

8. Request for Electronic Copy of Available Unpublished Data which need additional process through Email from KMCD

The request for data that are not posted in the PSA website but available in the Service is forwarded by KMCD through email. The researcher needs a specific data output in e-copy that requires more time to generate/provide.

Office or Division:	All Divisions of SSSS		
Classification:	Complex		
Type of Transaction:	Government-to- Government (G2G)		
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 from KMCD	None	5 minutes	Statistical Analyst Statistical Specialist I Statistical Specialist II
	1.2 Forward the email to the Division Chief 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	Division Chief
	1.4 Assign technical staff to prepare the requested data	None	30 minutes	Division Chief

1.5 Prepare the requested data and check for the correctness and completeness	None	4 days	Statistical Analyst Statistical Specialist I Statistical Specialist II
1.6 Print and submit to the Supervisor for review and clearance	None	5 minutes	Statistical Analyst Statistical Specialist I Statistical Specialist II
1.7 Review the correctness and completeness of requested data and reply letter	None	3 hours	Supervising Statistical Specialist
1.8 Endorse to Division Chief for final approval	None	7 minutes	Supervising Statistical Specialist
1.9 Review/Approve the data request	None	2 hours	Division Chief
1.9.1 Approve the e-copy of data send back to the technical staff to be sent to KMCD	None	3 minutes	Division Chief
1.10 Send the Approved Reply letter and data to KMCD	None	3 minutes	Statistical Analyst Statistical Specialist I Statistical Specialist II
Total	None	4 Days 6 hours and 58 minutes	