

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	
 Submit e-FOI request to PSA providing the following information: Data Coverage of data request Intended purpose of use Specific message to PSA 	 Accept and receive and e- FOI data request by the Receiving Officer Assign received data request to Decision Maker Log data request in Data Requests Tracking Number Monitoring 	None	10 Minutes	Information Officer III, Information Officer I Officer I	
 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 Specific puf request and 					



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

	 1.3 Assess and validate the requested data by the DM if data are readily available in file repository or website 1.4 Forward to Data Request Processors if need for research, process, and generates data if need for simple tabulation(s) 	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	
 Submit e-FOI request to PSA providing the following information: Data Coverage of data request Intended purpose of use 	 Accept and receive and e-FOI data request by the Receiving Officer Assign received data request to Decision Maker 	None	10 Minutes	Information Officer III, Information Officer II, Information Officer I	

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Specific message to	1.2 Log data request in Data			Responsive . No
PSA	Requests Tracking Number Monitoring			
 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 Specific puf request and reference period Purpose of using the puf 				
3. Fill-out and accomplish Data Product Agreement Form				

	 1.3 Assess and validate the requested data by the DM if data are readily available in file repository or website 1.4 Forward to Data Request Processors if need for research, process, and generates data if need for simple tabulation(s) 	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	
 Coverage of 	1.1 Assign received			Officer I	
 Coverage of data request 	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					
 Specific puf 					
request and					
reference					
period					



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

	 1.3 Assess and validate the requested data by the DM if data are readily available in file repository or website 1.4 Forward to Data Request Processors if need for research, process, and generates data if need for simple tabulation(s) 	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