

1.3 Addressing and processing data request on available data or statistics or with simple tabulation through Electronic Freedom of Information (e-FOI)

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		
Data request submitted to Electronic Freedom of Information (e-FOI)		Data request may be sent to PSA e-FOI Portal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit e-FOI request to PSA providing the following information: <ul style="list-style-type: none"> • Data • Coverage of data request • Intended purpose of use • Specific message to PSA 	1. Accept and receive and e-FOI data request by the Receiving Officer 1.1 Assign received data request to Decision Maker 1.2 Log data request in Data Requests Tracking Number Monitoring	None	10 Minutes	Information Officer III, Information Officer II, Information Officer I
	1.3 Assess and validate the requested data by the DM if data are readily available in file repository or website 1.4 Forward to Data Request Processors if need for research, process, and generates data if need for simple tabulation(s)	None	1 Day	Information Officer III, Information Officer II, Information Officer I
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 10 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		
Data request submitted to Electronic Freedom of Information (e-FOI)		Data request may be sent to PSA e-FOI Portal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit e-FOI request to PSA providing the following information: <ul style="list-style-type: none"> • Data • Coverage of data request • Intended purpose of use • Specific message to PSA 	1. Accept and receive and e-FOI data request by the Receiving Officer	None	10 Minutes	Information Officer III, Information Officer II, Information Officer I
	1.1 Assign received data request to Decision Maker	None	1 Day	Information Officer III, Information Officer II, Information Officer I
1.2 Log data request in Data Requests Tracking Number Monitoring				
	1.3 Assess and validate the requested data by the DM if data are readily available in file repository or website			
	1.4 Forward to Data Request Processors if need for research, process, and generates 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 10 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		
Data request submitted to Electronic Freedom of Information (e-FOI)		Data request may be sent to PSA e-FOI Portal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit e-FOI request to PSA providing the	1. Accept and receive and e-FOI data request by the Receiving Officer	None	10 Minutes	Information Officer III, Information Officer II,

following information: <ul style="list-style-type: none"> • Data • Coverage of data request • Intended purpose of use • Specific message to PSA 	1.1 Assign received data request to Decision Maker 1.2 Log data request in Data Requests Tracking Number Monitoring			Information Officer I
	1.3 Assess and validate the requested data by the DM if data are readily available in file repository or website 1.4 Forward to Data Request Processors if need for research and process, and generates data if need for simple tabulation(s)	None	1 Day	Information Officer III, Information Officer II, Information Officer I
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 10 Minutes	