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 Transaction:	G2C - Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Data Request Form The researcher must provide the following 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	Web Portal may be accessed and submit DRF through this link: https://psa.gov.ph/content/data-request-form

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	2. Release data 2.1 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 Transaction:	G2B - Government to Business Entity
Who may avail:	Business establishments/researchers in private sector

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Data Request Form The researcher must provide the following 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	Web Portal may be accessed and submit DRF through this link: https://psa.gov.ph/content/data-request-form

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	2. Release data 2.1 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 Transaction:	G2G - Government to Government Agency/Employee/Official
Who may avail:	Business establishments/researchers in private sector

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Data Request Form The researcher must provide the following 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		Web Portal may be accessed and submit DRF through this link: https://psa.gov.ph/content/data-request-form		

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	2. Release data 2.1 Log data request as successful	None	1 Day	Information Officer III, Information Officer II
	TOTAL:	None	5 Days and 5 Minutes	