

### 3. Researchers Requesting for an Electronic Copy of Unpublished Data which Requires Additional Process to Produce the Requested Data through Email

<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. 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 Assess which concerned division should handle the query/data request	None	5 minutes	Assistant Statistician
	2.4 Forward to the concerned division the researcher's email including the Data Request Form copy furnished the researcher.	None	15 minutes	Assistant Statistician

	Indicate in the email the email address of the Division which should handle the request.			
	2.5 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	10 minutes	Statistician Aide
	2.6 Prepare the requested data	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 hours	Division Chief
3. Accomplish the Acknowledgement Receipt Form and Feedback Form	3.1 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

3.2 Require the researcher to accomplish and send back the Acknowledgement Receipt Form and Feedback Form	None	10 minutes	Statistician Aide
3.3 Scan the approved/signed data request for record/filing, and accomplished Acknowledgement Receipt Form and Feedback Form.	None	-	Statistician Aide
3.4 Record the transaction in the Data Request Log Book	None	-	Statistician Aide
3.5 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
<b>Total</b>	<b>None</b>	<b>12 hours</b>	