## 1.23 Addressing and processing data request on Data Enclave of PSA's censuses or surveys through Electronic Freedom of Information (e-FOI)

Office or Division:	Knowledge Managem	ent and Comr	nunications Division	on
Classification:	Complex			
Type of	G2C - Government to	Citizen		
Transaction:				
Who may avail:	All			
	REQUIREMENTS		WHERE TO SEC	URE
Data request submitte	ed to Electronic	By sending request through e-FOI Portal at		
Freedom of Information		https://www.		
an Accomplished Data	, , ,			
Agreement		Data Enclav	e Access Agreeme	ent may be
			nd download through	<u> </u>
The researcher must	provide the following		ov.ph/content/how	_
information:		psa psa	,	ara quii a diata
Name of C	Client/s	F		
Office				
Address				
Tel. No./Fa	ax No			
Data File F				
Purpose	toquilou			
Letter request		Letter reque	st shall be submitt	ed to Office of
Letter request			Statistician or to k	
Accomplished and sig	nod conv of Data			RIVICD
Enclave Access Agree		Data Request Section, KMCD		
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE
4. Operad a livitie				
i i. Send a letter	l 1. Accept and	None	15 Minutes	Information
Send a letter request and	Accept and receive the e-FOI	None	15 Minutes	Information Officer III,
1. Send a letter request and accomplish a Data		None	15 Minutes	Information Officer III, Information
request and	receive the e-FOI	None	15 Minutes	Officer III, Information Officer II,
request and accomplish a Data	receive the e-FOI data request by the	None	15 Minutes	Officer III, Information
request and accomplish a Data Enclave Access Agreement (DEAA) a.) Letter request	receive the e-FOI data request by the Receiving Officer  1.1 Assign received	None	15 Minutes	Officer III, Information Officer II,
request and accomplish a Data Enclave Access Agreement (DEAA) a.) Letter request addressed to the	receive the e-FOI data request by the Receiving Officer  1.1 Assign received data request to	None	15 Minutes	Officer III, Information Officer II, Information
request and accomplish a Data Enclave Access Agreement (DEAA) a.) Letter request addressed to the National Statistician	receive the e-FOI data request by the Receiving Officer  1.1 Assign received	None	15 Minutes	Officer III, Information Officer II, Information
request and accomplish a Data Enclave Access Agreement (DEAA) a.) Letter request addressed to the National Statistician and Civil Registrar	receive the e-FOI data request by the Receiving Officer  1.1 Assign received data request to Decision Maker	None	15 Minutes	Officer III, Information Officer II, Information
request and accomplish a Data Enclave Access Agreement (DEAA) a.) Letter request addressed to the National Statistician and Civil Registrar General with an	receive the e-FOI data request by the Receiving Officer  1.1 Assign received data request to Decision Maker  1.2 Assess available	None	15 Minutes	Officer III, Information Officer II, Information
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	receive the e-FOI data request by the Receiving Officer  1.1 Assign received data request to Decision Maker  1.2 Assess available data and completion	None	15 Minutes	Officer III, Information Officer II, Information
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	receive the e-FOI data request by the Receiving Officer  1.1 Assign received data request to Decision Maker  1.2 Assess available	None	15 Minutes	Officer III, Information Officer II, Information
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	receive the e-FOI data request by the Receiving Officer  1.1 Assign received data request to Decision Maker  1.2 Assess available data and completion of DEAA	None	15 Minutes	Officer III, Information Officer II, Information
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	receive the e-FOI data request by the Receiving Officer  1.1 Assign received data request to Decision Maker  1.2 Assess available data and completion of DEAA  1.3 Log data request	None	15 Minutes	Officer III, Information Officer II, Information
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	receive the e-FOI data request by the Receiving Officer  1.1 Assign received data request to Decision Maker  1.2 Assess available data and completion of DEAA  1.3 Log data request in Data Requests	None	15 Minutes	Officer III, Information Officer II, Information
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	receive the e-FOI data request by the Receiving Officer  1.1 Assign received data request to Decision Maker  1.2 Assess available data and completion of DEAA  1.3 Log data request in Data Requests Tracking Number	None	15 Minutes	Officer III, Information Officer II, Information
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	receive the e-FOI data request by the Receiving Officer  1.1 Assign received data request to Decision Maker  1.2 Assess available data and completion of DEAA  1.3 Log data request in Data Requests	None	15 Minutes	Officer III, Information Officer II, Information
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:  • Name of the	receive the e-FOI data request by the Receiving Officer  1.1 Assign received data request to Decision Maker  1.2 Assess available data and completion of DEAA  1.3 Log data request in Data Requests Tracking Number	None	15 Minutes	Officer III, Information Officer II, Information
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:  • Name of the requester	receive the e-FOI data request by the Receiving Officer  1.1 Assign received data request to Decision Maker  1.2 Assess available data and completion of DEAA  1.3 Log data request in Data Requests Tracking Number Monitoring	None	15 Minutes	Officer III, Information Officer II, Information
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:  Name of the requester School/Com	receive the e-FOI data request by the Receiving Officer  1.1 Assign received data request to Decision Maker  1.2 Assess available data and completion of DEAA  1.3 Log data request in Data Requests Tracking Number Monitoring  1.4 Pre-calendar the	None	15 Minutes	Officer III, Information Officer II, Information
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:  Name of the requester School/Company	receive the e-FOI data request by the Receiving Officer  1.1 Assign received data request to Decision Maker  1.2 Assess available data and completion of DEAA  1.3 Log data request in Data Requests Tracking Number Monitoring  1.4 Pre-calendar the schedule of visit to	None	15 Minutes	Officer III, Information Officer II, Information
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:  Name of the requester School/Company Affiliation	receive the e-FOI data request by the Receiving Officer  1.1 Assign received data request to Decision Maker  1.2 Assess available data and completion of DEAA  1.3 Log data request in Data Requests Tracking Number Monitoring  1.4 Pre-calendar the schedule of visit to the Data Enclave	None	15 Minutes	Officer III, Information Officer II, Information
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:  Name of the requester School/Company	receive the e-FOI data request by the Receiving Officer  1.1 Assign received data request to Decision Maker  1.2 Assess available data and completion of DEAA  1.3 Log data request in Data Requests Tracking Number Monitoring  1.4 Pre-calendar the schedule of visit to the Data Enclave	None	15 Minutes	Officer III, Information Officer II, Information

	1	1		Soffice
establishme nt-based census/surv ey request and reference period • Purpose of 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)				
	1.5 Forward request and the validated DEAA to the Assistant National Statistician of Information Technology and Dissemination Service (ITDS)  1.6 Endorse to Deputy National Statistician of Sectoral Statistics Office (SSO) and Censuses and Technical Coordination Office (CTCO) for signing as witness  1.7 Sign DEAA and endorse to the PSA National Statistician for final approval  1.8 Sign DEAA and forward to ITDS for filing and further coordination to the data user/researcher		6 Days	Information Officer III, Information Officer II, Information Officer I
2. Provide prefer schedule of the onsite visit to the DEC	2. Calendar the preferred schedule and inform the researcher on the	None	10 Minutes	Information Officer III, Information Officer II

	agreed final date(s) of the visit and provide e-copy of approved DEAA			
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 Managem	ent and Comn	nunications Divisio	n
Classification:	Complex			
Type of	G2B - Government to	Business Enti	ty	
Transaction:				
Who may avail:	All	T		
	REQUIREMENTS	WHERE TO SECURE		
Data request submitte		By sending request through e-FOI Portal at		FOI Portal at
Freedom of Information		https://www.foi.gov.ph/		
an Accomplished Data	a Enclave Access	Data Falls		
Agreement			e Access Agreeme	
Th	ana dala da a fallanda a		nd download through	
The researcher must p	provide the following		ov.ph/content/how	-acquire-data-
information:	N!: 4/-	psa		
Name of C	JIIENT/S			
Office     Address				
Address     Tal Na /Fr	av Na			
• Tel. No./Fa				
Data File F	Required			
Purpose		1	. ( . 1 . 11 1 1 20	
Letter request		•	st shall be submitte	
A   -       -	and a survey Data		Statistician or to K	MICD
Accomplished and signed copy of Data Enclave Access Agreement (DEEA)		Data Reques	st Section, KMCD	
	, ,	FEES TO PROCESSING PERSON		DEDCON
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	TIME	PERSON RESPONSIBLE
1. Send a letter	1. Accept and	None	15 Minutes	Information
request and	receive the e-FOI			Officer III,
accomplish a Data	data request by the			Information
Enclave Access	Receiving Officer			Officer II,
Agreement (DEAA)				Information
a.) Letter request	1.1 Assign received			Officer I
addressed to the National Statistician	data request to Decision Maker			
and Civil Registrar	Decision Maker			
General with an	1.2 Assess available			
affixed signature of	data and completion			
the requester and	of DEAA			
Agency/Research				
Head/Thesis Adviser	1.3 Log data request			
indicating the	in Data Requests			
following	Tracking Number			
information:	Monitoring			

			8/6
<ul> <li>Name of the requester</li> <li>School/Com pany         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>	1.4 Pre-calendar the schedule of visit to the Data Enclave Calendar		6
b.) Fill-out and sign a DEAA with PSA agreeing to the terms and conditions in accessing the Data Enclave Center (DEC)	1.5 Forward request and the validated DEAA to the Assistant National Statistician of Information Technology and Dissemination Service (ITDS)  1.6 Endorse to Deputy National Statistician of Sectoral Statistics Office (SSO) and Censuses and Technical Coordination Office (CTCO) for signing as witness  1.7 Sign DEAA and endorse to the PSA National Statistician for final approval	6 Days	Information Officer III, Information Officer II, Information Officer I

	TOTAL:	None	6 Days and 28 M	/linutes
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	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 ecopy of approved DEAA	None	10 Minutes	Information Officer III, Information Officer II
	1.8 Sign DEAA			W <sub>//</sub>

Office or Division:	Knowledge Managem	ent and Comi	munications Divisi	on
Classification:	Complex			
Type of	G2G - Government to Government Agency/Employee/Official			
Transaction:				
Who may avail:	All			
CHECKLIST OF I	REQUIREMENTS	WHERE TO SECURE		
Data request submitte			request through e	-FOI Portal at
Freedom of Informatio	` '.	https://www.	.foi.gov.ph/	
an Accomplished Data	a Enclave Access			
Agreement			re Access Agreem nd download throu	-
The researcher must p	provide the following		ov.ph/content/hov	•
information:	order are removing	psa	,011,0011,011,011	. aoquiro data
Name of C	lient/s	ροα		
Office	1101100			
Address				
Tel. No./Fa	av No			
Data File F	· · · · · · · · · · · · · · · · · · ·			
Purpose	required			
Letter request		Letter reque	st shall be submit	ted to Office of
Letter request			Statistician or to	
Accomplished and sign	nod conv of Data		st Section, KMCD	_
Enclave Access Agree		Data Neque	St Section, Riviod	
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE
1. Send a letter	1. Accept and	None	15 Minutes	Information
request and	receive the e-FOI			Officer III,
accomplish a Data	data request by the			Information
Enclave Access	Receiving Officer			Officer II,
Agreement (DEAA)				

			Sign
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:  • Name of the requester  • School/Company Affiliation  • Specific microdata of establishmen t-based census/surve y request and reference period  • Purpose of requesting the microdata files	1.1 Assign received data request to Decision Maker  1.2 Assess available data and completion of DEAA  1.3 Log data request in Data Requests Tracking Number Monitoring  1.4 Pre-calendar the schedule of visit to the Data Enclave Calendar		Information Officer I
b.) Fill-out and sign a DEAA with PSA agreeing to the terms and conditions in accessing the Data Enclave Center (DEC)			
	1.5 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
	1.6 Endorse to Deputy National Statistician of Sectoral Statistics Office (SSO) and Censuses and Technical		

				Si
	Coordination Office (CTCO) for signing as witness			
	1.7 Sign DEAA and endorse to the PSA National Statistician for final approval			
	1.8 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	d 28 Minutes