

1.5 Addressing and processing data request on public use files of PSA's censuses or surveys through Web Portal

Office or Division:	Knowledge Managem	Knowledge Management and Communications Division			
Classification:	Simple				
Type of	G2C - Government to Citizen				
Transaction:					
Who may avail:	All	1			
	REQUIREMENTS		WHERE TO SEC		
Accomplished Data Request Form			may be accessed	and submit DRF	
		through this			
The researcher must p	provide the following	https://psa.g	ov.ph/content/data	a-request-form	
information:					
 Full Name 					
Email add					
1	Name and Industry				
	me (if student)/School				
Туре					
Address					
Country					
Contact No.					
Purpose o	•				
I	ata Request/Data				
Format		_			
Letter request			st shall be submitt		
			Statistician or to k	KMCD	
Accomplished and sig		Data Request Section, KMCD			
Product Agreement Form		FFF0 TO DD00F00W0 DFD00W			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
CLIENT STEPS 1. Fill-out and submit	1. Receive and			RESPONSIBLE Information	
CLIENT STEPS 1. Fill-out and submit DRF through Web	Receive and acknowledge Web	BE PAID	TIME	RESPONSIBLE Information Officer III,	
CLIENT STEPS 1. Fill-out and submit	Receive and acknowledge Web Portal requests	BE PAID	TIME	RESPONSIBLE Information Officer III, Information	
CLIENT STEPS 1. Fill-out and submit DRF through Web	Receive and acknowledge Web	BE PAID	TIME	RESPONSIBLE Information Officer III, Information Officer II,	
CLIENT STEPS 1. Fill-out and submit DRF through Web	Receive and acknowledge Web Portal requests through info email	BE PAID	TIME	RESPONSIBLE Information Officer III, Information Officer II, Information	
CLIENT STEPS 1. Fill-out and submit DRF through Web	Receive and acknowledge Web Portal requests through info email Log data request	BE PAID	TIME	RESPONSIBLE Information Officer III, Information Officer II,	
CLIENT STEPS 1. Fill-out and submit DRF through Web	1. Receive and acknowledge Web Portal requests through info email 1.1 Log data request in Data Requests	BE PAID	TIME	RESPONSIBLE Information Officer III, Information Officer II, Information	
CLIENT STEPS 1. Fill-out and submit DRF through Web	1. Receive and acknowledge Web Portal requests through info email 1.1 Log data request in Data Requests Tracking Number	BE PAID	TIME	RESPONSIBLE Information Officer III, Information Officer II, Information	
CLIENT STEPS 1. Fill-out and submit DRF through Web	1. Receive and acknowledge Web Portal requests through info email 1.1 Log data request in Data Requests	BE PAID	TIME 5 Minutes	RESPONSIBLE Information Officer III, Information Officer II, Information	
CLIENT STEPS 1. Fill-out and submit DRF through Web Portal	1. Receive and acknowledge Web Portal requests through info email 1.1 Log data request in Data Requests Tracking Number Monitoring	None	TIME	RESPONSIBLE Information Officer III, Information Officer II, Information Officer I	
CLIENT STEPS 1. Fill-out and submit DRF through Web Portal 2. Send additional	1. Receive and acknowledge Web Portal requests through info email 1.1 Log data request in Data Requests Tracking Number Monitoring 2. Assess and	None	TIME 5 Minutes	RESPONSIBLE Information Officer III, Information Officer II, Information Officer I	
CLIENT STEPS 1. Fill-out and submit DRF through Web Portal 2. Send additional request as follows: a.) Letter request addressed to the	1. Receive and acknowledge Web Portal requests through info email 1.1 Log data request in Data Requests Tracking Number Monitoring 2. Assess and validate the requested puf data if data are readily	None	TIME 5 Minutes	RESPONSIBLE Information Officer III, Information Officer II, Information Officer I Information Officer III, Information Officer III, Information Officer III,	
CLIENT STEPS 1. Fill-out and submit DRF through Web Portal 2. Send additional request as follows: a.) Letter request addressed to the National Statistician	1. Receive and acknowledge Web Portal requests through info email 1.1 Log data request in Data Requests Tracking Number Monitoring 2. Assess and validate the requested puf data if data are readily available in file	None	TIME 5 Minutes	Information Officer III, Information Officer II, Information Officer I Information Officer III, Information Officer III, Information Officer III, Information Officer II, Information	
CLIENT STEPS 1. Fill-out and submit DRF through Web Portal 2. Send additional request as follows: a.) Letter request addressed to the National Statistician and Civil Registrar	1. Receive and acknowledge Web Portal requests through info email 1.1 Log data request in Data Requests Tracking Number Monitoring 2. Assess and validate the requested puf data if data are readily	None	TIME 5 Minutes	RESPONSIBLE Information Officer III, Information Officer II, Information Officer I Information Officer III, Information Officer III, Information Officer III,	
2. Send additional request as follows: a.) Letter request addressed to the National Statistician and Civil Registrar General with an	1. Receive and acknowledge Web Portal requests through info email 1.1 Log data request in Data Requests Tracking Number Monitoring 2. Assess and validate the requested puf data if data are readily available in file repository or website	None	TIME 5 Minutes	Information Officer III, Information Officer II, Information Officer I Information Officer III, Information Officer III, Information Officer III, Information Officer II, Information	
CLIENT STEPS 1. Fill-out and submit DRF through Web Portal 2. Send additional request as follows: a.) Letter request addressed to the National Statistician and Civil Registrar General with an affixed signature of	1. Receive and acknowledge Web Portal requests through info email 1.1 Log data request in Data Requests Tracking Number Monitoring 2. Assess and validate the requested puf data if data are readily available in file repository or website 2.1 Advise to get	None	TIME 5 Minutes	Information Officer III, Information Officer II, Information Officer I Information Officer III, Information Officer III, Information Officer III, Information Officer II, Information	
2. Send additional request as follows: a.) Letter request addressed to the National Statistician and Civil Registrar General with an affixed signature of the requester and	1. Receive and acknowledge Web Portal requests through info email 1.1 Log data request in Data Requests Tracking Number Monitoring 2. Assess and validate the requested puf data if data are readily available in file repository or website 2.1 Advise to get files if the puf	None	TIME 5 Minutes	Information Officer III, Information Officer II, Information Officer I Information Officer III, Information Officer III, Information Officer III, Information Officer II, Information	
2. Send additional request as follows: a.) Letter request addressed to the National Statistician and Civil Registrar General with an affixed signature of the requester and Agency/Research	1. Receive and acknowledge Web Portal requests through info email 1.1 Log data request in Data Requests Tracking Number Monitoring 2. Assess and validate the requested puf data if data are readily available in file repository or website 2.1 Advise to get files if the puf request is more than	None	TIME 5 Minutes	Information Officer III, Information Officer II, Information Officer I Information Officer III, Information Officer III, Information Officer III, Information Officer II, Information	
2. Send additional request as follows: 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	1. Receive and acknowledge Web Portal requests through info email 1.1 Log data request in Data Requests Tracking Number Monitoring 2. Assess and validate the requested puf data if data are readily available in file repository or website 2.1 Advise to get files if the puf request is more than three (3)	None	TIME 5 Minutes	Information Officer III, Information Officer II, Information Officer I Information Officer III, Information Officer III, Information Officer III, Information Officer II, Information	
2. Send additional request as follows: 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	1. Receive and acknowledge Web Portal requests through info email 1.1 Log data request in Data Requests Tracking Number Monitoring 2. Assess and validate the requested puf data if data are readily available in file repository or website 2.1 Advise to get files if the puf request is more than three (3) surveys/censuses	None	TIME 5 Minutes	Information Officer III, Information Officer II, Information Officer I Information Officer III, Information Officer III, Information Officer III, Information Officer II, Information	
2. Send additional request as follows: 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	1. Receive and acknowledge Web Portal requests through info email 1.1 Log data request in Data Requests Tracking Number Monitoring 2. Assess and validate the requested puf data if data are readily available in file repository or website 2.1 Advise to get files if the puf request is more than three (3)	None	TIME 5 Minutes	Information Officer III, Information Officer II, Information Officer I Information Officer III, Information Officer III, Information Officer III, Information Officer II, Information	

		8/1
 Name of the 		Ĭ
requester		
 School/Com 		
pany		
Affiliation		
 Specific puf 		
request and		
reference		
period		
 Purpose of 		
using the puf		

b.) Fill-out and accomplish Data Product Agreement Form				
3. 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 and 5 Minut				d 5 Minutes

Office or Division:	Knowledge Managem	ont and Comr	nunications Divisi	
Classification:	Knowledge Management and Communications Division			
	Simple	Business Ent	i4. ,	
Type of	G2B - Government to	business Ent	щу	
Transaction:	B. diameter to the latest and			
Who may avail:	Business establishme	nts/researcne		
	REQUIREMENTS WHERE TO SECURE			
Accomplished Data Ro	equest Form		may be accessed	and submit DRF
		through this		
The researcher must p	provide the following	https://psa.g	ov.ph/content/data	<u>a-request-form</u>
information:				
 Full Name 				
 Email addı 	ress			
Company	Name and Industry			
Address				
Country				
Country Contact No.	umbor			
Purpose of the second sec	•			
•	ata Request/Data			
Format				
Letter request		Letter reque	st shall be submit	ted to Office of
		the National	Statistician or to	
		KMCD		
Accomplished and sig	ned copy of Data	Data Reque	st Section, KMCD	
Product Agreement Fo	= =			
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
1. Fill-out and submit	1. Receive and	None	5 Minutes	Information
DRF through Web	acknowledge Web			Officer III,
Portal				Information

				Office
	Portal requests through info email 1.1 Log data request in Data Requests Tracking Number Monitoring			Officer II, Information Officer I
2. Send additional request as follows: 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 puf request and reference period Purpose of using the puf	2. Assess and validates the requested puf data if data are readily available in file repository or website 2.1 Advise to get files if the puf request is more than three (3) surveys/censuses with two (2) reference periods to the PSA Library	None	1 Day	Information Officer III, Information Officer II, Information Officer I

	TOTAL:	None	2 Days and	l 5 Minutes
3. Receive requested data and fill-out Feedback Form	3. Release data through info email 3.1 Log data request as successful	None	1 Day	Information Officer III, Information Officer II
b.) Fill-out and accomplish Data Product Agreement Form				

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			
Accomplished Data Request Form		Web Portal may be accessed and submit DRF		
		through this link:		
The researcher must	provide the following	https://psa.gov.ph/content/data-request-form		
information:	· ·			

	T STATE OF THE STA
 Full Name 	
 Email address 	
 Agency 	
 Address 	
 Country 	
 Contact Number 	
 Purpose of Request 	
 Specific Data Request/Data 	
Format	
Letter request	Letter request shall be submitted to Office of
	the National Statistician or to
	KMCD
Accomplished and signed copy of Data	Data Request Section, KMCD
Product Agreement Form	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit DRF through Web Portal	Receive and acknowledge Web Portal requests through info email Log data request in Data Requests Tracking Number Monitoring	None	5 Minutes	Information Officer III, Information Officer II, Information Officer I
2. Send additional request as follows: 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 puf request and reference period Purpose of using the puf	2. Assess and validate the requested puf data if data are readily available in file repository or website 2.1 Advise to get files if the puf request is more than three (3) surveys/censuses with two (2) reference periods to the PSA Library	None	1 Day	Information Officer III, Information Officer II, Information Officer I

b.) Fill-out and		
accomplish Data		

Product Agreement Form				4
3. 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 and	d 5 Minutes