

1.17 Addressing and processing data request on special project-based services or unavailable data that requires technical assistance through Web Portal

Office or Division:	Knowledge Management and Communications Division				
Classification:	Highly Technical				
Type of	G2C - Government to Citizen				
Transaction:	A II				
Who may avail:	All REQUIREMENTS WHERE TO SECURE				
	CHECKLIST OF REQUIREMENTS		Web Portal may be accessed and submit DRF		
Accomplished Data Request Form		through this link:			
The researcher must provide the following		https://psa.gov.ph/content/data-request-form			
information:	ordina the renewing	11ttpo://poa.g	10 V . pri/ 00 110 110 data 1	oquoot tottii	
Full Name					
Email add					
 Company 	Name and Industry				
School Na					
student)/S	chool Type				
 Address 					
Country					
 Contact N 	umber				
 Purpose o 	f Request				
•	ata Request/Data				
Format	T		T		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Fill-out and	1. Receive and	None	5 Minutes	Information	
submit DRF through	acknowledge Web	None	3 Williates	Officer III,	
Web 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	1 Day	Information	
	validate the	None	1 Day	Officer III,	
	requested data			Information	
	•			Officer II,	
				Information	
				Officer I	
	4.0.D.				
	1.3 Respond to the				
	request that the subject matter				
	division will				
	address the				
	specific data				
	request				
	1.4 Forward				
	received request				
	to the subject				

	TOTAL:	None	16 Days and	d 35 Minutes
	3. Log data request as successful	None	30 Minutes	Information Officer III, Information Officer II
	2.1 Provide response to the request by SMD, copied info email			
2. Receive requested data and fill-out Feedback Form	2. Coordinate with the requester on the request specifications	None	15 Days	Subject Matter Division(s)
	matter division(s) for appropriate response			

Office or Division:	Knowledge Management and Communications Division			
Classification:	Highly Technical			
Type of	G2B - Government to Business Entity			
Transaction:		,		
Who may avail:	Business establishn	nents/researcl	hers in private secto	r
CHECKLIST OF R	EQUIREMENTS		WHERE TO SECU	JRE
Accomplished Data Re	equest Form	Web Portal r	may be accessed ar	nd submit DRF
		through this	link:	
The researcher must p	provide the following	https://psa.g	ov.ph/content/data-	request-form
information:			•	
 Full Name 				
 Email addı 	ress			
 Company 	Name and Industry			
 School Na 	•			
	chool Type			
Address	J. 1901 . 190			
Country				
Contact No.	ımhar			
Purpose of Request Specific Parks Request/Data				
Specific Data Request/Data				
Format				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit DRF through Web Portal	Receive and acknowledge Web Portal requests 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	None	1 Day	Information Officer III, Information

			Solice
the re the su division addre speci reque			Officer II, Information Officer I
receive to the matter	orward ved request subject r division(s) propriate nse		

2. Receive requested data and fill-out Feedback Form	2. Coordinate with the requester on the request specifications 2.1 Provide response to the request by SMD,	None	15 Days	Subject Matter Division(s)
	copied info email 3. Log data	None	30 Minutes	Information
	request as successful			Officer III, Information Officer II
	TOTAL:	None	16 Days and	35 Minutes

Office or Division:	Knowledge Management and Communications Division			
Classification:	Highly Technical			
Type of	G2G - Government	to Government Agency/Employee/Official		
Transaction:				
Who may avail:		es, GOCCs, SUCs/ government employees		
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE		
Accomplished Data Re	equest 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:				
 Full Name 				
 Email addr 	ress			
 Company 	Name and Industry			
School Name (if				
student)/School Type				
 Address 				
• Country				
Contact Number				
Purpose of				
• Fulpose o	ı ızedneşi			

Specific Definition Format	ata Request/Data			76
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit DRF through Web Portal	Receive and acknowledge Web Portal requests 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	None	1 Day	Information Officer III, Information Officer II, Information Officer I
	1.3 Respond to the request that the subject matter division will address the specific data request			
	1.4 Forward received request to the subject matter division(s) for appropriate response			

2. Receive requested data and fill-out Feedback Form	2. Coordinate with the requester on the request specifications	None	15 Days	Subject Matter Division(s)
	2.1 Provide response to the request by SMD, copied info email			
	3. Log data request as successful	None	30 Minutes	Information Officer III, Information Officer II
	TOTAL:	None	16 Days and 35 Minutes	