KNOWLEDGE MANAGEMENT AND COMMUNICATIONS DIVISION

1. Addressing and processing data request

The Philippine Statistics Authority serves as the central statistical authority of the Philippine government on primary data collection on all national censuses and surveys, sectoral statistics, consolidation of selected administrative recording systems and compilation of national accounts. The agency maintains data holdings in secured repositories and made statistical data available to public use for free through online dissemination channels such as website and information portals.

Thus, the Knowledge Management and Communications Division under the ITDS as the agency's information arm is responsible for data sharing and dissemination of its official statistics to its stakeholders.

1.1 Addressing and processing data request on available data or statistics or with simple tabulation through Web Portal

Office or Division:	Knowledge Management and Communications Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Data Request Form The researcher must provide the following information: ● Full Name ● Email address ● Company Name and Industry ● School Name (if student)/School Type ● Address ● Country ● Contact Number ● Purpose of Request ● Specific Data Request/Data Format		Web Portal may be accessed and submit DRF through this link: https://psa.gov.ph/content/data-request-form		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit DRF through Web Portal	1. Receive and acknowledge Web Portal requests 1.1 Log data request in Data Requests Tracking Number Monitoring	None	5 Minutes	Information Officer III, Information Officer II, Information Officer I
	1.2 Assess and validate the requested data if	None	1 Day	Information Officer III, Information

	data are readily available in file repository or website 1.3 Research and process data if need for simple tabulation(s)			Officer II, Information Officer I
2. Receive requested data and fill-out Feedback Form	2. Release data 2.1 Log data request as successful	None	1 Day	Information Officer III, Information Officer II
	TOTAL:	**None**	**2 Days and 5 Minutes**	

Office or Division:	Knowledge Management and Communications Division
Classification:	Simple
Type of Transaction:	G2B - Government to Business Entity
Who may avail:	Business establishments/researchers in private sector

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Data Request Form The researcher must provide the following information: ● Full Name ● Email address ● Company Name and Industry ● Address ● Country ● Contact Number ● Purpose of Request ● Specific Data Request/Data Format	Web Portal may be accessed and submit DRF through this link: https://psa.gov.ph/content/data-request-form

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit DRF through Web Portal	1. Receive and acknowledge Web Portal requests 1.1 Log data request in Data Requests Tracking Number Monitoring	None	5 Minutes	Information Officer III, Information Officer II, Information Officer I
	1.2 Assess and validate the requested data if data are readily available in file repository or website	None	1 Day	Information Officer III, Information Officer II, Information Officer I
2. Receive requested data and fill-out Feedback Form	2. Release data 2.1 Log data request as successful	None	1 Day	Information Officer III, Information Officer II
	TOTAL:	**None**	**2 Days and 5 Minutes**	

Office or Division:	Knowledge Management and Communications Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government Agency/Employee/Official			
Who may avail:	Government agencies, GOCCs, SUCs/government employees			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Accomplished Data Request Form The researcher must provide the following information: ● Full Name ● Email address ● Company Name and Industry ● Address ● Country ● Contact Number ● Purpose of Request ● Specific Data Request/Data Format		Web Portal may be accessed and submit DRF through this link: https://psa.gov.ph/content/data-request-form		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill-out and submit DRF through Web Portal	1. Receive and acknowledge Web Portal requests 1.1 Log data request in Data Requests Tracking Number Monitoring	None	5 Minutes	Information Officer III, Information Officer II, Information Officer I
	1.2 Assess and validate the requested data if data are readily available in file repository or website	None	1 Day	Information Officer III, Information Officer II, Information Officer I
2. Receive requested data and fill-out Feedback Form	2. Release data 2.1 Log data request as successful	None	1 Day	Information Officer III, Information Officer II
	TOTAL:	None	2 Days and 5 Minutes	