

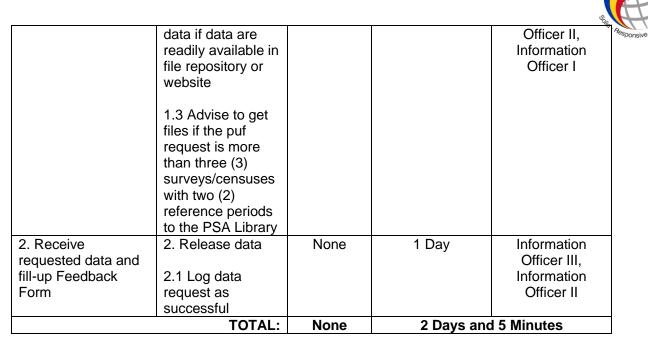
1.8 Addressing and processing data request on public use files of PSA's censuses or surveys through hand-carry documents submitted to ONS or KMCD

Office or Division:		Knowledge	Management	and Communication	ns Division	
Classification:		Simple				
			ernment to Citizen			
Who may avail: All						
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
Letter request		Letter request shall be submitted to the Office of the National Statistician or to KMCD				
Accomplished and sig	Accomplished and signed convist Date		Data Request Section, KMCD			
Accomplished and signed copy of Data Product Agreement Form		y of Data	Data Request Section, RMCD			
CLIENT STEPS		CY ACTION	FEES TO	PROCESSING	PERSON	
	//OLIN		BE PAID	TIME	RESPONSIBLE	
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: • Name of the requester • Company Affiliation	reques info em 1.1 Log reques	g data t in Data sts Tracking r			Officer III, Information Officer II, Information Officer I	
 Affiliation Specific puf request and reference period Purpose of using the puf Fill-out and accomplish Data Product Agreement Form 						
	validate reques if data a availab reposite website 1.3 Adv files if t	ted puf data are readily le in file ory or e vise to get	None	1 Day	Information Officer III, Information Officer II, Information Officer I	



	than three (3) surveys/censuses with two (2) reference periods to the PSA Library			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
2. Receive requested data and	2. Release data	None	1 Day	Information Officer III,
fill-out Feedback	2.1 Log data			Information
Form	request as			Officer II
	successful			
	TOTAL:	None	2 Days and	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	EQUIREMENTS		WHERE TO SEC		
Letter request			st shall be submitte		
		the National Statistician or to KMCD			
Accomplished and signed copy of Data		Data Request Section, KMCD			
Product Agreement Fo					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
 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:	 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 I Officer I	
	1.2 Assess and validate the requested puf	None	1 Day	Information Officer III, Information	



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Office or Division:	Knowledge Management and Communications Division				
Classification:	Simple				
Type of	G2G - Government to Government Agency/Employee/Official				
Transaction:					
Who may avail:	Government agencie	es, GOCCs, SUCs/ government employees			
CHECKLIST OF R		WHERE TO SECURE			
Letter request		Letter request shall be submitted to the Office of			
			Statistician or to KN	ACD	
Accomplished and sig		Data Reque	st Section, KMCD		
Product Agreement Fo					
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON	
		BE PAID	TIME	RESPONSIBLE	
1. Submit letter	1. Receive and	None	5 Minutes	Information	
request addressed	acknowledge letter			Officer III,	
to the National	request through info email			Information	
Statistician and Civil	into email			Officer II, Information	
Registrar General with an affixed	1.1 Log data			Officer I	
signature of the	request in Data			Officer	
requester and	Requests Tracking				
Research/Project	Number				
Head/Adviser	Monitoring				
indicating the	5				
following specific					
details:					
 Name of the 					
requester					
 Company 					
Affiliation					
 Specific puf 					
request and					
reference					
period					
Purpose of					
using the puf					
	1		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	None	1 Day	Information Officer III, Information Officer II, 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	2. Release data	None	1 Day	Information Officer III,
fill-out Feedback Form	2.1 Log data request as successful			Information Officer II
	TOTAL:	None	2 Days and	5 Minutes