

1.10 Addressing and processing data request with special tabulations (with more than two [2] indicators and two [2] tables) through info email

Office or Division:	Knowledge Management and Communications Division			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Email request		Data request may be sent to info@psa.gov.ph		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send email request with specific details as follows: <ul style="list-style-type: none"> Name Specific Request 	1. Receive and acknowledge data request received from info email 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 1.3 Research, process, and generate data for special tabulations 1.4 Validate tabulated tables before release	None	4 Days	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	5 Days and 5 Minutes	

Office or Division:	Knowledge Management and Communications Division			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business Entity			
Who may avail:	Business establishments/researchers in private sector			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Email request		Data request may be sent to info@psa.gov.ph		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send email request with specific details as follows:	1. Receive and acknowledge data	None	5 Minutes	Information Officer III, Information

<ul style="list-style-type: none"> Name Specific Request 	request received from info email			Officer II, Information Officer I
	1.1 Log data request in Data Requests Tracking Number Monitoring 1.2 Assess and validate the requested data 1.3 Research, process, and generate data for special tabulations 1.4 Validate tabulated tables before release	None	4 Days	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	5 Days and 5 Minutes	

Office or Division:	Knowledge Management and Communications Division
Classification:	Complex
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		
Email request		Data request may be sent to info@psa.gov.ph		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send email request with specific details as follows: <ul style="list-style-type: none"> Name Specific Request 	1. Receive and acknowledge data request received from info email 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 1.3 Research, process, and generate data for special tabulations	None	4 Days	Information Officer III, Information Officer II, Information Officer I

	1.4 Validate tabulated tables before release			
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	5 Days and 5 Minutes	