

### 3. Provision of Data Request based on the List of Establishments (LE)

<b>Office or Division:</b>	National Censuses Service (NCS)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Citizen/Business Entity
<b>Who may avail:</b>	Citizen/Business Entity
<b>CHECKLIST OF REQUIREMENTS</b>	
Request Letter	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits the data request. Mode of request may be through walk-in, telephone query, letter/courier, email or thru PSA infocenter at info@psa.gov.ph	<p>1. If walk-in, RCC evaluates if request form is duly accomplished by the client.</p> <p>If without request letter, RCC should ask End-user/client to fill-up NCS Data Request Form for his/her data requirements.</p> <p>In receiving and controlling the request, RCC should enter data request on localhost of NCS Data Request Entry Form.</p>	None		Receipt and Control Clerk (RCC)
2. The client will be informed if the data is already available or will be advised on the standard processing time and date of release of requested data.	<p>2. The personnel of the SICD is to evaluate the request based on data required by the end-user/client.</p> <p>If the data requested is already available, provide the data immediately following the standard reply (for requests done via telephone or email). Otherwise, inform the client of the standard processing time of</p>	None	variable	Asstistant Statistician, Statistical Analyst (SA), Statistical Specialist I (SS I), Statistical Specialist II (SS II)

	<p>his/her request and the date the data will be available/released.</p> <p>If data is not available, inform end-user/client immediately that the data requested is unavailable within PSA, and may be available to another agency.</p>			
3. If data requested can be provided by other divisions, the client will be informed through email that request was referred to another unit within PSA.	3. If data requested can be provided by other divisions (e.g., prices, import/export and foreign direct investment), forward the request to concern unit/division of PSA, copy furnish KMCD at info@psa.gov.ph.	None	3 days	Subject matter division, KMCD, and other statistical units/divisions of PSA
4.	<p>4. Assess complexity of data request and its standard processing time. Prepare/process the data request.</p> <p>Prepare reply/transmittal letter to be signed by NCS ANS/CTCO DNS/National Statistician for approval/clearance.</p>	None	<p>1. Simple - 3 days</p> <p>2. Complex - 7 days</p> <p>3. With series of more than 10 years and with low level of disaggregation (e.g., 5-digit , barangay level) maximum of 15 days</p>	Asstistant Statistician, SA, SS I, SS II
<p>5. The client will be requested to accomplish Client Satisfaction Survey Form (Feedback Form) upon receipt of requested data.</p> <p>6. If data request contains other details aside from the count of</p>	<p>5. The requested data will be transmitted to the client together with the signed transmittal letter and Client Satisfaction Survey (Feedback Form).</p> <p>6. Accomplish QMS Approval Form for proper documentation. Indicate persons who</p>	None	1 day	RCC, Asstistant Statistician, SA, SS I, SS II

establishments, the client will also accomplish the Data Product Agreement Form.	prepared and reviewed the request.			
<b>Total</b>		<b>None</b>	<b>10 Days</b>	