

## 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

<b>Office or Division:</b>	Knowledge Management and Communications Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request		Letter request shall be submitted to the Office of the National Statistician or to KMCD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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: <ul style="list-style-type: none"> <li>• Name of the requester</li> <li>• Company Affiliation</li> <li>• Specific request</li> <li>• Purpose of request</li> </ul>	1. Receive and acknowledge data request received from info email  1.1 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	2. Release data through info email  2.1 Log data request as successful	None	1 Day	Information Officer III, Information Officer II
<b>TOTAL:</b>		<b>None</b>	<b>2 Days and 5 Minutes</b>	

<b>Office or Division:</b>	Knowledge Management and Communications Division
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<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business Entity			
<b>Who may avail:</b>	Business establishments/researchers in private sector			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request		Letter request shall be submitted to the Office of the National Statistician or to KMCD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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2. Receive requested data and fill-out Feedback Form	2. Release data through info email  2.1 Log data request as successful	None	1 Day	Information Officer III, Information Officer II
<b>TOTAL:</b>		<b>None</b>	<b>2 Days and 5 Minutes</b>	

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

Letter request		Letter request shall be submitted to: Office of the National Statistician or to KMCD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON 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: <ul style="list-style-type: none"> <li>• Name of the requester</li> <li>• Company Affiliation</li> <li>• Specific request</li> <li>• Purpose of request</li> </ul>	1. Receive and acknowledge data request received from info email  1.1 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	2. Release data through info email  2.1 Log data request as successful	None	1 Day	Information Officer III, Information Officer II
<b>TOTAL:</b>		<b>None</b>	<b>2 Days and 5 Minutes</b>	