1.17 Addressing and processing data request on special project-based services or unavailable data that requires technical assistance through Web Portal

Office or Division:	Knowledge Management and Communications Division			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Data Request Form The researcher must provide the following information: ● Full Name ● Email address ● Company Name and Industry ● School Name (if student)/School Type ● Address ● Country ● Contact Number ● Purpose of Request ● Specific Data Request/Data Format		Web Portal may be accessed and submit DRF through this link: https://psa.gov.ph/content/data-request-form		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit DRF through Web Portal	1. Receive and acknowledge Web Portal requests 1.1 Log data request in Data Requests Tracking Number Monitoring	None	5 Minutes	Information Officer III, Information Officer II, Information Officer I
	1.2 Assess and validate the requested data 1.3 Respond to the request that the subject matter division will address the specific data request 1.4 Forward received request to the subject	None	1 Day	Information Officer III, Information Officer II, Information Officer I

	matter division(s) for appropriate response			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive requested data and fill-out Feedback Form	2. Coordinate with the requester on the request specifications 2.1 Provide response to the request by SMD, copied info email	None	15 Days	Subject Matter Division(s)
	3. Log data request as successful	None	30 Minutes	Information Officer III, Information Officer II
TOTAL:		**None**	**16 Days and 35 Minutes**	

Office or Division:	Knowledge Management and Communications Division			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business Entity			
Who may avail:	Business establishments/researchers in private sector			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Accomplished Data Request Form The researcher must provide the following information: ● Full Name ● Email address ● Company Name and Industry ● School Name (if student)/School Type ● Address ● Country ● Contact Number ● Purpose of Request ● Specific Data Request/Data Format		Web Portal may be accessed and submit DRF through this link: https://psa.gov.ph/content/data-request-form		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill-out and submit DRF through Web Portal	1. Receive and acknowledge Web Portal requests 1.1 Log data request in Data Requests Tracking Number Monitoring	None	5 Minutes	Information Officer III, Information Officer II, Information Officer I
	1.2 Assess and validate the requested data	None	1 Day	Information Officer III, Information

	1.3 Respond to the request that the subject matter division will address the specific data request 1.4 Forward received request to the subject matter division(s) for appropriate response			

2. Receive requested data and fill-out Feedback Form	2. Coordinate with the requester on the request specifications 2.1 Provide response to the request by SMD, copied info email	None	15 Days	Subject Matter Division(s)
	3. Log data request as successful	None	30 Minutes	Information Officer III, Information Officer II
TOTAL:		**None**	**16 Days and 35 Minutes**	

Office or Division:	Knowledge Management and Communications Division
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government Agency/Employee/Official
Who may avail:	Government agencies, GOCCs, SUCs/ government employees
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Accomplished Data Request Form The researcher must provide the following information: ● Full Name ● Email address ● Company Name and Industry ● School Name (if student)/School Type ● Address ● Country ● Contact Number ● Purpose of Request	Web Portal may be accessed and submit DRF through this link: https://psa.gov.ph/content/data-request-form

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
● Specific Data Request/Data Format				
1. Fill-out and submit DRF through Web Portal	1. Receive and acknowledge Web Portal requests 1.1 Log data request in Data Requests Tracking Number Monitoring	None	5 Minutes	Information Officer III, Information Officer II, Information Officer I
	1.2 Assess and validate the requested data 1.3 Respond to the request that the subject matter division will address the specific data request 1.4 Forward received request to the subject matter division(s) for appropriate response	None	1 Day	Information Officer III, Information Officer II, Information Officer I

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive requested data and fill-out Feedback Form	2. Coordinate with the requester on the request specifications 2.1 Provide response to the request by SMD, copied info email	None	15 Days	Subject Matter Division(s)
	3. Log data request as successful	None	30 Minutes	Information Officer III, Information Officer II
	TOTAL:	None	16 Days and 35 Minutes	