

### 1.18 Addressing and processing data request on special project-based services or unavailable data that requires technical assistance through info email

<b>Office or Division:</b>	Knowledge Management and Communications Division			
<b>Classification:</b>	Highly Technical			
<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	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. Coordinate with the requester on the request specifications	None	15 Days	Information Officer III, Information Officer II
	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
<b>TOTAL:</b>		None	19 Days and 35 Minutes	

<b>Office or Division:</b>	Knowledge Management and Communications Division
<b>Classification:</b>	Highly Technical
<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> <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. Coordinate with the requester on the request specifications  2.1 Provide response to the request by SMD, copied info email	None	15 Days	Information Officer III, Information Officer II
2. Receive requested data and fill-out Feedback Form	3. Log data request as successful	None	30 Minutes	Information Officer III, Information Officer II
<b>TOTAL:</b>		None	19 Days and 35 Minutes	

<b>Office or Division:</b>	Knowledge Management and Communications Division			
<b>Classification:</b>	Highly Technical			
<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> </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	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. Coordinate with the requester on the request specifications  2.1 Provide response to the request by SMD, copied info email	None	15 Days	Information Officer III, Information Officer II
	3. Log data request as successful	None	30 Minutes	Information Officer III, Information Officer II
<b>TOTAL:</b>		None	19 Days and 35 Minutes	