

6. Request for Printed Copy of Available Unpublished Data but need additional process to provide the data for Walk-in Researchers

The walk-in researchers need a printed copy of specific data output that requires more time to generate. The requested data are not posted in the PSA website but available in the Service.

Office or Division:	Office of the Assistant National Statistician	
Classification:	Complex	
Type of Transaction:	Government-to-Citizen (G2C)	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Accomplished Data 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 16 th 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	3 minutes	Statistician Aide/ Administrative Aide
2.5 Prepare and analyze the requested data base on the specific output needed by the requester and check for correctness and completeness	None	4 Days	Statistical Analyst Statistical Specialist I Statistical Specialist II Senior Statistical Specialist
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 according to the	None	3 hours	Supervising Statistical Specialist

	researchers requested output.			
	2.8 Endorse to Division Chief for final approval.	None	5 minutes	Supervising Statistical Specialist
	2.9 Review/ Approve the data request	None	2 hours	Division Chief
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	3 minutes	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: <ul style="list-style-type: none"> · Data Request Form · Acknowledgement Receipt Form 	None	None*	Statistician Aide/ Administrative Aide

	<ul style="list-style-type: none"> · Signed copy of the data request (photocopy) · Feedback Form 		
Total		None	4 Days 6 hours and 19