

GOVMAIL ADMINISTRATOR INFORMATION FORM GUIDE

READ THE INSTRUCTIONS BEFORE FILLING OUT THE FORM:

1. Download and complete the form by filling in the required information.
2. Print the accomplished form for signatures, then scan the signed copy and submit it along with the necessary documents for your GovMail application.

- **New Application** – to designate administrators for your application to GovMail Service.
- **Change Existing Administrator Details** – to modify/update the information of the existing administrators.
- **Additional/New Administrator** – to add new administrator/s without replacing the existing administrators.
- **Replacement of Existing Administrator/s** – to change administrator personnel. (Kindly indicate in the “Remarks” field the reason and the substituting administrator or the former administrator's name and email.)

AGENCY INFORMATION GUIDE (DO NOT FILL UP)

Agency Name	Complete Name of the Agency
Agency Address	Complete Address of the Agency
Domain Name	agency.gov.ph (e.g., dict.gov.ph)
Telephone Number	Telephone and/or Mobile Number

PRIMARY AND SECONDARY ADMINISTRATORS GUIDE (DO NOT FILL UP)

Full Name	Complete Name of the Administrator (Format: Surname, Given Name, Middle Name)
Position	Position based on CSC, not the agency function
Agency Email Address	For new applications, specify the desired email address of the administrator using the .gov.ph domain for your GovMail Service (e.g., admin@agency.gov.ph). For other options, please provide the current email address issued by the DICT.
Alternate Email Address	Personal Email Address (@gmail.com, @yahoo.com, etc.)
Phone Number (Office)	Work Phone or Telephone Number with Local Number
Mobile Number	Personal Mobile Number
Remarks	Provide explanations or comments about your request



GOVMAIL ADMINISTRATOR INFORMATION FORM

Please select one of the following options:

- ☐ New Application
- ☐ Change Existing Administrator Details
- ☐ Additional/New Administrator
- ☐ Replacement of Existing Administrator/s (Indicate the former administrator's name and email in the **Remarks**)

AGENCY INFORMATION	
Agency Name:	
Agency Address:	
Domain Name:	Telephone Number:
PRIMARY ADMINISTRATOR (ADMIN-1)	
Full Name:	
Position:	
Agency Email Address:	Alternate Email Address:
Phone Number (Office):	Mobile Number:
Remarks:	
SECONDARY ADMINISTRATOR (ADMIN-2)	
Full Name:	
Position:	
Agency Email Address:	Alternate Email Address:
Phone Number (Office):	Mobile Number:
Remarks:	

- ☐ As the **duly authorized signatory of the agency**, I hereby certify that the Personnel's Information provided above is true and grant authorization to the designated individuals for the administration of our agency's **Government-Wide Email System (GovMail)**.

Name and Signature
Authorized Signatory

Date