

## 1.11 Addressing and processing data request with special tabulations (with more than two [2] indicators and two [2] tables) through Electronic Freedom of Information (e-FOI)

Office or Division:	Knowledge Manage	ment and Con	nmunications Divisi	on
Classification:	Complex			
Type of	G2C - Government to Citizen			
Transaction:				
Who may avail:	All			
CHECKLIST OF R		WHERE TO SECURE		
Data request submitte		Data request may be sent to PSA e-FOI Portal		
Freedom of Informatio				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol> <li>Submit e-FOI request to PSA providing the following information:         <ul> <li>Data</li> <li>Coverage of data request</li> <li>Intended purpose of use</li> <li>Specific message to PSA</li> </ul> </li> </ol>	<ol> <li>Accept and receive and e-FOI data request by the Receiving Officer</li> <li>Assign received data request to Decision Maker</li> <li>Log data request in Data Requests Tracking Number Monitoring</li> </ol>	None	10 Minutes	Information Officer III, Information Officer I Officer I
	<ul> <li>1.3 Assess and validate the requested data by the DM</li> <li>1.4 Forward to Data Request Processors for research, process, and generates data for special tabulations</li> <li>1.5 Validate tabulate tabulas before release</li> </ul>	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	10 Minutes



Office or Division:	Knowledge Menager	mont and Car	munications Divisi	on second	
Classification:	Knowledge Manager	ment and Cor	nmunications Divisi	on	
Type of	Complex				
Transaction:	G2B - Government to Business Entity				
Who may avail:	Rusinges ostablishm	onte/record	ore in privato socto	ar	
CHECKLIST OF F	Business establishments/researchers in private sector  REQUIREMENTS WHERE TO SECURE				
Data request submitte					
Freedom of Information		Data reques			
CLIENT STEPS		FEES TO	PROCESSING	PERSON	
CEIENT STEFS	AGENCI ACTION	BE PAID	TIME	RESPONSIBLE	
<ol> <li>Submit e-FOI request to PSA providing the following information:         <ul> <li>Data</li> <li>Coverage of data request</li> <li>Intended purpose of use</li> <li>Specific message to PSA</li> </ul> </li> </ol>	<ol> <li>Accept and receive and e-FOI data request by the Receiving Officer</li> <li>Assign received data request to Decision Maker</li> <li>Log data request in Data Requests Tracking Number Monitoring</li> </ol>	None	10 Minutes	Information Officer III, Information Officer I Officer I	
	<ul> <li>1.3 Assess and validate the requested data by the DM</li> <li>1.4 Forward to Data Request Processors for research, process, and generates data for special tabulations</li> <li>1.5 Validate tabulated tables before release</li> </ul>	None	4 Days	Information Officer III, Information Officer II, Information Officer I	
2. Receive requested data and fill-out Feedback Form	<ol> <li>Release data</li> <li>Log data request as successful</li> </ol>	None	1 Day	Information Officer III, Information Officer II	
	TOTAL:	None	5 Days and	10 Minutes	

Office or Division:	Knowledge Management and Communications Division		
Classification:	Complex		
Type of	G2G - Government to Government Agency/Employee/Official		
Transaction:			
Who may avail:	Government agencies, GOCCs, SUCs/ government employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	



Data request submitted to Electronic Freedom of Information (e-FOI)		Data request may be sent to PSA e-FOI Portal		
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
	1 Accent and	BE PAID		RESPONSIBLE
1. Submit e-FOI request to PSA	1. Accept and receive and e-FOI	None	10 Minutes	Information Officer III,
providing the	data request by the			Information
following	Receiving Officer			Officer II,
information:	5			Information
<ul> <li>Data</li> </ul>				Officer I
<ul> <li>Coverage of</li> </ul>	1.1 Assign received data			
data request	request to Decision			
<ul> <li>Intended</li> </ul>	Maker			
purpose of				
use	1.2 Log data			
Specific	request in Data			
message to	Requests Tracking			
PSA	Number Monitoring			
	1.3 Assess and	None	4 Days	Information
	validate the	Nono	1 Dayo	Officer III,
	requested data by			Information
	the DM			Officer II,
				Information
	1.4 Forward to			Officer I
	Data Request			
	Processors for			
	research, process,			
	and generates			
	data for special			
	tabulations			
	1.5 Validate			
	tabulated tables			
2. Receive	before release 2. Release data	None	1 Day	Information
requested data and	2. 100000 000		, Day	Officer III,
fill-out Feedback				Information
Form	2.1 Log data			Officer II
	request as successful			
	TOTAL:	None	5 Days and	