



SUBIC BAY
METROPOLITAN AUTHORITY

EMAIL ACCOUNT REQUEST FORM

MISO Control No.: _____

1.0 NATURE OF REQUEST (Please mark box with "✓")

- NEW ACCOUNT
- ACCOUNT SUSPENSION / CANCELLATION / DELETION
- RESET PASSWORD ACCOUNT Reason to Reset Password:
 - Forgot Password**
 - Security** (To prevent your password from being hacked, it is advised that you change your password every month.)
 - Other (please specify in the justification)**
- OTHERS / ACCOUNT MAINTENANCE (Please specify in the justification)

2.0 REQUESTOR INFORMATION (Please fill in PRINT)

LAST NAME		FIRST NAME		MIDDLE NAME	
POSITION TITLE		SBMA ID NO.			
DEPARTMENT		OFFICE TEL. NO. / MOBILE NO.			
DIVISION		EMPLOYMENT STATUS			

JUSTIFICATION FOR REQUEST

Endorsed By: _____ Verified By: (For New Accounts Only) _____ Approved By: (For New Accounts Only) _____

Department Manager / Office Head (Signature Over Printed Name)

Manager / Authorized Personnel (MISO) (Signature Over Printed Name)

ATTY. RUEL JOHN T. KABIGTING
Deputy Administrator for Admin (Signature Over Printed Name)

Do not fill this portion. It is intended for MISO use only.

3.0 ACTION TAKEN

RECEIVED REQUEST:

MIS ATTENDING PERSONNEL (Signature Over Printed Name) _____ DATE _____ TIME

ACCOMPLISHED BY:

SBMA E-MAIL ADMINISTRATOR (Signature Over Printed Name) _____ DATE _____ TIME

NOTED BY:

MANAGER / DIVISION CHIEF

REMARKS:

4.0 USER ACCEPTANCE

I certify that the requested service has been duly rendered was completed, presented and tested and that by signing, the user accepts and understand the email use policy agreement (Please read policy at the back).

Signature over Printed Name

DATE

TIME



E-MAIL USE POLICY

Email is an essential communication tool of the Subic Bay Metropolitan Authority (SBMA) and is the official means of electronically conveying information to its employees as well as its clients, locators, partners, suppliers, contractors and other third parties. It is therefore important that the email be used in pursuance of SBMA's legitimate / official transactions in the manner as originally intended by the organization. Furthermore, common sense should be used to ensure that only factual information is sent via email.

This email policy covers the appropriate use of any email sent from an official SBMA email address and applies to all officials, employees, consultants, and other users operating for and in behalf of SBMA that are authorized to use SBMA's official email services.

Use of email by authorized employees of SBMA is permitted and encouraged where such use supports the goals and objectives of the agency. Incidental personal use of email may be allowed with the understanding that the primary use be job related, and that occasional use does not adversely impact work responsibilities.

Email services are provided only while user is employed or authorized by SBMA. Upon cessation of services with SBMA, email services will be discontinued the business day following their last day of their work. Once the services are terminated, separated employees may no longer access the contents of their mailboxes, nor should they export their mailbox to a personal account.

Prohibited Use

It is prohibited to use your official email in a manner that unnecessarily takes up capacity, weakens the performance of the information and communication system, decreases productivity, puts the company's reputation in a bad light, creates financial risks or poses a security threat to the organization. Therefore, the following are strictly prohibited unless explicitly approved by your immediate superior with the concurrence of the Head of MIS, the SBU Head, or their authorized representative.

- Email with questionable content. The SBMA email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin.
- Allowing other individuals, to use one's email and vice versa.
- Sending SPAM, Solicitation or Chain letters.
- Using corporate email mainly for personal purposes.
- Transfer or removal of data: Exfiltration of information in any form.
- Unauthorized downloading, copying, duplication or distribution of software and media: Users must not download, make unauthorized copies or use for any purpose any software or media with proprietary / intellectual property rights or owned by the organization and distribute it via email, except in cases permitted by law, by the owner or duly approved by the Head of MIS or its duly authorized representative. The user will be liable for all consequences that could arise in violation of the Intellectual Property Law of the Philippines or any relevant legislation.
- Accessing copyrighted information in a way that violates copyright.
- Broadcasting unsolicited personal views on social, political, religious or other non-business related matters.
- Transmitting unsolicited commercial or advertising material
- Introducing any form of computer virus or malware into the corporate network
- Spoofing or Altering: The tampering and changing of email parameters such as source and destination addresses as well as the content are prohibited.
- Unauthorized disclosure. The intentional or unintentional revealing of restricted information to people, both inside and outside SBMA, who has no right to access that information.

Sanctions

Violations of the policy will be handled under SBMA's disciplinary procedures relative to sanctions applicable under existing civil service laws and regulations.

Agreement

All employees, or user who have been granted the right to use the SBMA's email services are required to sign this agreement confirming their understanding and acceptance of this policy.