

1.19 Addressing and processing data request on special project-based services or unavailable data that requires technical assistance through e-FOI

Office or Division:		Knowledge Management and Communications Division		
Classification:		Highly Technical		
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. Coordinate with the requester on the request specifications 2.1 Provide response to the	None	15 Days	Information Officer III, Information Officer II

	request by SMD, copied info email			
	3. Log data request as successful	None	30 Minutes	Information Officer III, Information Officer II
TOTAL:		None	21 Days and 35 Minutes	

Office or Division:		Knowledge Management and Communications Division		
Classification:		Highly Technical		
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. 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
TOTAL:		None	21 Days and 35 Minutes	

Office or Division:		Knowledge Management and Communications Division		
Classification:		Highly Technical		
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. 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
TOTAL:		None	21 Days and 35 Minutes	