

### 1.14 Addressing and processing data request that required subject matter division's special tabulation through info email

<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>		
Email request		Data request may be sent to info@psa.gov.ph		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send email request with specific details as follows: <ul style="list-style-type: none"> <li>Name</li> <li>Specific Request</li> </ul>	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 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 data  2.1 Log data request as successful	None	1 Day	Information Officer III, Information Officer II
<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		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Email request		Data request may be sent to info@psa.gov.ph		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send email request with specific details as follows: <ul style="list-style-type: none"> <li>Name</li> </ul>	1. Receive and acknowledge data request received from info email	None	5 Minutes	Information Officer III, Information Officer II,

<ul style="list-style-type: none"> <li>Specific Request</li> </ul>	1.1 Log data request in Data Requests Tracking Number Monitoring			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 data  2.1 Log data request as successful	None	1 Day	Information Officer III, Information Officer II
<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			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Email request		Data request may be sent to info@psa.gov.ph		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send email request with specific details as follows: <ul style="list-style-type: none"> <li>Name</li> <li>Specific Request</li> </ul>	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 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	2. Release data	None	1 Day	Information Officer III,

fill-out Feedback Form	2.1 Log data request as successful			Information Officer II
<b>TOTAL:</b>		None	5 Days and 5 Minutes	