1.6 Addressing and processing data request data request on public use files of PSA's censuses or surveys through info email

Office or Division:	Knowledge Management and Communications Division			
Classification:	Simple			
Type of	G2C - Government to Citizen			
Transaction:				
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SEC	URE
Email request with an	Email request with an attached request		t may be sent to ir	nfo@psa.gov.ph
letter				
Accomplished and sign	ned copy of Data	Data Reques	st Section, KMCD	
Product Agreement Fo	orm			
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 Agency/Research Head/Thesis Adviser indicating the following information: Name of the requester Company Affiliation Specific puf request and reference period Purpose of using the puf	Receive and acknowledge letter request through info email Log data request in Data Requests Tracking Number Monitoring	None	5 Minutes	Information Officer III, Information Officer II, Information Officer I
Fill-out and accomplish Data Product Agreement Form				
	1.2 Assess and validate the requested puf data if data are readily available in file repository or website 1.3 Advise to get files if the puf	None	1 Day	Information Officer III, Information Officer II, Information Officer I

				Ship
	request is more than three (3) surveys/censuses with two (2) reference periods to the PSA Library			
2. Receive	2. Release data	None	1 Day	Information
requested data and				Officer III,
fill-out Feedback	2.1 Log data request			Information
Form	as successful			Officer II
	None	2 Days an	d 5 Minutes	

Office or Division:	Knowledge Management and Communications Division				
Classification:	Simple				
Type of	G2B - Government to Business Entity				
Transaction:					
Who may avail:	Business establishments/researchers in private sector				
CHECKLIST OF R			WHERE TO SEC		
Email request with an letter	Email request with an attached request		Data request may be sent to info@psa.gov.ph		
Accomplished and signed copy of Data		Data Request Section, KMCD			
Product Agreement Fo	orm				
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 Agency/Research Head/Thesis Adviser indicating the following information:	1. Receive and acknowledge letter request through 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	
Product Agreement Form					
	1.2 Assess and validate the requested puf data if data are	None	1 Day	Information Officer III, Information Officer II,	

				Office
	readily available in file repository or website			Information Officer I
	1.3 Advise to get files if the puf request is more than three (3) surveys/censuses with two (2) reference periods to the PSA Library			
2. Receive requested data and fill-out	2. Release data	None	1 Day	Information Officer III,
Feedback Form	2.1 Log data			Information
	request as			Officer II
	successful			
TOTAL:		None	2 Days and	l 5 Minutes

Office or Division:	Knowledge Management and Communications Division				
Classification:	Simple				
Type of	G2G - Government to Government Agency/Employee/Official				
Transaction:	gray, programme and the second				
Who may avail:	Government agencies, GOCCs, SUCs/government employees				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Email request with an attached request		Data request may be sent to info@psa.gov.ph			
letter					
Accomplished and sign	ned copy of Data	Data Reques	Data Request Section, KMCD		
Product Agreement For	rm				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
Submit letter	1. Receive and	None	5 Minutes	Information	
request addressed to	acknowledge			Officer III,	
the National	letter request			Information	
Statistician and Civil	through info email			Officer II, Information	
Registrar General with an affixed	emaii			Officer I	
signature of the	1.1 Log data			Officer	
requester and	request in Data				
Agency/Research	Requests				
Head/Thesis Adviser	Tracking Number				
indicating the	Monitoring				
following information:					
 Name of the 					
requester					
 Company 					
Affiliation					
 Specific puf 					
request and					
reference					
period					
 Purpose of 					
using the puf					
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				Solia
Fill-out and accomplish Data Product Agreement Form				·
	1.2 Assess and validate the requested puf data if data are readily available in file repository or website 1.3 Advise to get files if the puf request is more than three (3) surveys/censuse s with two (2) reference periods to the PSA Library	None	1 Day	Information Officer III, Information Officer II, Information Officer I
3. Receive requested data and fill-out	3. Release data	None	1 Day	Information Officer III,
Feedback Form	3.1 Log data request as			Information Officer II
	successful			
	None	2 Days and	5 Minutes	