedule							
Miscellaneous Schedule							
Setup Payroll							
Payroll Transactions							
Obligations & Entries							
Index of Payments File & Employees ID No.							
Remittances							
Reports							
Others: (Specify Please)							
ALMS <i>Attendance & Leaves Monitoring System</i>							
Biometric Records File							
Employee's Schedule File							
Application for Leave							
Request & Adjustments							
Daily Time Records							
Leave Credits Balance							
Reports							
Others: (Specify Please)							
PMIS <i>Personnel Management & Information System</i>							
Personnel File							
Plantilla & Appointment File							
Service Records File							
Miscellaneous Schedule							
Applicant's Records							
Inquiries							
Reports							
Others: (Specify Please)							
EPIS <i>Engineering Permits & Information System</i>							
Application File							
Inspection File							
Tax Order of Payment							
Payment Records File							
Permit File							
Business Permit							
Notices/Certifications							
Inquiries							
Reports							
Others: (Specify Please)							
OVMIS <i>Ordinance Violation Monitoring & Information System</i>							
Ordinance Violation							
Absentee Violation							
Violation Records File							
Transmittal to Treasurer							
Inquiries							
Reports							
Others: (Specify Please)							
POPS <i>Point of Payment System</i>							
Business Tax							
Miscellaneous							
Community Tax							
Engineering							
Field Collection							
Real Property Tax							
Burial Permit							
Marriage Permit							
Close Register							
Payment Listing File							
Cash Voucher							
Others: (Specify Please)							



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Date : _____

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eDocs							
<i>Document Tracking System</i>							
List of Offices							
Barcode Generation							
Tracking Status							
Legal holidays							
Receiving of Documents							
List of Documents							
Inquiries							
Reports							
Others: (Please Specify)							
Police Clearance							
<i>Valenzuela City Police Station Police Clearance System</i>							
Clearance Entry							
Certification							
Case Entry							
Inquiries							
Reports							
Others: (Specify Please)							
Occupational Permit							
<i>Business Permit and License System</i>							
Data Entry							
Inquiries							
Reports							
Others: (Specify Please)							
VCRIS							
<i>Valenzuela City Residential Information System</i>							
Data Entry							
Services Entry							
Inquiries							
Reports							
Others: (Specify Please)							
cVet							
<i>Dog Tag Registration SYstem</i>							
Data Entry							
Inquiries							
Reports							
Others: (Specify Please)							
TodaSys							
<i>Tricycle Operator Driver's Association System</i>							
Data Entry							
List of TODA							
List of Franchise							
Order of Payments							
Inquiries							
Reports							
Others: (Specify Please)							
PodaSys							
<i>Pedicab Operators Driver's Association System</i>							
Data Entry							
List of TODA							
List of Franchise							
Order of Payments							
Inquiries							
Reports							
Others: (Specify Please)							
Pre-Hospital Form							
<i>Pre-Hospital Form System</i>							
Data Entry							
Inquiries							
Reports							
Others: (Specify Please)							
TMOSys							
<i>Traffic Management Office System</i>							
Data Entry							
List of Officers							
Inquiries							
Reports							
Others: (Specify Please)							

LCRSys							
<i>Local Civil Registry System</i>							
Data Entry							
Inquiries							
Reports							
Others: (Specify Please)							
MClearance							
<i>Mayor's Clearance System</i>							
Data Entry							
Inquires							
Reports							
Others: (Specify Please)							
Other System							

END-USER AGREEMENT
The end-user which has been issued an account for authentication and permission to particular program or system/s stated above has the sole responsibility on the proper use and access to system modules. The City Government of Valenzuela is the absolute owner of all data used and displayed on the system and therefore end-users will have liability for disclosure of confidentiality of information and/or other modification/s such as adding, editing/modifying, and/or deleting of records. The user agrees to access system information based on their requirements for their office operations and services provided and will not be used for any purpose that is unlawful or illegal. ICTO can terminate the user access account in case of resignation or change of assignment without prior notice to the end-user.

End-user Acceptance

 (Signature over printed name)

Approved by

 Department Head

To be filled by ICTO

Received by:	Processed by:
_____	_____
Date Received: _____	Date Processed: _____

User Acceptance

_____	_____
Date	Name/Signature