

## 1.13 Addressing and processing data request that required subject matter division's special tabulation through Web Portal

Office or Division:	Knowledge Manage	ment and Con	nmunications Division	on				
Classification:	Complex							
Type of	G2C-Government to Citizen							
Transaction:								
Who may avail:	All							
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE						
Accomplished Data Request Form		Web Portal may be accessed and submit DRF through this link:						
The researcher must p information:	provide the following	https://psa.gov.ph/content/data-request-form						
Full Name								
Email addr								
	Name and Industry							
School Na	•							
	chool Type							
Address								
<ul><li>Country</li><li>Contact Nu</li></ul>	umbor							
Purpose of Request     Specific Date Request/Date								
<ul> <li>Specific Data Request/Data Format</li> </ul>								
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON				
	ACENCIACION	BE PAID	TIME	RESPONSIBLE				
1. Fill-out and submit DRF through Web Portal	<ol> <li>Receive and acknowledge Web Portal requests</li> <li>Log data request in Data Requests Tracking Number Monitoring</li> </ol>	None	5 Minutes	Information Officer III, Information Officer II, Information Officer I				
	1.2 Assess and validate the requested data 1.3 Forward received request to the subject matter division(s) for appropriate response	None	4 Days	Information Officer III, Information Officer II, Information Officer I				
2. Receive requested data and fill-out Feedback Form	2. Release submitted tabulated data or response from SMD	None	1 Day	Information Officer III, Information Officer II				

ΤΟΤΑ	L: None	5 Days and	5 Minutes	
successful				
request as				
2.1 Log data			ν.	Responsive . W
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Office or Division:	Knowledge Management and Communications Division				
Classification:	Complex				
Type of	G2B - Government to Business Entity				
Transaction:					
Who may avail:	Business establishments/researchers in private sector				
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE			
Accomplished Data Request Form		Web Portal may be accessed and submit DRF			
		through this link:			
The researcher must p	provide the following	https://psa.gov.ph/content/data-request-form			
information:					
<ul> <li>Full Name</li> </ul>					
<ul> <li>Email addr</li> </ul>	ress				
<ul> <li>Company</li> </ul>	Name and Industry				
<ul> <li>School Na</li> </ul>	me (if				
student)/S	chool Type				
<ul> <li>Address</li> </ul>					
<ul> <li>Country</li> </ul>					
<ul> <li>Contact No</li> </ul>	umber				
<ul> <li>Purpose of</li> </ul>	f Request				
<ul> <li>Specific Data Request/Data</li> </ul>					
Format					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
1. Fill-out and submit	1. Receive and	None	5 Minutes	Information	
DRF through Web	acknowledge Web			Officer III,	
Portal	Portal requests			Information Officer II,	
	1.1 Log data			Information	
	request in Data			Officer I	
	Requests				
	Tracking Number				
	Monitoring				
	1.2 Assess and	None	4 Days	Information	
	validate the			Officer III,	
	requested data			Information	
				Officer II,	
	1.3 Forward			Information	
	received request			Officer I	
	to the subject				
	matter division(s)				
	for appropriate response				
2. Receive	2. Release	None	1 Day	Information	
requested data and	submitted		. Day	Officer III,	
fill-out Feedback	tabulated data or			Information	
Form	response from			Officer II	
	SMD				
1					



TOTAL:	None	5 Days and	5 Minutes
request as successful			
2.1 Log data			

Office or Division:	Knowledge Manage	ment and Cor	mmunications Divisi	on		
Classification:	Complex					
Type of	G2G - Government to Government Agency/Employee/Official					
Transaction:						
Who may avail:						
CHECKLIST OF R		WHERE TO SECURE				
Accomplished Data R	equest Form	Web Portal may be accessed and submit DRF				
-		through this link:				
The researcher must	provide the following	https://psa.gov.ph/content/data-request-form				
information:						
Full Name						
Email add						
	Name and Industry					
School Na	•					
	chool Type					
Address						
Country						
Contact N						
Purpose of Request						
Specific Data Request/Data						
Format		FEES TO	DDOOFOOINO	DEDGON		
CLIENT STEPS	AGENCY ACTION	BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Fill-out and submit	1. Receive and	None	5 Minutes	Information		
DRF through Web	acknowledge Web	None	0 101110100	Officer III,		
Portal	Portal requests			Information		
	1			Officer II,		
	1.1 Log data			Information		
	request in Data			Officer I		
	Requests Tracking					
	Number					
	Monitoring		(5			
	1.2 Assess and	None	4 Days	Information		
	validate the			Officer III,		
	requested data			Information Officer II,		
	1.3 Forward			Information		
	received request			Officer I		
	to the subject					
	matter division(s)					
	for appropriate					
	response					
2. Receive	2. Release	None	1 Day	Information		
requested data and submitted				Officer III,		
fill-out Feedback	tabulated data or			Information		
	rochonco from		1	Officer II		
Form	response from			Officer II		
Form	SMD					

2.1 Log data request as successful		OTAL:	None	5 Days and	5 Minutes	-
2.1 Log data request as	successful					
2.1 Log data	request as					
						Responsive . No
					10	ALL OF