

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

<b>Office or Division:</b>	Knowledge Management and Communications Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<p>Accomplished Data Request Form</p> <p>The researcher must provide the following information:</p> <ul style="list-style-type: none"> <li>● Full Name</li> <li>● Email address</li> <li>● Company Name and Industry</li> <li>● School Name (if student)/School Type</li> <li>● Address</li> <li>● Country</li> <li>● Contact Number</li> <li>● Purpose of Request</li> <li>● Specific Data Request/Data Format</li> </ul>		<p>Web Portal may be accessed and submit DRF through this link:  <a href="https://psa.gov.ph/content/data-request-form">https://psa.gov.ph/content/data-request-form</a></p>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out and submit DRF through Web Portal	1. Receive and acknowledge Web Portal requests	None	5 Minutes	Information Officer III, Information Officer II, Information Officer I
	1.1 Log data request in Data Requests Tracking Number Monitoring			
	1.2 Assess and validate the requested data	None	4 Days	Information Officer III, Information Officer II, Information Officer I
	1.3 Forward received request to the subject matter division(s) for appropriate response			
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

	2.1 Log data request as successful			
<b>TOTAL:</b>		<b>None</b>	<b>5 Days and 5 Minutes</b>	

<b>Office or Division:</b>	Knowledge Management and Communications Division
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B - Government to Business Entity
<b>Who may avail:</b>	Business establishments/researchers in private sector

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Accomplished Data Request Form</p> <p>The researcher must provide the following information:</p> <ul style="list-style-type: none"> <li>● Full Name</li> <li>● Email address</li> <li>● Company Name and Industry</li> <li>● School Name (if student)/School Type</li> <li>● Address</li> <li>● Country</li> <li>● Contact Number</li> <li>● Purpose of Request</li> <li>● Specific Data Request/Data Format</li> </ul>	<p>Web Portal may be accessed and submit DRF through this link:  <a href="https://psa.gov.ph/content/data-request-form">https://psa.gov.ph/content/data-request-form</a></p>

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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

	2.1 Log data request as successful			
<b>TOTAL:</b>		<b>None</b>	<b>5 Days and 5 Minutes</b>	

<b>Office or Division:</b>	Knowledge Management and Communications Division
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G - Government to Government Agency/Employee/Official
<b>Who may avail:</b>	Government agencies, GOCCs, SUCs/ government employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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