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

CLIENT STEPS AGENCY ACTION BE PAID 1. Send email request with specific details as follows: Name Specific Request 1.1 Log data request in Data Requests Tracking Number Monitoring 1.2 Assess and validate the requested data for special tabulations 1.3 Research, process, and generate data for special tabulated tables before release	Office or Division:	Knowledge Management and Communications Division				
Transaction: Who may avail: CHECKLIST OF REQUIREMENTS Email request CLIENT STEPS AGENCY ACTION FEES TO BE PAID 1. Send email request with specific details as follows: Name Specific Request 1.1 Log data request in Data request in Data Requests Tracking Number Monitoring 1.2 Assess and validate the requested data requested data 1.3 Research, process, and generate data for special tabulated tables before release	Classification:	Complex				
Who may avail: CHECKLIST OF REQUIREMENTS		G2C - Government to Citizen				
CHECKLIST OF REQUIREMENTS Email request Data request may be sent to info@psa.gov.ph CLIENT STEPS AGENCY ACTION BE PAID PROCESSING TIME PERSON RESPONSIE 1. Send email request with specific details as follows:						
CLIENT STEPS						
CLIENT STEPS AGENCY ACTION BE PAID 1. Send email request with specific details as follows: Name Specific Request 1.1 Log data request in Data Requests Tracking Number Monitoring 1.2 Assess and validate the requested data for special tabulations 1.3 Research, process, and generate data for special tabulated tables before release		EQUIREMENTS				
1. Send email request with specific details as follows: Name Specific Request 1. Log data request in Data Requests Tracking Number Monitoring 1. 2 Assess and validate the requested data of generate data for special tabulated tables before release			Data request may be sent to info@psa.gov.ph			
1. Send email request with specific details as follows: ■ Name ■ Specific Request 1.1 Log data request in Data Requests Tracking Number Monitoring 1.2 Assess and validate the requested data requested data for special tabulations 1.3 Research, process, and generate data for special tabulated tables before release	CLIENT STEPS	AGENCY ACTION			PERSON RESPONSIBLE	
validate the requested data 1.3 Research, process, and generate data for special tabulations 1.4 Validate tabulated tables before release	request with specific details as follows: Name Specific	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	
O Delegas data Name 4 Dec. Information		validate the requested data 1.3 Research, process, and generate data for special tabulations 1.4 Validate tabulated tables		4 Days	Information Officer III, Information Officer II, Information Officer I	
requested data and fill-out Feedback 2.1 Log data Officer III Informatio	fill-out Feedback	request as successful	None	1 Day	Information Officer III, Information Officer II	

Office or Division:	Knowledge Management and Communications Division				
Classification:	Complex				
Type of	G2B - Government t	G2B - Government to Business Entity			
Transaction:	·				
Who may avail:	Business establishments/researchers in private sector				
CHECKLIST OF R	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:	Receive and acknowledge data	None	5 Minutes	Information Officer III, Information	

	TOTAL:	None	5 Days and	l 5 Minutes
	successful			
Form	request as			Officer II
fill-out Feedback	2.1 Log data			Information
requested data and			-	Officer III,
2. Receive	2. Release data	None	1 Day	Information
	tabulated tables before release			
	1.4 Validate			
	1.3 Research, process, and generate data for special tabulations			Information Officer I
	validate the requested data			Officer III, Information Officer II,
	1.2 Assess and	None	4 Days	Information
	request in Data Requests Tracking Number Monitoring			
Request	1.1 Log data			Omoci i
Specific Request	from info email			Information Officer I
Name	request received			Officer II,

Office or Division:	Office or Division: Kr			Knowledge Management and Communications Division			
Classification:							
Type of Transaction:			G2G - Government to Government				
			Agency/Employee/Official				
Who may avail:				s, GOCCs, SUCs/ g	overnment		
		employ	ees				
CHECKLIST OF R	EQUIREME	NTS		WHERE TO SECU			
Email request			Data request may be sent to info@psa.gov.ph				
CLIENT STEPS	TEPS AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Send email request with specific details as follows: Name Specific Request	1. Receive acknowledge request red from info ending the second of the se	ge data ceived mail ta Data	None	5 Minutes	Information Officer III, Information Officer II, Information Officer I		
	1.2 Assess validate the requested of the	edata data ch, nd ata for	None	4 Days	Information Officer III, Information Officer II, Information Officer I		

	1.4 Validate tabulated tables before release			%
2. Receive requested data and	2. Release data	None	1 Day	Information Officer III,
fill-out Feedback Form	2.1 Log data request as successful			Information Officer II
TOTAL: N			5 Days and 5 Minutes	