

1.23 Addressing and processing data request on Data Enclave of PSA's censuses or surveys through Electronic Freedom of Information (e-FOI)

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>Data request submitted to Electronic Freedom of Information (e-FOI) portal with an 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 request through e-FOI Portal at https://www.foi.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 (DEAA)</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 	<p>1. Accept and receive the e-FOI data request by the Receiving Officer</p> <p>1.1 Assign received data request to Decision Maker</p> <p>1.2 Assess available data and completion of DEAA</p> <p>1.3 Log data request in Data Requests Tracking Number Monitoring</p> <p>1.4 Pre-calendar the schedule of visit to the Data Enclave Calendar</p>	None	15 Minutes	Information Officer III, Information Officer II, Information Officer I

<p>establishment-based census/survey request and reference period</p> <ul style="list-style-type: none"> • Purpose of requesting the microdata files 				
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b.) Fill-out and sign a DEAA with PSA agreeing to the terms and conditions in accessing the Data Enclave Center (DEC)				
	<p>1.5 Forward request and the validated DEAA to the Assistant National Statistician of Information Technology and Dissemination Service (ITDS)</p> <p>1.6 Endorse to Deputy National Statistician of Sectoral Statistics Office (SSO) and Censuses and Technical Coordination Office (CTCO) for signing as witness</p> <p>1.7 Sign DEAA and endorse to the PSA National Statistician for final approval</p> <p>1.8 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 researcher on the	None	10 Minutes	Information Officer III, Information Officer II

	agreed final date(s) of the visit and provide e-copy of approved DEAA			
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>Data request submitted to Electronic Freedom of Information (e-FOI) portal with an 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 request through e-FOI Portal at https://www.foi.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>		
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<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>1.4 Pre-calendar the schedule of visit to the Data Enclave Calendar</p>			
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<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>1.5 Forward request and the validated DEAA to the Assistant National Statistician of Information Technology and Dissemination Service (ITDS)</p> <p>1.6 Endorse to Deputy National Statistician of Sectoral Statistics Office (SSO) and Censuses and Technical Coordination Office (CTCO) for signing as witness</p> <p>1.7 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>

	1.8 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		
Data request submitted to Electronic Freedom of Information (e-FOI) portal with an 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 request through e-FOI Portal at https://www.foi.gov.ph/ Data Enclave Access Agreement may be accessed and download through this link: https://psa.gov.ph/content/how-acquire-data-psa		
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<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/survey request and reference period • Purpose of requesting the microdata files 	<p>1.1 Assign received data request to Decision Maker</p> <p>1.2 Assess available data and completion of DEAA</p> <p>1.3 Log data request in Data Requests Tracking Number Monitoring</p> <p>1.4 Pre-calendar the schedule of visit to the Data Enclave Calendar</p>			<p>Information Officer I</p>
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	<p>Coordination Office (CTCO) for signing as witness</p> <p>1.7 Sign DEAA and endorse to the PSA National Statistician for final approval</p> <p>1.8 Sign DEAA and forward to ITDS for filing and further coordination to the data user/researcher</p>			
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TOTAL:		None	6 Days and 28 Minutes	