

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

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

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

Office or Division:	Knowledge Management and Communications Division				
Classification:	Simple				
Type of	G2B - Government to Business Entity				
Transaction:					
Who may avail:	Business establishments/researchers in private sector				
	REQUIREMENTS WHERE TO SECURE				
Accomplished Data Request Form		Web Portal may be accessed and submit DRF			
		through this link:			
The researcher must provide the following		https://psa.gov.ph/content/data-request-form			
information:					
Full Name					
 Email address 					
	ne and Industry				
 Address 					
 Country 					
 Contact Numb 					
 Purpose of Request 					
	Request/Data Format				
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON	
4 Fill and and admit	4. Danahar and	BE PAID	TIME	RESPONSIBLE	
1. Fill-out and submit DRF through Web	Receive and acknowledge Web	None	5 Minutes	Information Officer III,	
Portal	Portal requests			Information	
Tortal	1 Ortal requests			Officer II,	
	1.1 Log data request			Information	
	in Data Requests			Officer I	
	Tracking Number				
	Monitoring				
	1.2 Assess and	None	1 Day	Information	
	validate the			Officer III,	
	requested data if			Information	
	data are readily			Officer II,	
	available in file			Information	
	repository or website			Officer I	
2. Receive	2. Release data	None	1 Day	Information	
requested data and	2. Neicase uala	INOILE	I Day	Officer III,	
fill-out Feedback	2.1 Log data request			Information	
Form	as successful			Officer II	
TOTAL:		None	2 Days and 5 Minutes		

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Office or Division:	Knowledge Management and Communications Division				
Classification:	Simple				
Type of	G2G - Government to Government Agency/Employee/Official				
Transaction:					
Who may avail:	Government agencies	, GOCCs, SU	Cs/government e	mployees	
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
Accomplished Data R	Accomplished Data Request Form		Web Portal may be accessed and submit DRF through this link:		
The researcher must provide the following		https://psa.gov.ph/content/data-request-form			
information:					
 Full Name 					
 Email address 	i e				
 Company Nan 	ne and Industry				
 Address 					
 Country 					
Contact Number					
 Purpose of Request 					
 Specific Data Request/Data Format 					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Fill-out and	1. Receive and	None	5 Minutes	Information	
cubmit DDE through	Laaknawladaa Wah	I		Officer III	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit DRF through Web Portal	Receive and acknowledge Web Portal requests 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	Release data Log data request as successful	None	1 Day	Information Officer III, Information Officer II
	TOTAL:	None	2 Days and 5 Minutes	