

## 1.7 Addressing and processing data request data request on public use files of PSA's censuses or surveys through Electronic Freedom of Information (e-FOI)

Office or Division:	Knowledge Management and Communications Division				
Classification:	Simple				
Type of	G2C - Government to Citizen				
Transaction:					
Who may avail:	All				
CHECKLIST OF R			WHERE TO SEC		
Data request submittee		Data reques	t may be sent to PS	SA e-FOI Portal	
Freedom of Information	· · · · · ·				
attached request letter					
Accomplished and sign		Data Reque	st Section, KMCD		
Product Agreement Fo		FEES TO	DDOCESSING	PERSON	
CLIENT STEPS	AGENCY	BE PAID	PROCESSING TIME	RESPONSIBLE	
<ol> <li>Submit e-FOI request to PSA providing the following information:         <ul> <li>Data</li> <li>Coverage of data request</li> <li>Intended purpose of use</li> <li>Specific message to PSA</li> </ul> </li> </ol>	<ol> <li>Accept and receive and e- FOI data request by the Receiving Officer</li> <li>Assign received data request to Decision Maker</li> <li>Log data request in Data Requests Tracking Number Monitoring</li> </ol>	None	10 Minutes	Information Officer III, Information Officer I Officer I	
<ul> <li>2. Attach 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: <ul> <li>Name of the requester</li> <li>Company Affiliation</li> <li>Specific puf request and</li> </ul> </li> </ul>					



		lia
reference period • Purpose of using the puf		
3. Fill-out and accomplish Data Product Agreement Form		

	<ul> <li>1.3 Assess and validate the requested data by the DM if data are readily available in file repository or website</li> <li>1.4 Forward to Data Request Processors if need for research, process, and generates data if need for simple tabulation(s)</li> </ul>	None	1 Day	Information Officer III, Information Officer II, Information Officer I
4. Receive requested data and	4. Release data	None	1 Day	Information Officer III,
fill-out Feedback	4.1 Log data request			Information
Form	as successful			Officer II
	TOTAL:	None	2 Days and	10 Minutes

Office or Division:	Knowledge Management and Communications Division				
Classification:	Simple				
Type of	G2B - Government to	Business Er	ntitv		
Transaction:					
Who may avail:	Business establishme	ents/research	ers in private secto	r	
CHECKLIST OF R			WHERE TO SEC		
Data request submitte	d to Electronic	Data reques	st may be sent to PS	SA e-FOI Portal	
Freedom of Informatio	n (e-FOI) with an	-	-		
attached request letter					
Accomplished and sig		Data Reque	st Section, KMCD		
Product Agreement Fo	orm				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
<ol> <li>Submit e-FOI request to PSA providing the following information:         <ul> <li>Data</li> <li>Coverage of data request</li> <li>Intended purpose of use</li> </ul> </li> </ol>	<ol> <li>Accept and receive and e-FOI data request by the Receiving Officer</li> <li>Assign received data request to Decision Maker</li> </ol>	None	10 Minutes	Information Officer III, Information Officer II, Information Officer I	

		 	<sup>Ч</sup> иатн <sub>а</sub> ез	STATISTICS TUTIONITY
Specific     message to	1.2 Log data request in Data			Responsive . No
PSA	Requests Tracking Number Monitoring			
<ul> <li>2. Attach 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: <ul> <li>Name of the requester</li> <li>Company Affiliation</li> <li>Specific puf request and reference period</li> <li>Purpose of using the puf</li> </ul> </li> </ul>				
3. Fill-out and accomplish Data Product Agreement Form				

	<ul> <li>1.3 Assess and validate the requested data by the DM if data are readily available in file repository or website</li> <li>1.4 Forward to Data Request Processors if need for research, process, and generates data if need for simple tabulation(s)</li> </ul>	None	1 day	Information Officer III, Information Officer II, Information Officer I
4. Receive requested data and fill-out Feedback Form	4. Release data	None	1 day	Information Officer III, Information Officer II



	4.1 Log data request as successful		
Ī	TOTAL:	None	2 Days and 10 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, SU			
CHECKLIST OF F		_	WHERE TO SEC		
Data request submitted		Data reques	t may be sent to F	SA e-FOI Portal	
Freedom of Information	. ,				
attached request letter					
Accomplished and sigr		Data Reque	st Section, KMCD		
Product Agreement Fo					
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON	
	1 Accept and	BE PAID		RESPONSIBLE	
1. Submit e-FOI	1. Accept and	None	10 Minutes	Information	
request to PSA	receive and e-FOI			Officer III, Information	
providing the	data request by the				
following information: • Data	Receiving Officer			Officer II, Information	
<ul> <li>Coverage of</li> </ul>	1.1 Assign received			Officer I	
<ul> <li>Coverage of data request</li> </ul>	data request to				
	Decision Maker				
purpose of	1.2 Log data				
use	request in Data				
Specific	Requests Tracking				
message to	Number Monitoring				
PSA	C C				
2. Attach 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					
<ul> <li>Specific puf</li> </ul>					
request and					
reference					
period					



		0//
<ul> <li>Purpose of using the puf</li> </ul>		
3. Fill-out and accomplish Data Product Agreement Form		

	<ul> <li>1.3 Assess and validate the requested data by the DM if data are readily available in file repository or website</li> <li>1.4 Forward to Data Request Processors if need for research, process, and generates data if need for simple tabulation(s)</li> </ul>	None	1 Day	Information Officer III, Information Officer II, Information Officer I
4. Receive requested data and	4. Release data	None	1 Day	Information Officer III,
fill-out Feedback	4.1 Log data request			Information
Form	as successful			Officer II
	TOTAL:	None	2 Days and	10 Minutes