

## 7. Request for Electronic Copy of Available Unpublished Data which need additional process to provide the data for Walk-in Researchers

The walk-in researcher requests for a specific data output in e-copy that requires more time to generate the requested data that are not posted in the PSA website, but available in the Service.

<b>Office or Division:</b>	<b>Office of the Assistant National Statistician</b>	
<b>Classification:</b>	<b>Complex</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>
<b>1. Accomplished Data Request Form</b>		<b>SSSS Subject Matter Division (SMD)</b>

<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 (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	None	5 minutes	Statistician Aide/ Administrative Aide

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.			
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 researchers requested output.	None	3 hours	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	2 hours	Division Chief
2.10 Endorse the approved data		15 minutes	Supervising Statistical Specialist

	request to Supervising Statistical Specialist			
	2.11 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	Supervising Statistical Specialist
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	3 minutes	Statistician Aide/ Administrative Aide
	3.2 Provide the researcher with the original copy of the signed data request	None	10 minutes	Statistician Aide/ Administrative Aide
	3.3 Record the transaction in the Data Request Log Book	None	10 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	5 minutes	Statistician Aide/ Administrative Aide
	5. Provide ITDS-KMCD with the Data Request Form, Acknowledgement Receipt Form and Feedback Form	None	None*	Statistician Aide/ Administrative Aide
	6. File the following: · Data Request Form	None	None*	Statistician Aide/ Administrative Aide

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