

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 Transaction:	G2C - Government to Citizen			
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
1. Send email request with specific details as follows: <ul style="list-style-type: none"> Name Specific Request 	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 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 Form	2. Release data	None	1 Day	Information Officer III, Information Officer II
	2.1 Log data request as successful			
TOTAL:		None	2 Days and 5 Minutes	

Office or Division:	Knowledge Management and Communications Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business Entity			
Who may avail:	Business establishments/researchers in private sector			
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
1. Send email request with specific details as follows: <ul style="list-style-type: none"> Name Specific Request 	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 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 Form	2. Release data 2.1 Log data request as successful	None	1 Day	Information Officer III, Information Officer II
TOTAL:		None	2 Days and 5 Minutes	

Office or Division:		Knowledge Management and Communications Division		
Classification:		Simple		
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		
Email request		Data request may be sent to info@psa.gov.ph		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send email request with specific details as follows: <ul style="list-style-type: none"> Name Specific Request 	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 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 Form	2. Release data 2.1 Log data request as successful	None	1 Day	Information Officer III, Information Officer II
TOTAL:		None	2 Days and 5 Minutes	