

NATIONAL CENSUSES SERVICE

1. Provision of List of Sample Establishments to Other Requesting Government Agencies/Units

Office or Division:	National Censuses Service (NCS)			
Classification:	Highly Technical			
Type of Transaction:	Government to Government			
Who may avail:	Other Government Agencies			
CHECKLIST OF REQUIREMENTS				
Request letter addressed to the National Statistician and Civil Registrar General (NSCRG) for the generation of list of sample establishments for a particular establishment-based survey.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client will send request letter addressed to the NSCRG for the generation of list of sample establishments for a particular establishment-based survey.	1.1 The OANS will acknowledge the request letter and forward request letter to the concerned service/division. 1.2 The concerned service/division will evaluate the request and prepare a reply letter regarding therequest and will endorse it to the Office of the National Statistician (ONS) for signature.	None	2 days	Subject Matter Specialists of the Service/Division
2. For approved request, the client will draft a Memorandum of Agreement (MOA) between PSA and their agency/office stipulating the specific requirements and the corresponding responsibilities of both parties.	2.1 The concerned service/division will endorse the draft MOA to the Legal Service (LS) for comments and objections on specific provisions. 2.2 The client will be informed on the PSA legal comments or suggestions for consideration	None	2 days	Subject Matter Specialists of the Service/Division

<p>3. After considering and reflecting the necessary comments and/or suggestions on the MOA, the client will resubmit the revised MOA to the PSA for the final review and approval.</p>	<p>3.1 The concerned service/division will endorse the revised MOA to the LS for final review.</p> <p>3.2 Upon approval, the MOA will be endorsed to the proper signatories.</p> <p>3.3 The distribution of establishments will be provided to the client for them to determine the allocation of samples to be selected.</p> <p>3.4 The list of samples generated will be provided to the client/requesting agency through a secured link with corresponding access code, after the MOA is signed and notarized by both parties and the survey has been cleared already by the SSRCS or the Statistical Survey Review and Clearance System.</p>	<p>None</p>	<p>(19 days Review by the Legal Service)</p> <p>3 days</p>	<p>Subject Matter Specialists of the Service/Division</p>
<p>4. The client will provide the list of personnel who will be given access to the list of samples. Other agency's personnel that will have access to the list of samples has to be deputized by the PSA.</p>	<p>4.1 Prepare deputization order and endorse to the ONS for signature.</p> <p>4.2 Provide the signed deputation order to the client/requesting agency for their use and reference.</p>	<p>None</p>		<p>Subject Matter Specialists of the Service/Division</p>
Total		None	26 days	