

5. Data Request through Formal Letter Address to the National Statistician and Forwarded to ESSS

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 ESSS-OANS	1.1 Receive and record in the Incoming Documents log book	None	1 minute	Assistant Statistician
	1.2 Endorse Letter Request to concerned division chief	None	2 minutes	ANS
	1.3 Receive and record in the data request log book	None	1 minute	Statistician Aide
	1.4 Photocopy the request letter	None	1 minute	Statistician Aide
	1.5 File the original copy of the request letter and give the photocopy to the Division Chief	None	1 minute	Statistician Aide
	1.5 Advise concerned technical staff to prepare the data request	None	5 minutes	Division Chief
	1.3 Prepare the requested data and reply letter	None	4 hours	Statistical Analyst Statistical Specialist I

				Statistical Specialist II
	1.4 Print and submit the data request and reply letter to 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 and reply letter.	None	1.5 hours	Senior Statistical Specialist
	1.6 Submit reply letter together with the requested data to Division Chief for approval/review	None	5 minutes	Senior Statistical Specialist
	1.7 Review/ Approve the Data Request and request for final approval of ANS	None	1.5 hours	Division Chief
	1.8 Transmit to OANS the reply letter, requested data including the photocopy of request letter	None	1 minute	Statistician Aide
	1.9 Approve reply letter and requested data and endorse to the Assistant Secretary	None	10 minutes	ANS
	1.10 Approve reply letter and requested data and endorse to the Assistant Secretary	None	10 minutes	Assistant Secretary of SSO
	Transmit to ONS for final approval of the NS	None	15 minutes	Administrative Officer II
Total		None	8 hours	