

## 1.22 Addressing and processing data request on Data Enclave of PSA's censuses or surveys through info email

Office or Division: Knowledge Management and Communications Division				
Classification:	Complex			
Type of	G2C - Government t	o Citizen		
Transaction:				
Who may avail:	All			
CHECKLIST OF R			WHERE TO SEC	
Accomplished Data En	clave Access	•	requests through the	
Agreement		Center ema	il address info@psa	l.gov.ph
The researcher must p	provide the following	Data Enclav	e Access Agreeme	nt may be
information:	· ·		nd download throug	-
Name of C	lient/s	https://psa.g	jov.ph/content/how-	acquire-data-psa
Office				
<ul> <li>Address</li> </ul>				
<ul> <li>Tel. No./Fa</li> </ul>	ax No.			
<ul> <li>Data File R</li> </ul>	Required			
<ul> <li>Purpose</li> </ul>				
Letter request		Letter reque	st shall be submitte	d to Office of the
			atistician or to KMCE	
Accomplished and sigr	ned copy of Data		st Section, KMCD	
Enclave Access Agree			,,	
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		<b>BE PAID</b>	TIME	RESPONSIBLE
<ol> <li>Send a letter request and accomplish a Data Enclave Access Agreement (DEAA)         <ol> <li>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:</li></ol></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>Pre-calendar the schedule of visit to the Data Enclave Calendar</li> </ol>	None	15 Minutes	Information Officer III, Information Officer I Officer I
-	Enclave Calendar			



		lie	
ey request			Respo
and			
reference			
period			
<ul> <li>Purpose of</li> </ul>			
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)				
2. Provide prefer	<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 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 data user/researcher</li> <li>2. Calendar the</li> </ul>	None	6 Days	Information Officer III, Information Officer I Officer I
2. Provide prefer schedule of the on- site visit to the DEC	2. Calendar the preferred schedule and inform the	inone	10 minutes	Officer III,



	researcher on the agreed final date(s) of the visit and provide e- copy of approved DEAA			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

Office or Division:	Knowledge Manage	ment and Cor	nmunications Divisi	on
Classification:	Complex			
Type of	G2B - Government t	o Business E	ntity	
Transaction:			-	
Who may avail:	All			
CHECKLIST OF R			WHERE TO SEC	
Accomplished Data E	nclave Access	By sending I	equests through the	e Information
Agreement		Center emai	I address info@psa	.gov.ph
The researcher must provide the following information: Name of Client/s Office Address Tel. No./Fax No. Data File Required		accessed ar	e Access Agreemen nd download throug ov.ph/content/how-	h this link:
Purpose Letter request		Latter request shall be submitted to Office of the		
		Letter request shall be submitted to Office of the National Statistician or to KMCD		
Accomplished and sig	ned conv of Data	Data Request Section, KMCD		
Enclave Access Agree		Data Neque		
CLIENT STEPS		FEES TO	PROCESSING	PERSON
OLIENT OTEL O	AGENOT ACTION	BE PAID	TIME	RESPONSIBLE
<b>CLIENT STEPSAGENCT ACTION</b> 1. 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:1. Receive and acknowledge request letter and accomplished Data Enclave Agreement Form (DEEA)1.1 Assess the available data on the Data Enclave 		None	15 Minutes	Information Officer III, Information Officer I Information Officer I

		 	Troutined so	STATISTICS VCITIONTY
<ul> <li>Name of the requester</li> <li>School/Com</li> </ul>	Number Monitoring			798ponsive
<ul> <li>School/Company Affiliation</li> <li>Specific microdata of establishme nt-based census/surv ey request and reference period</li> <li>Purpose of requesting the microdata files</li> </ul>	1.3 Pre-calendar the schedule of visit to the Data Enclave Calendar			
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)1.5 Endorse to Deputy National Statistician of Sectoral Statistics Office (SSO) and Censuses and Technical Coordination Office (CTCO) for signing as witness1.6 Sign DEAA and endorse to the	6 Days Information Officer III, Information Officer I Information Officer I
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	1.7 Sign DEAA			
	and forward to			
	ITDS for filing and			
	further			
	coordination to the			
	data			
	user/researcher			
		Nieree	10 Minutes	
2. Provide prefer	2. Calendar the	None	10 Minutes	Information
schedule of the on-	preferred schedule			Officer III,
site visit to the DEC	and inform the			Information
	researcher on the			Officer II
	agreed final			
	date(s) of the visit			
	and provide e-copy			
	of approved DEAA			
3. Fill-out Feedback	3. Log the data	None	3 Minutes	Information
Form	request as partially			Officer III,
	successful and			Information
	endorse to the			Officer II
	Data Enclave			
	Manager (DEM) in			
	<b>U</b>			
	the DEC			
L	TOTAL:	None	6 Days and	28 Minutes

Office or Division:	Knowledge Manage	ment and Con	nmunications Divisi	n
Classification:	Complex			
Type of	G2G - Government	to Governmer	t Agency/Employee	e/Official
Transaction:				
Who may avail:	All			
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE
Accomplished Data E	nclave Access	By sending r	equests through the	e Information
Agreement		Center emai	l address info@psa	.gov.ph
The researcher must provide the following		Data Enclav	e Access Agreemer	nt may be
information:		accessed ar	d download through	h this link:
<ul> <li>Name of C</li> </ul>	<ul> <li>Name of Client/s</li> </ul>		ov.ph/content/how-	acquire-data-psa
Office				
Address				
<ul> <li>Tel. No./Fa</li> </ul>	ax No.			
<ul> <li>Data File I</li> </ul>	Required			
<ul> <li>Purpose</li> </ul>				
Letter request		Letter request shall be submitted to Office of the		
		National Statistician or to KMCD		
Accomplished and sig	ned copy of Data	Data Request Section, KMCD		
Enclave Access Agree	ement (DEEA)			
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		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			Oniceri
National Statistician	(DEEA)			
		1		

		 	Thunnhu est	ESTATISTICS TUTION TO
and Civil Registrar General with an affixed signature of the requester and Agency/Research Head/Thesis Adviser indicating the	1.1 Assess the available data on the Data Enclave Center (DEC) and completion of DEAA			Aesponsive . No
following information: Name of the requester School/Com pany	1.2 Log data request in Data Requests Tracking Number Monitoring			
<ul> <li>Affiliation</li> <li>Specific microdata of establishme nt-based census/surv ey request and reference period</li> <li>Purpose of requesting the microdata files</li> </ul>	1.3 Pre-calendar the schedule of visit to the Data Enclave Calendar			
b.) Fill-out and sign a DEAA with PSA agreeing to the terms and conditions in accessing the Data Enclave Center				

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1.4 Forward request	6 Days	Information
and the validated		Officer III,
DEAA to the		Information
Assistant National		Officer II,
Statistician of		Information
Information		Officer I
Technology and		Onioor I
Dissemination		
Service (ITDS)		
1.5 Endorse to		
Deputy National		
Statistician of		
Sectoral Statistics		
Office (SSO) and		
Censuses and		
Technical		
Coordination Office		

(DEC)



				001
	(CTCO) for signing as witness			6
	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			
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
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