

REGISTERS AND DATABASE MANAGEMENT DIVISION

1. Provides support to Data Request

Office or Division:	Registers and Database Management Division			
Classification:	Simple			
Type of Transaction:	G2G - Government Agency/Employee/Official			
Who may avail:	KMCD, VSD and other Subject Matter Divisions (SMDs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Email request		RDMD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward data request through email	1. Receive and acknowledge received emails 1.1 Assess and validates the requested data if readily available 1.2 Process the data request	None	1 Day	Information Systems Analyst III, Information Systems Analyst II
2. Receive the requested data	2. Release data	None	5 Minutes	Information Systems Analyst III, Information Systems Analyst II
TOTAL:		None	1 Day and 5 Minutes	

Office or Division:	Registers and Database Management Division			
Classification:	Complex			
Type of Transaction:	G2G - Government Agency/Employee/Official			
Who may avail:	KMCD, VSD and other Subject Matter Divisions (SMDs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Email request		RDMD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward data request through email	1. Receive and acknowledge received emails 1.1 Assess and validates the requested data 1.2 Prepare scripts to generate the	None	6 Days	Information Systems Analyst III, Information Systems Analyst II

	<p>needed data if data are not available and need technical work</p> <p>1.3 Validates the data generated</p>			
2. Receive the requested data	2. Release data	None	5 Minutes	Information Systems Analyst III, Information Systems Analyst II
TOTAL:		None	6 Days and 5 Minutes	