

## Complex Data Requests

### 1. Walk-in Researchers Requesting for Printed Copy of Unpublished Data which Requires Additional Process to Produce the Requested Data

<b>Office or Division:</b>	All Divisions of ESSS	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government-to-Citizen (G2C) Government-to-Business Entity (G2B) Government-to-Government (G2G)	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
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 <sup>th</sup> Floor	1.1 Request the researcher to sign in the Log Book	None	-xxx	Security Guard on Duty
	1.2 Assist the researcher to the Office of the Assistant National Statistician (OANS)	None	-xxx	Security Guard on Duty
	1.3 Assess which division should handle the query/data request	None	-xxx	Assistant Statistician

	1.4 Assist the researcher to the concerned Division	None	-xxx	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 of Data 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 Endorse to the technical staff	None	1 minute	Statistician Aide
	2.4 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	Statistical Analyst Statistical Specialist I Statistical Specialist II
	2.5 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
	2.6 Prepare the requested	None	8 hours	Statistical Analyst Statistical Specialist I Statistical Specialist II

	2.7 Print and submit to the Supervisor for review and clearance.	None	5 minutes	Statistical Analyst Statistical Specialist I Statistical Specialist II
	2.8 Review correctness and completeness of requested data.	None	1.5 hours	Senior Statistical Specialist
	2.9 Endorse to Division Chief for final approval.	None	5 minutes	Senior Statistical Specialist
	2.10 Review/ Approve the Data Request	None	1.5 hour	Division Chief
3. Present the Client's copy of the Data Request Form to get the printed copy of the request	3.1 Photocopy/ Scan the approved/signed data request for record/filing.	None	15 minutes	Statistician Aide
	3.2 Provide the researcher with the original copy of the signed data request	None	2 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	1 minute	Statistician Aide
	4.2 Record the transaction in the Data Request Log Book	None	3 minutes	Statistician Aide

	<p>4.3 Provide ITDS-KMCD with scanned copies of the following</p> <ul style="list-style-type: none"> <li>· Data Request Form</li> <li>· Acknowledgement Receipt Form</li> <li>· Feedback Form</li> </ul>	None	3 minutes	Statistician Aide
	<p>4.4 File the following:</p> <ul style="list-style-type: none"> <li>· Data Request Form</li> <li>· Acknowledgement Receipt Form</li> <li>· Signed copy of the data request (photocopy)</li> <li>· Feedback Form</li> </ul>	None	3 minutes	Statistician Aide
<b>Total</b>	<b>None</b>	<b>12 hours</b>		