6. Researchers Requesting for Data Available at PSA Website through Email

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. Send data request	1.1 Acknowledge receipt of the data request by sending the Data Request Form	None	-	Statistician Aide
2. Accomplish the Data Request Form and send back to PSA	2.1 Acknowledge receipt of the Data Request Form	None	2 minutes	Assistant Statistician
	2.2 Check if all the required information are provided.	None	3 minutes	Assistant Statistician

	2.3 Indicate in the form the website link and inform the researcher through email that the data can be downloaded at PSA website.	None	10	Assistant Statistician Statistician Aide
3. Accomplish the Acknowledgement Receipt Form and Feedback Form	3.1 Require the researcher to accomplish the Acknowledgement Receipt Form and Feedback Form	None	1 minutes	Statistician Aide
	3.2 Record the transaction in the Data Request Log Book	None	3 minutes	Statistician Aide
	3.3 Provide ITDS-KMCD with scanned copies of the following · Data Request Form · Acknowledgement Receipt Form · Feedback Form	None	3 minutes	Statistician Aide
	3.4 File the following: · Data Request Form · Acknowledgement Receipt Form · Feedback Form	None	3 minutes	Statistician Aide
Total		**None**	**25 minutes**	