2. Data Request on Philippine Identification System for Latest Approved Disaggregated Data

This process will provide the requesting party with the latest approved disaggregated data and updates on the implementation of Philippine Identification System (PhilSys), particularly on registration. The disaggregation may be in terms of provincial, city/municipal level, and on the period of the data (i.e., daily, weekly, monthly, annually). The indicators for this data request include the Step 2 and Step 3 registration (i.e., PSN Generation, Cards Personalization, Cards Dispatched, Cards Delivered, Issued Printed ePhilID, Downloaded ePhilID, etc.).

Office or Division:	Monitoring and Evaluation Division
Classification:	Complex
Type of Transaction:	G2B – Government to Business Entity; G2G – Government to Government
Who may avail:	PSA Offices/Services/Divisions/Units Government offices Business entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished MED Data Request Form: a. Requestor Information a.1. Name a.2. Office/Service/Division a.3. Office E-mail Address a.4. Contact Number b. Data Request b.1. Specific data request b.2. Format b.3. Purpose b.4. Reference Period b.5. Scope of use b.6. Other relevant information on the request	Monitoring and Evaluation Division – Monitoring and Evaluation Unit Link: **https://tinyurl.com/MEDDataRequestForm**

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	30 minutes	Project Evaluation Officers I and II

None	1.2. Acknowledge receipt of the MED Data Request Form.	None	30 minutes	Project Evaluation Officers I and II
None	1.3. Assess and forward to the concerned employee who should handle the request.	None	1 day and 2 hours	Project Evaluation Officers I and II
None	1.4. Prepare and submit the data request to the Supervisor for review and clearance.	None	3 days	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 and 4 hours	Project Evaluation Officers III and IV
None	1.6. Review and approve the data request.	None	1 day	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	30 minutes	Project Evaluation Officers I and II
None	2.2. File the following: 2.2.1. Data Request Form 2.2.2. Accomplish-ed Data Request Client Evaluation Form	None	15 minutes	Project Evaluation Officer I
None	2.3. Record the transaction in the Data Request Log Sheet.	None	15 minutes	Project Evaluation Officer I

	TOTAL:	None	7 days