## 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	G2C - Government to Citizen					
	Transaction:					
Who may avail: All CHECKLIST OF REQUIREMENTS WHERE TO SECURE						
Letter request	LQUINLIVIE	Letter reques	st shall be submitted			
Lottor roquost		•	Statistician or to KN			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON		
	ACTION	BE PAID	TIME	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:  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  1.2 Assess and validate the requested data  1.3 Research, process, and generate data for special tabulations  1.4 Validate tabulations  1.5 Draft response letter and submits to Division Chief for approval  1.6 Route approved response letter to ANS, DNS, and	None	5 Minutes  5 Days	Information Officer III, Information Officer II, Information Officer I  Information Officer III, 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	None	1 Day	Information
	response letter			Officer III, Information Officer II
TOTAL:		None	7 Days and	5 Minutes

Office or Division: Knowledge Management and Communications Division					ns Division	
Classification:		Complex				
Type of Transaction:		G2B - Government to Business Entity				
Who may avail:			Business establishments/researchers in private sector			
CHECKLIST OF REQUIRE		MENTS	WHERE TO SECURE			
Letter request			Letter request shall be submitted to the Office of			
CLIENT STEPS	Λ.	GENCY	the National Statistician or to KMCD			
CLIENT STEPS		CTION	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:  Name of the requester  Company Affiliation  Specific request  Purpose of request	1. Recacknow request from in 1.1 Log request Request Request request 1.2 Assignation 1.2 Assignation 1.2 Assignation 1.3 Reprocest general special 1.4 Validation 1.5 Drate letter at to Division approves for approves for approves for approves for approves for approves for a possible from the following for approves for approves for approves for approves for a possible from the following for approves for approves for a possible for a possible from the following for approves for a possible from the following for a possible from the following from the following for a possible from the following from	eive and vledge data t received fo email  g data t in Data sts ng Number ring sess and e the ted data search, s, and te data for I tabulations lidate ed data release aft response nd submits sion Chief proval	None	5 Minutes  5 Days	Information Officer III, Information Officer II, Information Officer V, Information Officer III, Information Officer II, Information Officer II, Information Officer I	
	ONS					
2. Receive requested data and fill-out Feedback Form		ease ce copy of rough info	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 Manage	ment and Con	nmunications Division	nn	
Classification:	Complex				
Type of	G2G - Government to Government Agency/Employee/Official				
Transaction:	g,. p.,.				
Who may avail:	Government agenci	es, GOCCs, SUCs/ government employees			
CHECKLIST OF R	EQUIREMENTS		WHERE TO SECU	JRE	
Letter request		Letter reques	st shall be submitted	to the Office of	
		the National	Statistician or to KM	1CD	
CLIENT STEPS	AGENCY	FEES TO PROCESSING PERSON			
	ACTION	BE PAID	TIME	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	1. Receive and acknowledge data request received from info email  1.1 Log data request in Data Requests Tracking Number Monitoring  1.2 Assess and	None	5 Minutes  5 Days	Information Officer III, Information Officer II, Information Officer I	
following specific details:  Name of the requester Company Affiliation Specific request Purpose of request	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	3 Days	Officer V, Information Officer III, Information Officer II, Information Officer I	

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