## 1.2 Addressing and processing data request on available data or statistics or with simple tabulation through info email

Office or Division:	Knowledge Management and Communications Division			
Classification:	Simple			
Type of	G2C - Government to Citizen			
Transaction:				
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Email request		Data request may be sent to info@psa.gov.ph		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Send email request with specific details as follows:     Name     Specific Request	1. Receive and acknowledge data request received from info email  1.1 Log data request in Data Requests Tracking Number Monitoring  1.2 Assess and validate the requested data if data are readily available in file repository or website  1.3 Research and process data if need for simple	None	5 Minutes  1 Day	Information Officer III, Information Officer II, Information Officer I  Information Officer III, Information Officer II, Information Officer II, Information Officer I
2. Receive requested data and	tabulation(s)  2. Release data	None	1 Day	Information Officer III,
fill-out Feedback Form	2.1 Log data request as successful			Information Officer II
TOTAL: None 2 Days and 5 Minute			d 5 Minutes	

Office or Division:	Knowledge Management and Communications Division			
Classification:	Simple			
Type of	G2B - Government to Business Entity			
Transaction:				
Who may avail:	Business establishments/researchers in private sector			
CHECKLIST OF R	REQUIREMENTS	NTS WHERE TO SECURE		
Email request	·	Data request may be sent to info@psa.gov.ph		@psa.gov.ph
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
1. Send email	1. Receive and	None	5 Minutes	Information
request with specific	acknowledge data			Officer III,
details as follows:	request received			Information
<ul><li>Name</li></ul>	from info email			Officer II,
<ul> <li>Specific</li> </ul>				Information
Request	1.1 Log data			Officer I
'	request in Data			
	Requests Tracking			

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	Number Monitoring			
	1.2 Assess and validate the requested data if data are readily available in file repository or website	None	1 Day	Information Officer III, Information Officer II, Information Officer I
	1.3 Research and process data if need for simple tabulation(s)			
2. Receive requested data and fill-out Feedback	Release data     Log data	None	1 Day	Information Officer III, Information
Form	request as successful			Officer II
TOTAL: None 2 Days and 5 Minute		5 Minutes		

Office or Division:	Knowledge Management and Communications Division				
Classification:	Simple				
Type of	G2G - Government to Government Agency/Employee/Official				
Transaction:					
Who may avail:	Government agencies, GOCCs, SUCs/government employees				
	REQUIREMENTS WHERE TO SECURE				
Email request			Data request may be sent to info@psa.gov.ph		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Send email request with specific details as follows:     Name     Specific Request	1. Receive and acknowledge data request received from info email  1.1 Log data request in Data Requests Tracking Number Monitoring  1.2 Assess and validate the requested data if	None None	5 Minutes  1 Day	Information Officer III, Information Officer II, Information Officer I  Information Officer III, Information	
	data are readily available in file repository or website  1.3 Research and process data if need for simple tabulation(s)			Officer II, Information Officer I	
2. Receive requested data and fill-out Feedback Form	Release data     Log data request as successful	None	1 Day	Information Officer III, Information Officer II	
TOTAL: None 2 Days and 5 Minutes				d 5 Minutes	