

# SOCIAL SECTOR STATISTICS SERVICE (SSSS)

## 1. Request for Printed Copy of Readily Available Unpublished Data for Walk-in Researcher

Walk-in researchers need printed copy of data that are not posted in the PSA website, but the data is available in the Service.

<b>Office or Division:</b>	All Division of SSSS	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government-to-Citizen (G2C)	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Accomplished Data Two (2) Request Form	SSSS Subject Matter Division (SMD)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register at PSA's Security at the 16 <sup>th</sup> Floor	1.1 Request the researcher to sign in the Log Book	None	None	Security Guard on Duty
	1.2 Assist the researcher to the Office of the Assistant National Statistician (OANS)	None	None	Security Guard on Duty
	1.3 Assess which concerned division should handle the query/data request	None	None	Assistant Statistician
2. Accomplish two copies of Data Request Form	2.1 Provide the researcher with two (2) copies of Data Request Form	None	10 minutes	Statistician Aide/ Administrative Aide
	2.2 Check if all the required information are provided by the researcher	None	5 minutes	Statistician Aide/ Administrative Aide

2.3 Indicate the release date and time of the requested data in the form and provide one (1) copy to the researcher. Inform the researcher to present this to get his/her data request.	None	5 minutes	Statistician Aide/ Administrative Aide
2.4 Hand over the other copy of the Data Request Form to the concerned technical staff who will prepare the request.	None	1 minute	Statistician Aide/Administrative Aide
2.5 Prepare the requested data and check for correctness and completeness	None	2 hours	Statistical Analyst Statistical Specialist I Statistical Specialist II
2.6 Print and submit to the Supervisor for review and clearance.	None	5 minutes	Statistical Analyst Statistical Specialist I Statistical Specialist II
2.7 Review the correctness and completeness of requested data	None	1 hour	Senior Statistical Specialist Supervising Statistical Specialist
2.8 Endorse to Division Chief for final approval	None	5 minutes	Supervising Statistical Specialist
2.9 Review/ Approve the data request	None	30 minutes	Division Chief
2.10 Endorse the approved data request to Supervising Statistical Specialist	None	5 minutes	Supervising Statistical Specialist

3. Present the duplicate copy of the Data Request Form to get the printed copy of the request	3.1 Photocopy/ Scan the approved/signed data request for record/filing.	None	15 minutes	Statistician Aide/Administrative Aide
	3.2 Provide the researcher with the original copy of the signed data request	None	1 minute	Statistician Aide/Administrative Aide
	3.3 Record the transaction in the Data Request Log Book	None	3 minutes	Statistician Aide/Administrative Aide
4. Accomplish the Acknowledgement Receipt Form and Feedback Form	4.1 Require the researcher to accomplish the Acknowledgement Receipt Form and Feedback Form	None	10 minutes	Statistician Aide/Administrative Aide
	4.2 Provide ITDS-KMCD with the Data Request Form, Acknowledgement Receipt Form and Feedback Form	None	None*	Statistician Aide/Administrative Aide
	4.3 File the following: · Data Request Form · Acknowledgement Receipt Form · Signed copy of the data request (photocopy) · Feedback Form	None	None*	Statistician Aide/Administrative Aide
<b>Total</b>		<b>None</b>	<b>4 hours and 35 minutes</b>	