

1.16 Addressing and processing data request that required subject matter division's special tabulation 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 Forward received request to the subject matter division(s) for appropriate response	None	6 Days	Information Officer V, Information Officer III, Information Officer II, Information Officer I
2. Receive requested data and fill-out Feedback Form	2. Send response to the data request by SMD, copied info email 2.1 Log data request as successful	None	30 Minutes	Information Officer III, Information Officer II
TOTAL:		None	6 Days and 35 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 Forward received request to the subject matter division(s) for appropriate response	None	6 Days	Information Officer V, Information Officer III, Information Officer II, Information Officer I
2. Receive requested data and fill-out Feedback Form	2. Send response to the data request by SMD, copied info email 2.1 Log data request as successful	None	30 Minutes	Information Officer III, Information Officer II
TOTAL:		None	6 Days and 35 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 Forward received request to the subject matter division(s) for appropriate response	None	6 Days	Information Officer V, Information Officer III, Information Officer II, Information Officer I
2. Receive requested data and fill-out Feedback Form	2. Send response to the data request by SMD, copied info email 2.1 Log data request as successful	None	30 Minutes	Information Officer III, Information Officer II
TOTAL:		None	6 Days and 35 Minutes	