

5. Request for data readily available at PSA website through email

The researcher sent through email the request for data that are published in the PSA website.

Office or Division:	All Divisions of SSSS
Classification:	Simple
Type of Transaction:	Government-to- Citizen(G2C)
Who may avail:	All
CHECKLIST OF REQUIREMENTS	
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 from 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	1 hour	Statistical Analyst Statistical Specialist I Statistical Specialist II

				Supervising Statistical Specialist
	1.4 Search the data in PSA website	None	30 minutes	Statistical Analyst Statistical Specialist I Statistical Specialist II
	1.5 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
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	5 minutes	Statistical Analyst Statistical Specialist I Statistical Specialist II
	a. Provide the ITDS-KMCD the accomplished Data Request Form, including the Acknowledgement Receipt Form and Feedback Form	None	None*	Statistician Aide/ Administrative Aide
	4.1 File the Following: · <u>Data Product Form (Student Research /Thesis)</u> · Acknowledgement Receipt Form · Signed Copy of the data request (photocopy) · Feedback form	None	None*	Statistician Aide/ Administrative Aide
Total			None	1 hour and 50 minutes