1.9 Addressing and processing data request with special tabulations (with more than two [2] indicators and two [2] tables) through Web Portal

Office or Division:	Knowledge Management and Communications Division			
Classification:	Complex			
Type of	G2C - Government to Citizen			
Transaction:	All			
Who may avail:			WHERE TO SEC	IDE
CHECKLIST OF REQUIREMENTS Accomplished Data Request Form		Where To secore Web Portal may be accessed and submit DRF		
Accomplished Bata Request Form		through this	·	id oddiiii bi ti
The researcher must provide the following		https://psa.gov.ph/content/data-request-form		
information:		mps#/psaigevip:#esintent data request form		
 Full Name 				
Email address				
 Company Name an 	d Industry			
 School Name (if stu 	ident)/School Type			
 Address 				
• Country				
Contact Number				
Purpose of Reques Paragraphs				
 Specific Data Requ CLIENT STEPS 	AGENCY ACTION	FEES TO	PROCESSING	PERSON
CLIENT STEPS	AGENCT ACTION	BE PAID	TIME	RESPONSIBLE
1. Fill-out and submit	1. Receive and	None	5 Minutes	Information
DRF through Web	acknowledge Web			Officer III,
Portal	Portal requests			Information
				Officer II,
	1.1 Log data			Information Officer I
	request in Data Requests Tracking			Officer
	Number			
	Monitoring			
	1.2 Assess and	None	4 Days	Information
	validate the			Officer III,
	requested data			Information
	1.2 Doccorch			Officer II, Information
	1.3 Research, process, and			Officer I
	generate data for			56
	special tabulations			
	1.4 Validate			
	tabulated tables before release			
2. Receive	2. Release data	None	1 Day	Information
requested data and	z. Noiouoc data	140110	i Day	Officer III,
fill-out Feedback	2.1 Log data			Information
Form	request as			Officer II
	successful			
	TOTAL:	None	5 Days and	l 5 Minutes

Office or Division: Knowledge Management and Communications Division	
--	--

				Ship.
Classification:	Complex			
Type of	G2B - Government	nt to Business Entity		
Transaction:		•		
Who may avail:	Business establishm	ments/researchers in private sector		
CHECKLIST OF R	EQUIREMENTS	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:	_		•	
 Full Name 				
 Email addı 	ress			
 Company Name and Industry 				
School Name (if				
student)/School Type				
Address				
• Country				
Contact Number				
Purpose of Request				
Specific Data Request/Data				
Format				
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
OLILIAI SILIS	AGENOT ACTION	BE PAID	TIME	RESPONSIBLE
1. Fill-out and submit	1. Receive and	None	5 Minutes	Information
DDE (I L M I				000 111

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit DRF through Web Portal	1. Receive and acknowledge Web Portal requests 1.1 Log data request in Data Requests Tracking Number Monitoring	None	5 Minutes	Information Officer III, Information Officer II, Information Officer I
	1.2 Assess and validate the requested data 1.3 Research, process, and generate data for special tabulations 1.4 Validate tabulated tables before release	None	4 Days	Information Officer III, Information Officer II, Information Officer I
2. Receive requested data and fill-out Feedback Form	Release data Log data request as successful	None	1 Day	Information Officer III, Information Officer II
	TOTAL:	None	5 Days and	5 Minutes

Office or Division:	Knowledge Management and Communications Division
Classification:	Complex
Type of	G2G - Government to Government Agency/Employee/Official
Transaction:	
Who may avail:	Business establishments/researchers in private sector

	d d
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:	
Full Name	
 Email address 	
 Company Name and Industry 	
 School Name (if 	
student)/School Type	
 Address 	
Country	
Contact Number	
 Purpose of Request 	
Specific Data Request/Data	
Format	

ruillat				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill-out and submit DRF through Web Portal	1. Receive and acknowledge Web Portal requests 1.1 Log data request in Data Requests Tracking Number Monitoring	None	5 Minutes	Information Officer III, Information Officer II, Information Officer I
	1.2 Assess and validate the requested data 1.3 Research, process, and generate data for special tabulations 1.4 Validate tabulated tables before release	None	4 Days	Information Officer III, Information Officer II, Information Officer I
2. Receive requested data and fill-out Feedback Form	Release data Log data request as successful	None	1 Day	Information Officer III, Information Officer II
TOTAL:		None	5 Days and	5 Minutes