

1.5 Addressing and processing data request on public use files of PSA's censuses or surveys through Web Portal

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| Office or Division: | Knowledge Management and Communications Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C - Government to Citizen | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <p>Accomplished Data Request Form</p> <p>The researcher must provide the following information:</p> <ul style="list-style-type: none"> ● 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 | | <p>Web Portal may be accessed and submit DRF through this link: https://psa.gov.ph/content/data-request-form</p> | | |
| Letter request | | Letter request shall be submitted to Office of the National Statistician or to KMCD | | |
| Accomplished and signed copy of Data Product Agreement Form | | Data Request Section, KMCD | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Fill-out and submit DRF through Web Portal | <p>1. Receive and acknowledge Web Portal requests through info email</p> <p>1.1 Log data request in Data Requests Tracking Number Monitoring</p> | None | 5 Minutes | Information Officer III, Information Officer II, Information Officer I |
| 2. Send additional request as follows: 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>2. Assess and validate the requested puf data if data are readily available in file repository or website</p> <p>2.1 Advise to get files if the puf request is more than three (3) surveys/censuses with two (2) reference periods to the PSA Library</p> | None | 1 Day | Information Officer III, Information Officer II, Information Officer I |

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| <ul style="list-style-type: none"> Name of the requester School/Company Affiliation Specific puf request and reference period Purpose of using the puf | | | | |
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| b.) Fill-out and accomplish Data Product Agreement Form | | | | |
| 3. Receive requested data and fill-out Feedback Form | 3. Release data through info email 3.1 Log data request as successful | None | 1 Day | Information Officer III, Information Officer II |
| TOTAL: | | None | 2 Days and 5 Minutes | |

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|---|---|---|------------------------|---|
| Office or Division: | Knowledge Management and Communications Division | | | |
| Classification: | Simple | | | |
| 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: <ul style="list-style-type: none"> Full Name Email address Company Name and Industry 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 | | |
| Letter request | | Letter request shall be submitted to Office of the National Statistician or to KMCD | | |
| Accomplished and signed copy of Data Product Agreement Form | | Data Request Section, KMCD | | |
| 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 | None | 5 Minutes | Information Officer III, Information |

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| | Portal requests through info email 1.1 Log data request in Data Requests Tracking Number Monitoring | | | Officer II, Information Officer I |
| 2. Send additional request as follows: 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: <ul style="list-style-type: none"> • Name of the requester • School/Company Affiliation • Specific puf request and reference period • Purpose of using the puf | 2. Assess and validates the requested puf data if data are readily available in file repository or website 2.1 Advise to get files if the puf request is more than three (3) surveys/censuses with two (2) reference periods to the PSA Library | None | 1 Day | Information Officer III, Information Officer II, Information Officer I |

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| b.) Fill-out and accomplish Data Product Agreement Form | | | | |
| 3. Receive requested data and fill-out Feedback Form | 3. Release data through info email 3.1 Log data request as successful | None | 1 Day | Information Officer III, Information Officer II |
| TOTAL: | | None | 2 Days and 5 Minutes | |

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|--|---|------------------------|
| Office or Division: | Knowledge Management and Communications Division | |
| Classification: | Simple | |
| 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: | Web Portal may be accessed and submit DRF through this link: https://psa.gov.ph/content/data-request-form | |

| <ul style="list-style-type: none"> • Full Name • Email address • Agency • Address • Country • Contact Number • Purpose of Request • Specific Data Request/Data Format | | | | |
|---|---|---|-----------------|--|
| Letter request | | Letter request shall be submitted to Office of the National Statistician or to KMCD | | |
| Accomplished and signed copy of Data Product Agreement Form | | Data Request Section, KMCD | | |
| 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 through info email 1.1 Log data request in Data Requests Tracking Number Monitoring | None | 5 Minutes | Information Officer III, Information Officer II, Information Officer I |
| 2. Send additional request as follows: 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: <ul style="list-style-type: none"> • Name of the requester • School/Company Affiliation • Specific puf request and reference period • Purpose of using the puf | 2. Assess and validate the requested puf data if data are readily available in file repository or website 2.1 Advise to get files if the puf request is more than three (3) surveys/censuses with two (2) reference periods to the PSA Library | None | 1 Day | Information Officer III, Information Officer II, Information Officer I |
| b.) Fill-out and accomplish Data | | | | |

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| Product Agreement Form | | | | |
| 3. Receive requested data and fill-out Feedback Form | 3. Release data through info email 3.1 Log data request as successful | None | 1 Day | Information Officer III, Information Officer II |
| TOTAL: | | None | 2 Days and 5 Minutes | |