

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Scan QR and accomplish the MED Data Request Form.	1.1. Check if all the required information has been provided in the Data Request Form.	None	15 minutes	Project Evaluation Officers I and II
None	1.2. Acknowledge receipt of the MED Data Request Form.	None	10 minutes	Project Evaluation Officers I and II
None	1.3. Assess and forward to the concerned employee who should handle the request.	None	1 hour	Project Evaluation Officers I and II
None	1.4. Prepare and submit the data request to the Supervisor for review and clearance.	None	1 day	Project Evaluation Officers I and II
None	1.5. Review correctness and complete-ness of requested data and endorse the same to Division Chief for final approval.	None	1 day	Project Evaluation Officers III and IV
None	1.6. Review and approve the data request.	None	6 hours	Project Evaluation Officer V
2. Check the completeness of the requested data and accomplish the Data Request Client Evaluation Form.	2.1. Send the e-copy of the data request, including the Data Request Evaluation Form.	None	10 minutes	Project Evaluation Officers I and II
None	2.2. File the following: 2.2.1. Data Request Form 2.2.2. Accomplished Data Request	None	15 minutes	Project Evaluation Officer I

	Client Evaluation Form			
None	2.3. Record the transaction in the Data Request Log Sheet.	None	10 minutes	Project Evaluation Officer I
TOTAL:		None	3 days	