2. Walk-in Researchers Requesting for an Electronic Copy of Readily Available Unpublished Data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 16th 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 concerned 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 and Client's Copy)	2.1 Require the researcher to accomplish two copies ofData Request Form(PSA's Copy and Client's copy)	None	10 minutes	Statistician Aide
	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 to the concerned technical staff who will prepare the request.	None	1 minute	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. Accomplish the Acknowledgement Receipt Form and Feedback Form	3.1 Send the e-copy copy of the data request to the email address of the researcher indicated in the Data Request Form, including the Acknowledgement Receipt Form and Feedback Form.		10 minutes	Statistical Analyst Statistical Specialist I Statistical Specialist II
	3.2 Require the researcher to accomplish and send	None	10 minutes	Statistician Aide

	back the Acknowledgement Receipt Form and Feedback Form			
	3.1 Scan the approved/signed data request for record/filing, and accomplished Acknowledgement Receipt Form and Feedback Form.	None	-	Statistician Aide
	3.3 Record the transaction in the Data Request Log Book	None	-	Statistician Aide
	4.2 Provide ITDS-KMCD with scanned copies of the following · Data Request Form · Acknowledgement Receipt Form · Feedback Form	None	-	Statistician Aide
	4.3 File the following: · Data Request Form · Acknowledgement Receipt Form · Signed copy of the data request (photocopy) · Feedback Form	None	-	Statistician Aide
	3.3 File the following: · Data Request Form · Acknowledgement Receipt Form · Signed copy of the data request (photocopy) · Feedback Form	None	-	Statistician Aide
Total		**None**	**3 hours and 51 minutes**	