4. Provision of Data Request based on Census of Population and Housing (CPH) or Census of Population (POPCEN)

Office or Division:	National Censuses Service (NCS)
Classification:	Highly Technical
Type of Transaction:	Government to Citizen
Who may avail:	
CHECKLIST OF REQUIREMENTS	**Where to secure**

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, or email.	If walk-in, the RCC evaluates if request form is duly accomplished by the client. If without request letter, the RCC should ask End-user/client to fill-up NCS Data Request Form for his/her data requirements. In receiving and controlling the request, RCC should enter data request on localhost of NCS Data Request Entry Form.	None	1 day	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.	The PHCD personnel shall evaluate the request based on data required by the end-user/client. 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 his/her request and the date the data will be available/released.	None	1 day	Assistant Satistician, SA, SS I, SS II

	If product needed is publication or Public Use File (PUF)/ microdata file, refer to KMCD. 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.			
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.	If data requested can be provided by other divisions (e.g., volume of production, income and employment, and vital statistics), 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
4. -	Assess complexity of data request and its standard processing time. Prepare/process the data request. For complex and highly technical data requests, provide the necessary table formats and specs to SDD. Review of output tables will be done by Supervisors. Prepare transmittal to be signed by CTCO DNS with initials of NCS ANS for clearance. Prepare the reply letter to be signed by the NSCRG.	None	1. Simple - 3 days 2. Complex - 7 days 3. Highly technical - maximum of 20 days	Asst. Statistician, SA, SS I, SS II Chief Statistical Specialist (CSS), Sr. Stat Specialist (SSS), Supervising Stat Specialist (SuSS), SDD Programmers NCS ANS/CTCO DNS/National Statistician
5. The client will be requested to accomplish Client Satisfaction Survey Form	The requested data will be transmitted to the client together with the signed transmittal letter and Client Satisfaction	None	1 day	RCC, Assistant Statistician, SA, SS I, SS II

(Feedback Form) upon receipt of requested data.

6. If product needed is publication or PUF/microdata file, the client will also accomplishthe Data Product Agreement Form. | Survey (Feedback Form). Accomplish QMS Approval Form for proper documentation.Indicate persons who prepared and reviewed the request. | | | |
	Prepare brief report on accomplished Feedback forms, evaluating the flaws, strengths, and other information on serving data needs to further improve the service.	None	Variable	Asstistant Statistician, SA. SS I, SS II
Total		**None**	**10 days**	
Provision of Certification of Population Counts (CPC)				
CPC at the Central Office (CO)				
CASE 1: If the request is received at Central Office and request is NOT lower than barangay level				
The client submits the request for certification of population count (CPC). Mode of request may be through walk-in, letter/courier, or email.	CSS of the PHCD is undertake procedure in any of the following instances:
· Prepare and issue CPC to the requesting party;

· Prepare and issue CPC to the requesting party (if the request is creation of barangay); and,

· Prepare a reply letter stating the counts (if the request is sitio/purok) to the requesting party; | None | 1 day

1 week upon receipt of validated inputs from PSA Field Office | Statistical Analyst (SA), Statistical Specialist II (SSII), Supervising Statistical Specialist (SuSS), Chief Statistical Specialist (CSS) |
| - | The CPC is to be submitted to NS for Signature | None | 2 days | NCSANS/CTCO DNS/National Statistician |

	The request will be provided to the client at the most convenient platform (e.g. email).	None	1 day	Chief Statistical Specialist (CSS)
Total		**None**	**11 days**	
CASE 2: If the request is received at Central Office and request is lower than barangay level				
Client submits the request for certification of population count (CPC). Mode of request may be through walk-in, letter/courier, or email.	The CSS of the Population and Housing Census Division (PHCD) is to request the concerned Provincial Statistical Office (PSO), through its Regional Statistical Services Office (RSSO), to verify the boundaries to be able to determine the population counts of the sitio/purok being requested.	None	1 day	CSS of the PHCD
-	The Chief Statistical Specialist (CSS) of the PSO (PSO-CSS) is to ascertain area boundaries (conduct field work, if necessary) and determine the household serial number (HSN) of the sitio/purok)	None	1week	PSO-CSS
-	The PSO-CSS is to submit the maps highlighting the boundaries of the requested area and Form 1 to the Central office for review/evaluation.	None	3 days	PSO-CSS
	The CSS of the PHCD is to check if the maps and Form 1 are complete and verify that the boundaries of the area requested is clearly identified in the maps and the corresponding HSN in Form 1	None	3 days	Statistical Analyst (SA), Statistical Specialist II (SSII), Supervising Statistical Specialist (SuSS), Chief

	If maps are clearly covered and HSN in Form 1 are completely identified, the count is to be computed for the requested area. Proceed to Step 1 of Case 1 (CPC at the CO).		1 day	Statistical Specialist (CSS)
	Otherwise, PHCD is to send feedback to PSO. Then proceed to Step 2 of Case 2 (CPC at the CO).		1 day	
Total		**None**	**16 days**	

· **CPC at the Regional Statistical Service Office (RSSO)**				
CASE 1: If the request is received at RSSO and request is NOT lower than barangay level				
Client submits the request for CPC at the RSSO. Mode of request may be through walk-in, letter/courier, or email.	Statistical Operations and Coordination Division (SOCD) - CSS of the RSSO is to prepare and issue CPC and reply letter.	None	1 day	RSSO-SOCD-CSS
-	The CPC is to be submitted to Regional Director (RD) for Signature	None	1 day	RSSO-SOCD-CSS /RD
-	The request will be provided to the client at the most convenient platform (e.g. email).	None	1 day	RSSO-SOCD-CSS
	Provide a copy of the signed CPC to the Central Office and to the concerned Provincial Statistical Office (PO)		1 day	CTCO-NCS-PHCD/ RSSO-SOCD-CSS / Concerned PSO-CSS
Total		**None**	**5 days**	
CASE 2: If the request is received at RSSO and request is lower than barangay level				
Client submits the request for CPC at the RSSO. Mode of request may be through walk-in, letter/courier, or email.	SOCD – CSS of the RSSO is to request the concerned PO to verify the boundaries and to determine the population count of the sitio/purok being requested.	None	3 days	RSSO-SOCD-CSS /Concerned PSO-CSS

		None	1 week	Concerned PSO-CSS
	At the PO, PSO-CSS is to ascertain the boundaries and determine the household serial numbers (HSN) of the sitio/purok being requested. PSO-CSS is to submit the maps highlighting the boundaries of the requested area and Form 1 to CO through RSSO for review and evaluation.		3 days	Concerned PSO-CSS/ RSSO-SOCD-CSS/ CTCO-NCS-PHCD
	At the RSSO, SOCD – CSS is to check if the maps and Form 1 are completed and verified that the boundaries of the area requested is clearly identified in the maps and the corresponding HSN in Form 1	None	3 days	RSSO-SOCD-CSS
	If maps are not clearly covered and HSN in Form 1 are not clearly identified, SOCD – CSS should send feedback to the PO.		3 days	RSSO-SOCD-CSS/ Concerned PSO-CSS
	Otherwise, RSSO should submit the maps ad Form 1 to the CO.		1 day	RSSO-SOCD-CSS/ CTCO-NCS-PHCD
	At the CO, the PHCD-CSS is to check if the maps are not clearly covered and HSN in Form 1 are not clearly identified, send feedback to the field office.	None	3 days	CSS of the PHCD
	If maps are not clearly covered and HSN in Form 1 are not completely identified, send feedback to the field office. Proceed to		1 day	CSS of the PHCD/ RSSO-SOCD-CSS/ Concerned PSO-CSS

	Step 3 of Case 2 (CPC at the RSSO). Otherwise, the count is to be computed for the requested area.		1 day	CSS of the PHCD
	At the CO, PHCD is to prepare a reply letter stating the counts to the requesting party;	None	1 day	Statistical Analyst (SA), Statistical Specialist II (SSII), Supervising Statistical Specialist (SuSS), Chief Statistical Specialist (CSS)
	The CPC is to be submitted to NS for Signature	None	12 days	NCS ANS/CTCO DNS/National Statistician
	The request will be provided to the client at the most convenient platform (e.g. email).	None	1 day	Chief Statistical Specialist (CSS)
Total		**None**	**29 days**	
CPC at the Provincial Statistical Office (PSO)				
CASE 1: If the request is received at PSO and request is NOT lower than barangay level				
Client submits the request for certification of population count (CPC). Mode of request may be through walk-in, letter/courier, or email.	The PSO is to prepare and issue CPC and prepare a reply letter	None	1 day	Statistical Analyst (SA), Statistical Specialist II (SSII), Supervising Statistical Specialist (SuSS), Chief Statistical Specialist (CSS)
-	The request will be provided to the client at the most convenient platform (e.g. email) Provide a signed copy to CO and RSSO	None	3 days	Statistical Analyst (SA), Statistical Specialist II (SSII), Supervising Statistical Specialist (SuSS), Chief

				Statistical Specialist (CSS)
Total		**None**	**4 days**	
CASE 2: If the request is received at PSO and request is lower than barangay level				
Client submits the request for certification of population count (CPC). Mode of request may be through walk-in, letter/courier, or email.	The PSO is to ascertain area boundaries (conduct field work, if necessary) and determine the household serial number (HSN) of the sitio/purok)	None	5 days	Statistical Analyst (SA), Statistical Specialist II (SSII), Supervising Statistical Specialist (SuSS), Chief Statistical Specialist (CSS)
-	The PSO is to submit the maps highlighting the boundaries of the requested area and Form 1 to CO through RSSO for review/evaluation.	None	2 days	Statistical Analyst (SA), Statistical Specialist II (SSII), Supervising Statistical Specialist (SuSS), Chief Statistical Specialist (CSS)
-	The SOCD is to check if the maps and Form 1 are completed and verified that the boundaries of the area requested is clearly identified in the maps and the corresponding HSN in Form 1 If maps are clearly covered and HSN in Form 1 are completely identified, the maps are to be submitted to CO. Otherwise, SOCD is to send feedback to PSO. The PSO is to verify/update the submitted maps and form. Then proceed to Step 2 of Case 2 (CPC at the PSO).	None	2 days	Statistical Analyst (SA), Statistical Specialist II (SSII), Supervising Statistical Specialist (SuSS), Chief Statistical Specialist (CSS)

-	The CO is to check if the maps and Form 1 are completed and verified that the boundaries of the area requested is clearly identified in the maps and the corresponding HSN in Form 1	None	3 days	Statistical Analyst (SA), Statistical Specialist II (SSII), Supervising Statistical Specialist (SuSS), Chief Statistical Specialist (CSS)
	If maps are clearly covered and HSN in Form 1 are completely identified, the count is to be computed for the requested area. PSO is to issue a reply letter stating the estimated population counts.		1 day	
	Otherwise, PHCD-CSS is to send feedback to RSSO. Thenproceed to Step 2 of Case 2 (CPC at the PSO).		1 day	
Total		**None**	**14 days**	