

1.12 Addressing and processing data request with special tabulations (with more than two [2] indicators and two [2] tables) through hand-carry documents submitted to ONS or KMCD

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		
Letter request		Letter request shall be submitted to the Office of the National Statistician or to KMCD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request addressed to the National Statistician and Civil Registrar General with an affixed signature of the requester and Research/Project Head/Adviser indicating the following specific details: <ul style="list-style-type: none"> • Name of the requester • Company Affiliation • Specific request • Purpose of 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 data before release 1.5 Draft response letter and submits to Division Chief for approval 1.6 Route approved response letter to ANS, DNS, and ONS	None	5 Days	Information Officer V, Information Officer III, Information Officer II, Information Officer I
2. Receive requested data and fill-out Feedback Form	2. Release advance copy of data through info email	None	1 Day	Information Officer III, Information Officer II

	2.1 Log data request as successful			
	3. Send signed response letter	None	1 Day	Information Officer III, Information Officer II
TOTAL:		None	7 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		
Letter request		Letter request shall be submitted to the Office of the National Statistician or to KMCD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request addressed to the National Statistician and Civil Registrar General with an affixed signature of the requester and Research/Project Head/Adviser indicating the following specific details: <ul style="list-style-type: none"> Name of the requester Company Affiliation Specific request Purpose of 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 data before release 1.5 Draft response letter and submits to Division Chief for approval 1.6 Route approved response letter to ANS, DNS, and ONS	None	5 Days	Information Officer V, Information Officer III, Information Officer II, Information Officer I

2. Receive requested data and fill-out Feedback Form	2. Release advance copy of data through info email	None	1 Day	Information Officer III, Information Officer II
--	--	------	-------	---

	2.1 Log data request as successful			
	3. Send signed response letter	None	1 Day	Information Officer III, Information Officer II
TOTAL:		None	7 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		
Letter request		Letter request shall be submitted to the Office of the National Statistician or to KMCD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request addressed to the National Statistician and Civil Registrar General with an affixed signature of the requester and Research/Project Head/Adviser indicating the following specific details: <ul style="list-style-type: none"> Name of the requester Company Affiliation Specific request Purpose of 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 data before release 1.5 Draft response letter and submits to Division Chief for approval 1.6 Route approved response letter to ANS, DNS, and ONS	None	5 Days	Information Officer V, Information Officer III, Information Officer II, Information Officer I

2. Receive requested data and	2. Release advance copy of	None	1 Day	Information Officer III,
-------------------------------	----------------------------	------	-------	--------------------------

fill-out Feedback Form	data through info email			Information Officer II
	2.1 Log data request as successful			
	3. Send signed response letter	None	1 Day	Information Officer III, Information Officer II
TOTAL:		None	7 Days and 5 Minutes	