



MEMORANDUM ORDER NO. 06-04-2020

TO: NATIONAL GOVERNMENT AGENCIES, LOCAL GOVERNMENT UNITS, PUBLIC TELECOMMUNICATIONS ENTITIES (PTEs), INTERNET SERVICE PROVIDERS (ISPs), VALUE-ADDED SERVICE PROVIDERS (VASPs), CABLE TV NETWORKS AND OTHER PAY TV SERVICES

SUBJECT: RAPIDPASS SYSTEM IMPLEMENTATION GUIDELINES FOR TELECOMMUNICATIONS SECTOR

DATE: 20 April 2020

The Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF-MEID) approved adoption of the Rapid Pass System established the Technical Working Group (IATF-TWG-RPS), headed by the Department of Information and Communications Technology (DICT), to issue the guidelines in the system's implementation. ¹

The IATF-TWG-RPS has issued the Accreditation and Authentication Guidelines on the Implementation of the *RapidPass* System. ²

Pursuant to the aforementioned Resolution and Guidelines and in the exigency of the service, the following guidelines on the application and approval of *RapidPass* for Telecommunications (TE) Sector: PTEs, ISPs, VASPs, CATVs AND other Pay TV services and their third party contractors (collectively referred to as "*Exempt Entity*") are hereby issued:

A. Application Process

The Exempt Entity shall download the *RapidPass* Form from <https://dict.gov.ph/rapidpass/> (link <http://dict.gov.ph/wp-content/uploads/2020/04/Rapidpassform.xlsx>) and complete all the required fields with true and accurate information. The Exempt Entity shall also accomplish the Attestation Form (link <http://dict.gov.ph/wp-content/uploads/2020/04/RapidPass-AttestationForm.pdf>).

Using its official email address, the Exempt Entity shall email to ntc@rapidpass.ph the duly-executed: (i) *RapidPass* Form (in excel format) and (ii) duly signed Attestation Form.

The application email shall contain the following:

Subject: [Exempt Entity's name] request for the issuance of *RapidPasses*.

Body of email:

- i. Name of the Exempt Entity;

¹ Paragraph (E), IATF-IED Resolution No. 16, 30 March 2020.

² Dated 16 April 2020.

- ii. Grounds for being classified as exempt from the community quarantine; and
- iii. Name of point person with contact details and email address.

B. Processing of Applications

The Regulation Branch or the Broadcast Services Division shall:

1. Verify the completeness of the application and the necessity for the number of *RapidPasses* to be issued;
2. Determine the appropriate number of *RapidPasses* to be issued to the applicant;
3. Ensure that the personnel comprising the skeletal workforce of the Exempt Entity, or the authorized personnel, are appropriately considered as Allowed Persons Outside of Residence (APOR) in accordance to prevailing governmental issuances and guidelines; and
4. Upload, using its Approver's account, the duly-approved *RapidPass* Form to the RPS for processing and *RapidPass* QR Code generation.

For approved applications, each APOR shall receive a notification SMS message and an email, to which the issued *RapidPass* QR Code shall be attached, from the RPS.

The Exempt Entity shall instruct every one of its APORs to always bring, together with the latter's duly-issued *RapidPass* QR Code, his/her company ID, or in the absence thereof, a company issued certificate of employment or engagement, as the case may be, for presentation to law enforcement agencies.

C. Who May File Applications

To avoid duplicity and redundancy, the filing of RPS applications for all employees and/or personnel of Exempt Entities shall be coursed through their employer's authorized representatives pursuant to the provisions of these Guidelines. Individual applications of said employees and/or personnel directly filed through the *RapidPass* website shall be denied.

In all cases, only one (1) *RapidPass* QR Code shall be granted to each APOR. All duplicitous and redundant applications, and *RapidPass* QR Codes, if any, shall be summarily denied or revoked.

D. Non-Compliance

Non-compliance with any of the foregoing steps shall result in the denial of the application for the issuance of the *RapidPass* QR Code.

In accordance with the IATF-TWG-RPS guidelines, no new applications for IATF IDs shall be accepted by the NTC. However, all NTC accredited IATF IDs shall remain valid until further notice.

There are designated *RapidPass* lanes for cargo and non-cargo vehicles where every passenger is required to have *RapidPass* QR Code.

Check <https://dict.gov.ph/RapidPass/> or <https://RapidPass.ph/onboarding> for further details and updates.

For strict compliance.



GAMALIEL A. CORDOBA
Commissioner