

4. Request for data readily available at PSA website (walk-in)

Data request of walk-in researchers are available in PSA website

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Researcher/ data requester proceed to the lobby area and sign the guard's logbook	1.1 Request the researcher to sign in the logbook	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 the researcher's data request	None	20 minutes	Administrative Assistant III
2. Accomplish two (2) Data Request form	2.1 Provide the researcher with the data request form	None	5 minutes	Administrative Assistant III
	2.2 Check if all the required information in the Data Request form were provided	None	5 minutes	Administrative Assistant III
	2.3 Refer the researcher to concerned SMD	None	5 minutes	Administrative Assistant III

	2.4 Assist the researcher regarding the data request	None	5 minutes	Statistical Analyst Statistical Specialist I Statistical Specialist II
	2.5 Search the data in PSA website	None	30 minutes	Statistical Analyst Statistical Specialist I Statistical Specialist II
	2.6 Write down in the duplicate copy of data request form the website link where the data is available	None	5 minutes	Statistical Analyst Statistical Specialist I Statistical Specialist II
3 Accomplish the Data Request Form, Acknowledgement Receipt Form and Feedback Form	3.1 Require the researcher to accomplish two (2) <u>Data Request Form</u> and the Acknowledgement Receipt form and Feedback form	None	10 minutes	Statistician Aide/ Administrative Aide
	3.2 Provide ITDS-KMCD with the <u>Data Request Form (Student Research /Thesis)</u> , Acknowledgement Receipt Form and Feedback Form	None	None*	Statistician Aide/ Administrative Aide
	3.3 File the Following: · <u>Data Request Form</u> · Acknowledgement Receipt Form · Signed Copy of the data request (photocopy) · Feedback form	None	None*	Statistician Aide/ Administrative Aide
Total		None	1 hour and 25 minutes	