

1.20 Addressing and processing data request on special project-based services or unavailable data that requires technical assistance through hand-carry documents submitted to ONS or KMCD

Office or Division:	Knowledge Management and Communications Division			
Classification:	Complex			
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	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:	Complex			
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	2. Coordinate with the requester on	None	15 Days	Information Officer III,

fill-out Feedback Form	the request specifications			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:	Complex			
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 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
TOTAL:		None	21 Days and 35 Minutes	