

## 1.21 Addressing and processing data request on Data Enclave of PSA's censuses or surveys through Web Portal

Office or Division:	Knowledge Manage	ment and Cor	mmunications Divisi	ion
Classification:	Complex			
Type of	G2C - Government	to Citizen		
Transaction:	A.U.			
Who may avail:	All			
CHECKLIST OF R		Di cocompli	WHERE TO SEC	-
Accomplished Data Er	Iclave Access	the PSA wel	shing the Data Req	uest Form from
Agreement			ov.ph/content/data-	roquest form
The researcher must p	vovide the following	niips.//psa.g		request-ionn
information:	novide the following	Data Enclav	e Access Agreeme	nt may be
Name of C	lient/s		nd download throug	-
<ul> <li>Office</li> </ul>			ov.ph/content/how-	
Address		intpo://pou.g		abquiro dala pou
<ul> <li>Tel. No./Fa</li> </ul>	ax No			
Data File R				
<ul> <li>Purpose</li> </ul>	Cequirea			
Letter request		Letter reque	st shall be submitte	d to Office of the
			tistician or to KMCE	
Accomplished and sig	ned copy of Data		st Section, KMCD	<u> </u>
Enclave Access Agree		Data Noquo		
CLIENT STEPS		FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE
1. Send a letter	1. Receive and	None	15 Minutes	Information
request and	acknowledge			Officer III,
accomplish a Data	request letter and			Information
Enclave Access	accomplished			Officer II,
Agreement (DEAA)	Data Enclave			Information
a.) Letter request addressed to the	Agreement Form			Officer I
National Statistician	(DEEA)			
and Civil Registrar	1.1 Assess the			
General with an	available data on			
affixed signature of	the Data Enclave			
the requester and	Center (DEC) and			
Agency/Research	completion of DEAA			
Head/Thesis Adviser				
indicating the	1.2 Log data			
following information:	request in Data			
Name of the	Requests			
requester	Tracking Number			
School/Comp	Monitoring			
<ul><li>any Affiliation</li><li>Specific</li></ul>				
Specific     microdata of	1.3 Pre-calendar			
establishmen	the schedule of			
t-based	visit to the Data Enclave Calendar			
census/surve				
y request				
y request				1



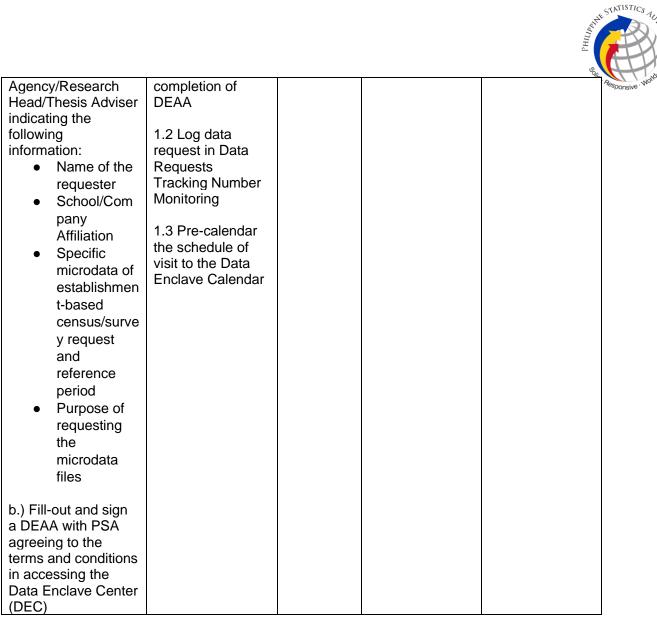
		Ölle	
and reference period • Purpose of			Resp
requesting the microdata files			
b.) Fill-out and sign a DEAA with PSA agreeing to the terms and conditions in accessing the Data Enclave Center (DEC)			

1.4 Forward request and the validated DEAA to the Assistant National Statistician of Information Technology and Dissemination Service (ITDS)	6 Days	Information Officer III, Information Officer II, Information Officer I
1.5 Endorse to Deputy National Statistician of Sectoral Statistics Office (SSO) and Censuses and Technical Coordination Office (CTCO) for signing as witness		
1.6 Sign DEAA and endorse to the PSA National Statistician for final approval		
1.7 Sign DEAA and forward to ITDS for filing and further coordination to the data user/researcher		



	TOTAL:	None	6 Days and	28 Minutes
3. Fill-out Feedback Form	3. Log the data request as partially successful and endorse to the Data Enclave Manager (DEM) in the DEC	None	3 Minutes	Information Officer III, Information Officer II
2. Provide prefer schedule of the on- site visit to the DEC	2. Calendar the preferred schedule and inform the researcher on the agreed final date(s) of the visit and provide e-copy of approved DEAA	None	10 Minutes	Information Officer III, Information Officer II

Office or Division:	Knowledge Management and Communications Division			
Classification:	Complex			
Type of	G2B-Government to Business Entity			
Transaction:				
Who may avail:	All			
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE
Accomplished Data E	nclave Access	By accompli	shing the Data Req	uest Form from
Agreement		the PSA web	osite at	
		https://psa.g	ov.ph/content/data-	request-form
The researcher must	provide the following			
information:		Data Enclav	e Access Agreemer	nt may be
<ul> <li>Name of C</li> </ul>	lient/s		nd download through	
Office		https://psa.g	ov.ph/content/how-a	acquire-data-psa
<ul> <li>Address</li> </ul>				
Tel. No./Fax No.				
<ul> <li>Data File F</li> </ul>	Required			
<ul> <li>Purpose</li> </ul>				
Letter request		Letter request shall be submitted to Office of the		
		National Sta	tistician or to KMCE	)
Accomplished and sig	ned copy of Data	Data Request Section, KMCD		
Enclave Access Agree	ement (DEEA)			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE
1. Send a letter	1. Receive and	None	15 Minutes	Information
request and	acknowledge			Officer III,
accomplish a Data	request letter and			Information
Enclave Access	accomplished			Officer II, Information
Agreement (DEAA) a.) Letter request	Data Enclave			Officer I
addressed to the	Agreement Form			Onicert
National Statistician	(DEEA)	,		
and Civil Registrar	1.1 Assess the			
General with an	available data on			
affixed signature of	the Data Enclave			
the requester and	Center (DEC) and			



<ul> <li>1.4 Forward request and the validated DEAA to the Assistant National Statistician of Information Technology and Dissemination Service (ITDS)</li> <li>1.5 Endorse to Deputy National Statistician of Sectoral Statistics</li> </ul>	6 Days	Information Officer III, Information Officer II, Information Officer I
Service (ITDS) 1.5 Endorse to Deputy National Statistician of		
Sectoral Statistics Office (SSO) and Censuses and Technical Coordination Office (CTCO) for signing as witness		



	TOTAL:	None	6 Days and	28 Minutes
3. Fill-out Feedback Form	3. Log the data request as partially successful and endorse to the Data Enclave Manager (DEM) in the DEC	None	3 Minutes	Information Officer III, Information Officer II
2. Provide prefer schedule of the on- site visit to the DEC	PSA National Statistician for final approval 1.7 Sign DEAA and forward to ITDS for filing and further coordination to the data user/researcher 2. Calendar the preferred schedule and inform the researcher on the agreed final date(s) of the visit and provide e- copy of approved DEAA	None	10 Minutes	Information Officer III, Information Officer II
	1.6 Sign DEAA and endorse to the			

Office or Division:	Knowledge Management and Communications Division				
Classification:	Complex				
Type of	G2G - Government to Government Agency/Employee/Official			e/Official	
Transaction:			-		
Who may avail:	All				
CHECKLIST OF R	EQUIREMENTS		WHERE TO SECU	URE	
Accomplished Data Er	nclave Access	By accomplis	shing the Data Req	uest Form from	
Agreement		the PSA web	osite at		
		https://psa.ge	ov.ph/content/data-	request-form	
The researcher must p	provide the following				
information:		Data Enclave Access Agreement may be			
<ul> <li>Name of C</li> </ul>	lient/s	accessed and download through this link:			
Office		https://psa.gov.ph/content/how-acquire-data-psa			
Address					
Tel. No./Fa	ax No.				
Data File F	Required				
<ul> <li>Purpose</li> </ul>	·				
Letter request		Letter reques	st shall be submitte	d to Office of the	
		National Statistician or to KMCD			
Accomplished and signed copy of Data		Data Request Section, KMCD			
	Enclave Access Agreement (DEEA)				
CLIENT STEPS		FEES TO PROCESSING PERSON			
	ACTION	BEPAID	TIME	RESPONSIBLE	



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<ol> <li>Send a letter request and accomplish a Data Enclave Access Agreement (DEAA) a.) Letter request addressed to the National Statistician and Civil Registrar General with an affixed signature of the requester and Agency/Research Head/Thesis Adviser indicating the following information:         <ul> <li>Name of the requester</li> <li>School/Com pany Affiliation</li> <li>Specific microdata of establishmen t-based census/surve y request and reference period</li> <li>Purpose of requesting the microdata files</li> </ul> </li> </ol>	<ol> <li>Receive and acknowledge request letter and accomplished Data Enclave Agreement Form (DEEA)</li> <li>Assess the available data on the Data Enclave Center (DEC) and completion of DEAA</li> <li>Log data request in Data Requests Tracking Number Monitoring</li> <li>3 Pre-calendar the schedule of visit to the Data Enclave Calendar</li> </ol>	None	15 Minutes	Information Officer III, Information Officer I Officer I
b.) Fill-out and sign a DEAA with PSA agreeing to the terms and conditions in accessing the Data Enclave Center (DEC)				

1.4 Forward request and the validated DEAA to the Assistant National Statistician of Information Technology and Dissemination Service (ITDS)	6 Days	Information Officer III, Information Officer II, Information Officer I
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	<ul> <li>1.5 Endorse to Deputy National Statistician of Sectoral Statistics Office (SSO) and Censuses and Technical Coordination Office (CTCO) for signing as witness</li> <li>1.6 Sign DEAA and endorse to the PSA National Statistician for final approval</li> <li>1.7 Sign DEAA and forward to ITDS for filing and further coordination to the</li> </ul>			
	data			
2 Drovido profor	user/researcher 2. Calendar the	None	10 Minutes	Information
2. Provide prefer schedule of the on- site visit to the DEC	preferred schedule and inform the researcher on the agreed final date(s) of the visit and provide e- copy of approved DEAA			Officer III, Information Officer II
3. Fill-out Feedback Form	3. Log the data request as partially successful and endorse to the Data Enclave Manager (DEM) in the DEC	None	3 Minutes	Information Officer III, Information Officer II
	TOTAL:	None	6 Days and	28 Minutes