

5. Walk-in Researchers Requesting for Data Available at PSA Website

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
Register at PSA's Security 16 th Floor	1 Request the researcher to sign in the Log Book	None	-	Security Guard on Duty
	2 Assist the researcher to the Office of the Assistant National Statistician (OANS)	None	-	Security Guard on Duty
	3 Assess which concerned division should handle the query/data request	None	-	Assistant Statistician
	4 Assist the researcher to the concerned Division	None	-	Assistant Statistician

Accomplish two copies of Data Request Form (PSA's Copy and Client's Copy)	1 Require the researcher to accomplish two copies of Data Request Form (PSA's Copy and Client's copy)	None	10 minutes	Statistician Aide
	2 Check if all the required information are provided.	None	5 minutes	Statistician Aide
	3 Indicate in both forms the website link and inform the researcher that the data can be downloaded at PSA website.	None	10	Statistician Aide
Accomplish the Acknowledgement Receipt Form and Feedback Form	1 Require the researcher to accomplish the Acknowledgement Receipt Form and Feedback Form	None	10 minutes	Statistician Aide
	2 Record the transaction in the Data Request Log Book	None	-	Statistician Aide
	2 Provide ITDS-KMCD with scanned copies of the following Data Request Form Acknowledgement Receipt Form Feedback Form	None	-	Statistician Aide

	3 File the following: Data Request Form Acknowledgement Receipt Form Feedback Form	None	-	Statistician Aide
Total		None		30 Minutes