

Procedures for the Authorization of PIP/TRIP Focal(s):
(A) Reconfirmation or Replacement of Existing PIP/TRIP Focal(s) and
(B) Nomination of New PIP/TRIP Focal(s)

National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), other government offices and instrumentalities, and State Universities and Colleges (SUCs) shall be guided by the procedures for the authorization [reconfirmation or replacement of existing PIP/TRIP Focal(s), and nomination of new PIP/TRIP Focal(s)] for the Updating of the PIP 2023-2028 for the FY 2026 Budget Preparation.

- A. Agencies and offices **with at least one existing PIP/TRIP Focal PIPOL System user account** shall reconfirm and/or replace their PIP/TRIP Focal(s) in the PIPOL System. Please be guided by the following scenarios for the authorization process:

1. **Reconfirmation of all PIP/TRIP Focals only or Replacement of all PIP/TRIP Focals only.** This option shall apply to agencies who intend to (i) reconfirm **ALL** existing PIP/TRIP Focals, as issued last PIP Updating **or** (ii) replace **ALL** existing PIP/TRIP Focals with new authorized PIP/TRIP Focals. The process is as follows:

Using only one existing agency PIP/TRIP Focal PIPOL System account for the reconfirmation or replacement process, log-in to the PIPOL System using the **Agency User Management** Module on the left-side menu tab of the PIPOL System Homepage (accessible through <https://pipol.neda.gov.ph/login>).

Update the Contact Information of the Head of Agency. Ensure completion of all required fields. Agencies are reminded to ensure that all information (e.g., e-mail, telephone number, designation, etc.) are up to date as all matters concerning the PIP Updating shall be coursed through the registered contact details. Select **SAVE** button.

Under the Agency Users section, review current PIP/TRIP Focals and select the following actions, as applicable:

a. **RECONFIRM ALL FOCALS**

- i. From the roster of PIP/TRIP Focals, select all existing PIP/TRIP Focals for reconfirmation as authorized PIP/TRIP Focals for this year's PIP Updating. Click **Reconfirm Focal** button. Upon completion of selection of all Focals for reconfirmation, click **SUBMIT**. The Head of Parent Agency/Head of Agency will receive a system-generated NEDA letter on the requested reconfirmation, through their registered e-mail address, copy furnished the e-mail of existing PIP/TRIP Focals.

- ii. The Head of Agency or Head of Parent Agency, as applicable, shall act on the auto-generated NEDA letter (***Annex A***) requesting for reconfirmation of its agency's existing PIP/TRIP Focals by clicking the link sent through the NEDA e-mail (ictsmailnotification@neda.gov.ph) **within 5 days**. Please note that ***only the registered e-mail of the Parent Agency or the Head of Agency (if with no Parent Agency), shall receive the said link.***
- iii. Should the Head of Agency or Head of Parent Agency¹ fail to reconfirm the Focals within 5 days through the link provided, the link shall expire. The existing PIP/TRIP Focals shall request reconfirmation anew by following **Step 1**. The Focals are requested to coordinate closely with the Office of their Head of Agency/Head of Parent Agency to ensure that the reconfirmation is completed before the 5-day expiration period.

b. REPLACE ALL FOCALS

- i. From the roster of PIP/TRIP Focals, select all existing PIP/TRIP Focals for replacement. Click **Replace Focal** button. The page will be redirected to the **User Profile**. Register the name and details of each replacement PIP/TRIP Focal. Repeat process until all Focals for replacement are saved under the ***For Replacement*** section. Click **SUBMIT**.
- ii. The Focal will be redirected back to the Agency User Management Module. Review the details of the replacement Focals under the ***Focals for approval of PIP Secretariat***. Once complete and correct, select **GENERATE AUTHORIZATION FORM**. The PIPOL System will generate a downloadable electronic copy of the **Authorization Form for Replacement of Agency PIP/TRIP Focals (*Annex B*)** based on the details provided, for approval and signature.
- iii. Obtain the signature/s² of the Head of Agency and, if applicable, the Head of Parent Agency³.

² Both wet ink and digital signatures are acceptable to the PIP Secretariat.

³ To identify which agencies are required to have authorization forms signed by its respective Head of Parent Agency, kindly note the following considerations:

- a. **Attached Agencies** - the Head of the Parent Agency shall sign the parent agency field of the authorization form of the concerned attached agency
- b. **Agencies under the Office of the President and Other Executive Offices** - the signature of the Head of the concerned agency will suffice
- c. **GOCCs/GFIs attached to NGAs under issuances** - the Head of the Parent Agency shall sign the parent agency field of the authorization form of the concerned GOCC/GFI

- iv. Upload a copy of the duly signed Authorization Form (**Annex B**) through the PIPOL System Agency User Management Module **on or before September 27, 2024**.
 - v. For newly authorized PIP/TRIP Focals, account credentials (username and password) will be issued through the nominated e-mail addresses of the Focals after approval by the PIP Secretariat.
2. **Both reconfirmation and replacement of PIP/TRIP Focal(s).** This option shall apply to agencies who intend to (i) reconfirm some existing PIP/TRIP Focal(s), **and** (ii) replace some existing PIP/TRIP Focal(s) with new authorized PIP/TRIP Focal(s).
- a. Following the process for reconfirming Focals under **Section A.1 and Section A.1.a**, update the contact information of the Head of Agency first, then complete the reconfirmation of Focal(s) before selecting Focal(s) for replacement. Submit the Focal(s) proposed for reconfirmation by clicking the **SUBMIT** button before proceeding to the selection of Focal(s) for replacement.
 - b. After the submission of Focal(s) for reconfirmation or replacement of Focals, agencies may proceed with the selection of Focal(s) for replacement following the process in **Section A.1.b**. Ensure to click the **SUBMIT** button as detailed in **Section A.1.b.i**.
3. Failure to act on or complete the reconfirmation by clicking the link **before the deadline of September 27, 2024** shall cause the PIPOL System to automatically **DELETE** the existing PIPOL User Accounts of the PIP/TRIP Focals authorized in the previous PIP updating.
- B. Agencies and offices **with no existing PIP/TRIP Focals PIPOL System User Accounts** shall nominate new PIP/TRIP Focals through the PIPOL System.
- 1. **Nomination of New Set of PIP/TRIP Focals.** Register the information of the Nominated Agency PIP/TRIP Focals using the **PIPOL System Sign-up Page** (accessible through: <https://pipol.neda.gov.ph/sign-up>). Provide all required information (e.g., e-mail, telephone number, designation, etc.) in the profile of the nominated PIP/TRIP Focals.
 - 2. Upon completion of the details of the nominated PIP/TRIP Focals, select **PREVIEW AND DOWNLOAD**. The PIPOL System will generate a
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- d. **SUCs** - the Chair of the Governing Boards of each SUC shall approve the authorization through coordination with the Commission on Higher Education (CHED) – Office of Planning, Research, and Knowledge Management

downloadable electronic copy of the Authorization Form for New PIP/TRIP Focals (**Annex C**), for approval and signature.

3. Review the details reflected in the Authorization Form. Once correct and complete, obtain the signature/s⁴ of the Head of Agency and, if applicable, the Head of Parent Agency⁵.
4. Upload a copy of the duly signed Authorization Form (**Annex C**) through the PIPOL System **on or before September 27, 2024**.
5. The account credentials (username and password) will be issued through the nominated e-mail addresses of the PIP/TRIP Focals after approval by the PIP Secretariat of the request for nomination of new Focals.

⁴ Both wet ink and digital signatures are accepted by the PIP Secretariat.

⁵ To identify which agencies are required to have authorization forms signed by its respective Head of Parent Agency, kindly note the following considerations:

- a. **Agencies attached to parent agencies** - the Head of the Parent Agency shall sign the parent agency field of the authorization form of the concerned attached agency;
- b. **Agencies under the Office of the President and Other Executive Offices** - the signature of the Head of the concerned agency will suffice; and
- c. **GOCCs/GFIs attached to NGAs under issuances** - the Head of the Parent Agency shall sign the parent agency field of the authorization form of the concerned GOCC/GFI.
- d. **SUCs** - the Chair of Governing Boards of each SUC shall approve the authorization through coordination with CHED-Office of Planning, Research, and Knowledge Management