

### 1.15 Addressing and processing data request that required subject matter division's special tabulation through e-FOI

<b>Office or Division:</b>	Knowledge Management and Communications Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Data request submitted to Electronic Freedom of Information (e-FOI)		Data request may be sent to PSA e-FOI Portal		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit e-FOI request to PSA providing the following information: <ul style="list-style-type: none"> <li>• Data</li> <li>• Coverage of data request</li> <li>• Intended purpose of use</li> <li>• Specific message to PSA</li> </ul>	1. Accept and receive and e-FOI data request by the Receiving Officer	None	10 Minutes	Information Officer III, Information Officer II, Information Officer I
	1.1 Assign received data request to Decision Maker  1.2 Log data request in Data Requests Tracking Number Monitoring  1.3 Assess and validate the requested data by the DM  1.4 Forward received request to the subject matter division(s) for appropriate response	None	4 Days	Information Officer III, Information Officer II, Information Officer I
2. Receive requested data and fill-out Feedback Form	2. Release submitted tabulated data or response from SMD  2.1 Log data request as successful	None	1 Day	Information Officer III, Information Officer II
<b>TOTAL:</b>		<b>None</b>	<b>5 Days and 10 Minutes</b>	

<b>Office or Division:</b>	Knowledge Management and Communications Division
<b>Classification:</b>	Complex

<b>Type of Transaction:</b>	G2B - Government to Business Entity			
<b>Who may avail:</b>	Business establishments/researchers in private sector			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Data request submitted to Electronic Freedom of Information (e-FOI)		Data request may be sent to PSA e-FOI Portal		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit e-FOI request to PSA providing the following information: <ul style="list-style-type: none"> <li>• Data</li> <li>• Coverage of data request</li> <li>• Intended purpose of use</li> <li>• Specific message to PSA</li> </ul>	1. Accept and receive and e-FOI data request by the Receiving Officer	None	10 Minutes	Information Officer III, Information Officer II, Information Officer I
	1.1 Assign received data request to Decision Maker	None	4 Days	Information Officer III, Information Officer II, Information Officer I
	1.2 Log data request in Data Requests Tracking Number Monitoring			
	1.3 Assess and validate the requested data by the DM			
	1.4 Forward received request to the subject matter division(s) for appropriate response			
2. Receive requested data and fill-out Feedback Form	2. Release submitted tabulated data or response from SMD	None	1 Day	Information Officer III, Information Officer II
	2.1 Log data request as successful			
<b>TOTAL:</b>		<b>None</b>	<b>5 Days and 10 Minutes</b>	

<b>Office or Division:</b>	Knowledge Management and Communications Division
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G - Government to Government Agency/Employee/Official
<b>Who may avail:</b>	Government agencies, GOCCs, SUCs/ government employees
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Data request submitted to Electronic Freedom of Information (e-FOI)	Data request may be sent to PSA e-FOI Portal

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit e-FOI request to PSA providing the following information: <ul style="list-style-type: none"> <li>• Data</li> <li>• Coverage of data request</li> <li>• Intended purpose of use</li> <li>• Specific message to PSA</li> </ul>	1. Accept and receive and e-FOI data request by the Receiving Officer  1.1 Assign received data request to Decision Maker  1.2 Log data request in Data Requests Tracking Number Monitoring	None	10 Minutes	Information Officer III, Information Officer II, Information Officer I
	1.3 Assess and validate the requested data by the DM  1.4 Forward received request to the subject matter division(s) for appropriate response	None	4 Days	Information Officer III, Information Officer II, Information Officer I
2. Receive requested data and fill-out Feedback Form	2. Release submitted tabulated data or response from SMD  2.1 Log data request as successful	None	1 Day	Information Officer III, Information Officer II
<b>TOTAL:</b>		<b>None</b>	<b>5 Days and 10 Minutes</b>	