1.4 Addressing and processing data request on available data or statistics or with simple tabulation through hand-carry documents submitted to ONS or KMCD

Office or Division:	Knowledge Management and Communications Division			
Classification:	Simple			
Type of	G2C - Government to Citizen			
Transaction:	All			
Who may avail:	All Requirements		WHERE TO SEC	IIDE
Letter request				
Letter request		Letter request shall be submitted to the Office of the National Statistician or to KMCD		
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
OLILINI OTLI O	AGENOT AGTION	BE PAID	TIME	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: Name of the requester Company Affiliation Specific request Purpose of	Receive and acknowledge data request received from info email Log data request in Data Requests Tracking Number Monitoring	None	5 Minutes	Information Officer III, Information Officer II, Information Officer I
request	1.2 Assess and	None	1 Day	Information
	validate the requested data if data are readily available in file repository or website 1.3 Research and process data if need for simple		· July	Officer III, Information Officer II, Information Officer I
2. Receive	tabulation(s) 2. Release data	None	1 Day	Information
requested data and fill-out Feedback Form	through info email 2.1 Log data request			Officer III, Information Officer II
i oiiii	as successful			Onicei ii
	TOTAL:	None	2 Davs an	d 5 Minutes
2 Days and 5 Milliates				

Office or Division:	Knowledge Management and Communications Division	
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Classification:	Simple				
Type of	G2B - Government to	Business Enti	ity		
Transaction:					
Who may avail:	Business establishme	nts/researche			
	REQUIREMENTS	Lottor rocus	WHERE TO SEC		
Letter request		Letter request shall be submitted to the Office			
CLIENT STEPS	CLIENT STEPS AGENCY ACTION		of the National Statistician or to KMCD FEES TO PROCESSING PERSON		
CLILINI SILIS	AGENCI ACTION	BE PAID	TIME	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: Name of the requester Company Affiliation Specific request Purpose of request	Receive and acknowledge data request received from info email Log data request in Data Requests Tracking Number Monitoring	None	5 Minutes	Information Officer III, Information Officer II, Information Officer I	
2. Receive requested data and fill-out Feedback Form	1.2 Assess and validate the requested data if data are readily available in file repository or website 1.3 Research and process data if need for simple tabulation(s) 2. Release data through info email 2.1 Log data request	None	1 Day	Information Officer III, Information Officer II, Information Officer I Information Officer III, Information Officer III, Information Officer II	
	as successful			Onicer ii	
TOTAL:		None	2 Days and 5 Minutes		

Office or Division:	Knowledge Management and Communications Division		
Classification:	Simple		
Type of	G2G - Government to Government Agency/Employee/Official		
Transaction:			
Who may avail:	Government agencies, GOCCs, SUCs/government employees		
CHECKLIST OF	REQUIREMENTS WHERE TO SECURE		

Letter request		Letter request shall be submitted to: Office of		
			Statistician or to	
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	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: Name of the requester Company Affiliation Specific request Purpose of request	Receive and acknowledge data request received from info email 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 if data are readily available in file repository or website 1.3 Research and process 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	Release data through info email Log data request as successful	None	1 Day	Information Officer III, Information Officer II
	TOTAL:	None	2 Days an	d E Minutos
	None	∠ Days an	d 5 Minutes	