

ECONOMIC SECTOR STATISTICS SERVICE

Simple Data Request

1. Walk-in Researchers Requesting for Printed Copy of Readily Available Unpublished Data

Office or Division:	All Divisions of ESSS
Classification:	Simple
Type of Transaction:	Government-to-Citizen (G2C) Government-to-Business Entity (G2B) Government-to-Government (G2G)
Who may avail:	All
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Accomplished Data Request Form	ESSS Subject Matter Division (SMD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register at PSA's Security 16 th Floor	1.1 Request the researcher to sign in the Log Book	None	-	Security Guard on Duty
	1.2 Assist the researcher to the Office of the Assistant National Statistician (OANS)	None	-	Security Guard on Duty
	1.3 Assess which division should handle the query/data request	None	-	Assistant Statistician
	1.4 Assist the researcher to the concerned Division	None	-	Assistant Statistician
2. Accomplish two copies of Data Request Form (PSA's Copy	2.1 Require the researcher to accomplish two copies of Data Request Form (PSA's Copy and Client's copy)	None	10 minutes	Statistician Aide

and Client's Copy)	2.2 Check if all the required information are provided.	None	5 minutes	Statistician Aide
	2.3 Indicate in both forms the latest date and time the data will be sent to the email address he/she provided in the form.	None	5 minutes	Statistician Aide
	2.4 Give the Client's copy to the researcher and PSA's copy to the concerned technical staff who will prepare the request.	None	2 minutes	Statistician Aide
	2.5 Prepare the requested data	None	2 hours	Statistical Analyst Statistical Specialist I Statistical Specialist II
	2.6 Print and submit the requested data to the Supervisor for review and clearance.	None	5 minutes	Statistical Analyst Statistical Specialist I Statistical Specialist II
	2.7 Review correctness and completeness of requested data.	None	30 minutes	Senior Statistical Specialist
	2.8 Endorse to Division Chief for final approval.	None	5 minutes	Senior Statistical Specialist
	2.9 Review/ Approve the Data Request	None	30 minutes	Division Chief
	3. Prese	3.1 Photocopy/ Scan the approved/signed	None	15 minutes

nt the Client's copy of the Data Request Form to get the printed copy of the request	data request for record/filing.			
	3.2 Provide the researcher with the original copy of the signed data request	None	3 minutes	Statistician Aide
4. Accomplish the Acknowledgement Receipt Form and Feedback Form	4.1 Require the researcher to accomplish the Acknowledgement Receipt Form and Feedback Form	None	10 minutes	Statistician Aide
	4.2 Record the transaction in the Data Request Log Book	None	-	Statistician Aide
	4.2 Provide ITDS-KMCD with scanned copies of the following <ul style="list-style-type: none"> · Data Request Form · Acknowledgement Receipt Form · Feedback Form 	None	-	Statistician Aide
	4.3 File the following: <ul style="list-style-type: none"> · Data Request Form · Acknowledgement Receipt Form · Signed copy of the data request (photocopy) · Feedback Form 	None	-	Statistician Aide
Total		None	4 hours	