

## 2. Request for an Electronic Copy of Readily Available Unpublished Data

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

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

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register at PSA's Security 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 copies of Data Request Form	None	10 minutes	Statistician Aide/Administrative Aide
	2.2 Check if all the required information	None	5 minutes	Statistician Aide/Administrative Aide

are provided by the researcher			
2.3 Indicate the release date and time of the requested data in the form and provide one 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
2.11 Send the e-copy of the data request to	None	5 minutes	Statistical Analyst Statistical Specialist I

	the email address of the researcher indicated in the Data Request Form, including the Acknowledgement Receipt Form and Feedback Form.			Statistical Specialist II
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 40 minutes</b>	