

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 Management and Communications Division			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
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 BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit e-FOI request to PSA providing the following information: <ul style="list-style-type: none"> • Data • Coverage of data request • Intended purpose of use • Specific message to PSA 	1. Accept and receive and e-FOI data request by the Receiving Officer	None	10 Minutes	Information Officer III, Information Officer II, Information Officer I
	1.1 Assign received data request to Decision Maker 1.2 Log data request in Data Requests Tracking Number Monitoring 1.3 Assess and validate the requested data by the DM 1.4 Forward to Data Request Processors for research, process, and generates data for special tabulations 1.5 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 10 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		
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 BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit e-FOI request to PSA providing the following information: <ul style="list-style-type: none"> • Data • Coverage of data request • Intended purpose of use • Specific message to PSA 	1. Accept and receive and e-FOI data request by the Receiving Officer 1.1 Assign received data request to Decision Maker 1.2 Log data request in Data Requests Tracking Number Monitoring	None	10 Minutes	Information Officer III, Information Officer II, Information Officer I
	1.3 Assess and validate the requested data by the DM 1.4 Forward to Data Request Processors for research, process, and generates data for special tabulations 1.5 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 10 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		

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 BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit e-FOI request to PSA providing the following information: <ul style="list-style-type: none"> • Data • Coverage of data request • Intended purpose of use • Specific message to PSA 	1. Accept and receive and e-FOI data request by the Receiving Officer 1.1 Assign received data request to Decision Maker 1.2 Log data request in Data Requests Tracking Number Monitoring	None	10 Minutes	Information Officer III, Information Officer II, Information Officer I
	1.3 Assess and validate the requested data by the DM 1.4 Forward to Data Request Processors for research, process, and generates data for special tabulations 1.5 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	