

4. Researchers Requesting for an Electronic Copy of Readily Available Unpublished Data through Phone

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. Call ESSS	1.1 Receive call	None	-	Assistant Statistician
	1.2 Instruct researcher to email his/her request by providing the email address of ESSS	None	-	Assistant Statistician
2. Send data request/query to the email address of ESSS	2.1 Acknowledge receipt of the data request by sending the Data Request Form	None	-	Assistant Statistician
3. Accomplish the Data Request Form and send back to PSA	3.1 Acknowledge receipt of the Data Request Form	None	2 minutes	Assistant Statistician
	3.2 Check if all the required information are provided.	None	3 minutes	Assistant Statistician
	3.3 Assess which concerned division should handle the query/data request	None	5 minutes	Assistant Statistician
	3.4 Forward to the concerned division the researcher's email including the Data Request Form copy furnished the researcher. Indicate	None	15 minutes	Assistant Statistician

	the email address of the Division which should handle the request.			
	3.5 Acknowledge receipt of the data request copy furnished the researcher. Indicate in the email the latest date and time the data will be sent.	None	5 minutes	Statistician Aide
	3.6 Prepare the requested	None	2 hours	Statistical Analyst Statistical Specialist I Statistical Specialist II
	3.7 Print and submit to the Supervisor for review and clearance.	None	5 minutes	Statistical Analyst Statistical Specialist I Statistical Specialist II
	3.8 Review correctness and completeness of requested data.	None	30 minutes	Senior Statistical Specialist
	3.9 Endorse to Division Chief for final approval.	None	5 minutes	Senior Statistical Specialist
	3.10 Review/ Approve the Data Request	None	30 minutes	Division Chief
4. Accomplish the Acknowledgement Receipt Form and Feedback Form	4.1 Send the e-copy of the data request, including the Acknowledgement Receipt Form and Feedback Form.		10 minutes	Statistical Analyst Statistical Specialist I Statistical Specialist II
	4.2 Require the researcher to accomplish and send back the Acknowledgement Receipt Form and Feedback Form	None	10 minutes	Statistician Aide
	4.3 Scan the approved/signed data request for	None	-	Statistician Aide

record/filing, and accomplished Acknowledgement Receipt Form and Feedback Form.			
4.4 Record the transaction in the Data Request Log Book	None	-	Statistician Aide
4.5 Provide ITDS-KMCD with scanned copies of the following · Data Request Form · Acknowledgement Receipt Form · Feedback Form	None	-	Statistician Aide
4.6 File the following: · Data Request Form · Acknowledgement Receipt Form · Signed copy of the data request (photocopy) · Feedback Form	None	-	Statistician Aide
Total	None	4 hours	