

4. Request Received through Email from ONS/KMCD which Requires Additional Process to Produce the Requested Data

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		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorse data request to concerned Division Chief	1.1 Acknowledge receipt of data request	None	1 minute	Division Chief
	1.2 Advise concerned technical staff to prepare the data request	None	5 minutes	Division Chief
	1.3 Prepare the requested	None	8 hours	Statistical Analyst Statistical Specialist I Statistical Specialist II
	1.4 Print and submit to the Supervisor for review and clearance.	None	5 minutes	Statistical Analyst Statistical Specialist I Statistical Specialist II
	1.5 Review correctness and completeness of requested data.	None	1.5 hours	Senior Statistical Specialist

	1.6 Endorse to Division Chief for final approval.	None	5 minutes	Senior Statistical Specialist
	1.7 Review/ Approve the Data Request	None	1.5 hours	Division Chief
2. Acknowledge email	2.1 Send e-copy of the data request to ONS/KMCD	None	10 minutes	Statistical Analyst Statistical Specialist I Statistical Specialist II
	2.2 Record the transaction in the Data Request Log Book	None	-	Statistician Aide
	2.3 Print and file the email thread of the transaction	None	-	Statistician Aide
Total		None	11 hours and 54 minutes	