

1.22 Addressing and processing data request on Data Enclave of PSA's censuses or surveys through info email

Office or Division:	Knowledge Management and Communications Division			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>Accomplished Data Enclave Access Agreement</p> <p>The researcher must provide the following information:</p> <ul style="list-style-type: none"> ● Name of Client/s ● Office ● Address ● Tel. No./Fax No. ● Data File Required ● Purpose 		<p>By sending requests through the Information Center email address info@psa.gov.ph</p> <p>Data Enclave Access Agreement may be accessed and download through this link: https://psa.gov.ph/content/how-acquire-data-psa</p>		
Letter request		Letter request shall be submitted to Office of the National Statistician or to KMCD		
Accomplished and signed copy of Data Enclave Access Agreement (DEEA)		Data Request Section, KMCD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Send a letter request and accomplish a Data Enclave Access Agreement (DEEA)</p> <p>a.) Letter request addressed to the National Statistician and Civil Registrar General with an affixed signature of the requester and Agency/Research Head/Thesis Adviser indicating the following information:</p> <ul style="list-style-type: none"> ● Name of the requester ● School/Company Affiliation ● Specific microdata of establishment-based census/surv 	<p>1. Receive and acknowledge request letter and accomplished Data Enclave Agreement Form (DEEA)</p> <p>1.1 Assess the available data on the Data Enclave Center (DEC) and completion of DEEA</p> <p>1.2 Log data request in Data Requests Tracking Number Monitoring</p> <p>1.3 Pre-calendar the schedule of visit to the Data Enclave Calendar</p>	None	15 Minutes	Information Officer III, Information Officer II, Information Officer I

ey request and reference period <ul style="list-style-type: none"> • Purpose of requesting the microdata files 				
--	--	--	--	--

b.) Fill-out and sign a DEAA with PSA agreeing to the terms and conditions in accessing the Data Enclave Center (DEC)				
	<p>1.4 Forward request and the validated DEAA to the Assistant National Statistician of Information Technology and Dissemination Service (ITDS)</p> <p>1.5 Endorse to Deputy National Statistician of Sectoral Statistics Office (SSO) and Censuses and Technical Coordination Office (CTCO) for signing as witness</p> <p>1.6 Sign DEAA and endorse to the PSA National Statistician for final approval</p> <p>1.7 Sign DEAA and forward to ITDS for filing and further coordination to the data user/researcher</p>		6 Days	Information Officer III, Information Officer II, Information Officer I
2. Provide preferred schedule of the on-site visit to the DEC	2. Calendar the preferred schedule and inform the	None	10 Minutes	Information Officer III,

	researcher on the agreed final date(s) of the visit and provide e-copy of approved DEAA			Information Officer II
3. Fill-out Feedback Form	3. Log the data request as partially successful and endorse to the Data Enclave Manager (DEM) in the DEC	None	3 Minutes	Information Officer III, Information Officer II
TOTAL:		None	6 Days and 28 Minutes	

Office or Division:	Knowledge Management and Communications Division			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business Entity			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>Accomplished Data Enclave Access Agreement</p> <p>The researcher must provide the following information:</p> <ul style="list-style-type: none"> ● Name of Client/s ● Office ● Address ● Tel. No./Fax No. ● Data File Required ● Purpose 		<p>By sending requests through the Information Center email address info@psa.gov.ph</p> <p>Data Enclave Access Agreement may be accessed and download through this link: https://psa.gov.ph/content/how-acquire-data-psa</p>		
Letter request		Letter request shall be submitted to Office of the National Statistician or to KMCD		
Accomplished and signed copy of Data Enclave Access Agreement (DEEA)		Data Request Section, KMCD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send a letter request and accomplish a Data Enclave Access Agreement (DEEA) a.) Letter request addressed to the National Statistician and Civil Registrar General with an affixed signature of the requester and Agency/Research Head/Thesis Adviser indicating the following information:	<p>1. Receive and acknowledge request letter and accomplished Data Enclave Access Agreement Form (DEEA)</p> <p>1.1 Assess the available data on the Data Enclave Center (DEC) and completion of DEAA</p> <p>1.2 Log data request in Data Requests Tracking</p>	None	15 Minutes	Information Officer III, Information Officer II, Information Officer I

<ul style="list-style-type: none"> • Name of the requester • School/Company Affiliation • Specific microdata of establishment-based census/survey request and reference period • Purpose of requesting the microdata files <p>b.) Fill-out and sign a DEAA with PSA agreeing to the terms and conditions in accessing the Data Enclave Center (DEC)</p>	<p>Number Monitoring</p> <p>1.3 Pre-calendar the schedule of visit to the Data Enclave Calendar</p>			
---	---	--	--	--

	<p>1.4 Forward request and the validated DEAA to the Assistant National Statistician of Information Technology and Dissemination Service (ITDS)</p> <p>1.5 Endorse to Deputy National Statistician of Sectoral Statistics Office (SSO) and Censuses and Technical Coordination Office (CTCO) for signing as witness</p> <p>1.6 Sign DEAA and endorse to the PSA National Statistician for final approval</p>		<p>6 Days</p>	<p>Information Officer III, Information Officer II, Information Officer I</p>
--	--	--	---------------	---

	1.7 Sign DEAA and forward to ITDS for filing and further coordination to the data user/researcher			
2. Provide prefer schedule of the on-site visit to the DEC	2. Calendar the preferred schedule and inform the researcher on the agreed final date(s) of the visit and provide e-copy of approved DEAA	None	10 Minutes	Information Officer III, Information Officer II
3. Fill-out Feedback Form	3. Log the data request as partially successful and endorse to the Data Enclave Manager (DEM) in the DEC	None	3 Minutes	Information Officer III, Information Officer II
TOTAL:		None	6 Days and 28 Minutes	

Office or Division:	Knowledge Management and Communications Division
Classification:	Complex
Type of Transaction:	G2G - Government to Government Agency/Employee/Official
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Data Enclave Access Agreement The researcher must provide the following information: <ul style="list-style-type: none"> ● Name of Client/s ● Office ● Address ● Tel. No./Fax No. ● Data File Required ● Purpose 	By sending requests through the Information Center email address info@psa.gov.ph Data Enclave Access Agreement may be accessed and download through this link: https://psa.gov.ph/content/how-acquire-data-psa
Letter request	Letter request shall be submitted to Office of the National Statistician or to KMCD
Accomplished and signed copy of Data Enclave Access Agreement (DEEA)	Data Request Section, KMCD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send a letter request and accomplish a Data Enclave Access Agreement (DEEA) a.) Letter request addressed to the National Statistician	1. Receive and acknowledge request letter and accomplished Data Enclave Access Agreement Form (DEEA)	None	15 Minutes	Information Officer III, Information Officer II, Information Officer I

<p>and Civil Registrar General with an affixed signature of the requester and Agency/Research Head/Thesis Adviser indicating the following information:</p> <ul style="list-style-type: none"> • Name of the requester • School/Company Affiliation • Specific microdata of establishment-based census/survey request and reference period • Purpose of requesting the microdata files <p>b.) Fill-out and sign a DEAA with PSA agreeing to the terms and conditions in accessing the Data Enclave Center (DEC)</p>	<p>1.1 Assess the available data on the Data Enclave Center (DEC) and completion of DEAA</p> <p>1.2 Log data request in Data Requests Tracking Number Monitoring</p> <p>1.3 Pre-calendar the schedule of visit to the Data Enclave Calendar</p>			
---	---	--	--	--

	<p>1.4 Forward request and the validated DEAA to the Assistant National Statistician of Information Technology and Dissemination Service (ITDS)</p> <p>1.5 Endorse to Deputy National Statistician of Sectoral Statistics Office (SSO) and Censuses and Technical Coordination Office</p>		6 Days	Information Officer III, Information Officer II, Information Officer I
--	---	--	--------	--

	<p>(CTCO) for signing as witness</p> <p>1.6 Sign DEAA and endorse to the PSA National Statistician for final approval</p> <p>1.7 Sign DEAA and forward to ITDS for filing and further coordination to the data user/researcher</p>			
2. Provide preferred schedule of the on-site visit to the DEC	2. Calendar the preferred schedule and inform the researcher on the agreed final date(s) of the visit and provide e-copy of approved DEAA	None	10 Minutes	Information Officer III, Information Officer II
3. Fill-out Feedback Form	3. Log the data request as partially successful and endorse to the Data Enclave Manager (DEM) in the DEC	None	3 Minutes	Information Officer III, Information Officer II
TOTAL:		None	6 Days and 28 Minutes	