

Request of Training on Upload of BREQS files and Proof of Payment

1. A Letter of Request from the BREQS User/Partner will be submitted to the PSA PSO that has jurisdiction on the location of the BREQS User/Partner;
2. The PSO shall endorse the request to the Office of the Assistant National Statistician of the Civil Registration Service thru the Regional Statistical Service Office (RSSO);
3. The Assistant National Statistician thru the CRSD shall provide feedback on the request for training to the concerned LGU, through the PSO;
4. The RD shall be furnished with a copy of the aforementioned feedback;
5. The target participants of the training shall include but is not limited to LGU, other stakeholders or private entities personnel; and
6. The LGU, other stakeholders, or private entities shall provide written designation of staff who will undergo the training on the use of the system conducted by the PSA.

Termination/Cancellation of BREQS Account

Notice of Termination is based on any of the following grounds:

1. A material breach of any provision of the Memorandum of Agreement, the Data Sharing Agreement and the Implementing Guidelines;
2. Commission of any act, lawful, or unlawful, which is prejudicial to the interest of parties in the Memorandum of Agreement; and
3. Other analogous grounds.

In all the above mentioned cases, a written notice of termination shall be furnished by the party effecting the termination.

Data Privacy Act of 2012

PSA ensures that the BREQS User/Partner adheres to the protection of the fundamental right of privacy of the document owners in compliance with Republic Act No. 10173, also known as "Data Privacy Act of 2012."

FOR CONCERNS PLEASE CONTACT US:

**Civil Registration Service
BREQS Coordination Unit**
3rd Flr. CRS Bldg., PSA Complex, East Avenue, Quezon City
Please call: (02) 8461-0500 loc. 315
or Email us at: crs.breqs@psa.gov.ph

Client Application and Releasing of Civil Registry Documents Process Flow

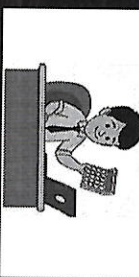
START



Client files an application at the authorized BREQS User/Partner.



BREQS Receiving Staff screens Application Form (AF), accepts payment, issues Acknowledgment slip and encodes application by batch.



PSA Accounting Division validates the proof of payment and notify servicing outlet to proceed with the processing.



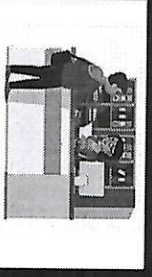
BREQS User/Partner submits batch files and proof of payment online to the psaerbillis.com.ph website.



Servicing Outlet prints and releases batch requests and official receipt to the BREQS Liaison Officer.



The system forwards the Batch files to the Primary and Secondary and results are forwarded to the servicing outlet.



BREQS Releasing Staff releases result to the client.



When needed, requests are sent to PSA Central Office for manual processing.

END

WHAT YOU NEED TO KNOW ABOUT

BREQS

BATCH REQUEST SYSTEM

BAGONG PILIPINAS

