

3. Request for Electronic Copy of Readily Available Unpublished Data Thru Email

The researcher sent through email the request for data that are unpublished in the PSA website, but the data is available in the Service

Office or Division:	All Divisions of SSSS	
Classification:	Simple	
Type of Transaction:	Government-to-Citizen (G2C)	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Request Letter Addressed to CLAIRE DENNIS S. MAPA, Ph.D. Undersecretary National Statistician and Civil Registrar General 8/F CRS Building- PSA Complex, East Ave., Diliman, Quezon City 1101		
2. Accomplished Data Request Form	Concerned Subject Matter Division (SMD)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send request to the SMD addressed to NSCRG	1.1 Acknowledge the email of the requester	None	5 minutes	Statistical Analyst Statistical Specialist I Statistical Specialist II
	1.2 Forward the email to the Division Chief and KMCD to inform about the data request	None	5 minutes	Statistical Analyst Statistical Specialist I Statistical Specialist II
	1.3 Assess and evaluate the data request.	None	10 minutes	Statistical Analyst

			Statistical Specialist I Statistical Specialist II
1.4 Prepare the requested data and check for the correctness and completeness.	None	2 hours	Statistical Analyst Statistical Specialist I Statistical Specialist II
1.5 Print and submit to the Supervisor for review and clearance.	None	5 minutes	Statistical Analyst Statistical Specialist I Statistical Specialist II
1.6 Review the correctness and completeness of requested data.	None	1 hour	Supervising Statistical Specialist
1.7 Endorse to Division Chief for final approval.	None	7 minutes	Supervising Statistical Specialist
1.7.1 Review the Data Request	None	30 minutes	Division Chief
1.7.2 Approve the data request and send back to the technical staff to be sent to the researcher	None	3 minutes	Division chief
1.8 Send the e-copy of the data request to the email address of the researcher indicated in the Data Request Form, including the Acknowledgement Receipt Form and Feedback Form	None	3 minutes	Statistical Analyst Statistical Specialist I Statistical Specialist II

2 Researcher to acknowledge the email and fill up the Data Request Form, including the Acknowledgement Receipt Form and Feedback Form	2.1 Acknowledge the feedback of the researcher	None	10 minutes	Statistical Analyst Statistical Specialist I Statistical Specialist II
	3.1 Provide the ONS- KMCD the accomplished Data Request Form, including the Acknowledgement Receipt Form and Feedback Form	None	None*	Statistical Analyst Statistical Specialist I
	4.1 Print and file the following: Data Request Form · Acknowledgement Receipt Form · Signed copy of the data request (photocopy) Feedback Form	None	None*	Statistician Aide/Administrative Aide
Total		None	4 hours and 18 minutes	