1.7 Addressing and processing data request data request on public use files of PSA's censuses or surveys through Electronic Freedom of Information (e-FOI)

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		
Data request submitted to Electronic Freedom of Information (e-FOI) with an attached request letter		Data request may be sent to PSA e-FOI Portal		
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. Submit e-FOI request to PSA providing the following information: ● Data ● Coverage of data request ● Intended purpose of use ● Specific message to PSA 2. Attach 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: ● Name of the requester ● Company Affiliation ● Specific puf request and	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

reference period ● Purpose of using the puf 3. Fill-out and accomplish Data Product Agreement Form				

	1.3 Assess and validate the requested data by the DM if data are readily available in file repository or website 1.4 Forward to Data Request Processors if need for research, process, and generates data if need for simple tabulation(s)	None	1 Day	Information Officer III, Information Officer II, Information Officer I
4. Receive requested data and fill-out Feedback Form	4. Release data 4.1 Log data request as successful	None	1 Day	Information Officer III, Information Officer II
TOTAL:		**None**	**2 Days and 10 Minutes**	

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**		
Data request submitted to Electronic Freedom of Information (e-FOI) with an attached request letter		Data request may be sent to PSA e-FOI Portal		
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. Submit e-FOI request to PSA providing the following information: ● Data ● Coverage of data request ● Intended purpose of use	1. Accept and receive and e-FOI data request by the Receiving Officer 1.1 Assign received data request to Decision Maker	None	10 Minutes	Information Officer III, Information Officer II, Information Officer I

● Specific message to PSA	1.2 Log data request in Data Requests Tracking Number Monitoring			
2. Attach 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: ● Name of the requester ● Company Affiliation ● Specific puf request and reference period ● Purpose of using the puf				
3. Fill-out and accomplish Data Product Agreement Form				

	1.3 Assess and validate the requested data by the DM if data are readily available in file repository or website	None	1 day	Information Officer III, Information Officer II, Information Officer I
	1.4 Forward to Data Request Processors if need for research, process, and generates data if need for simple tabulation(s)			
4. Receive requested data and fill-out Feedback Form	4. Release data	None	1 day	Information Officer III, Information Officer II

	4.1 Log data request as successful			
	TOTAL:	**None**	**2 Days and 10 Minutes**	

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		
Data request submitted to Electronic Freedom of Information (e-FOI) with an attached request letter		Data request may be sent to PSA e-FOI Portal		
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. Submit e-FOI request to PSA providing the following information: ● Data ● Coverage of data request ● Intended purpose of use ● Specific message to PSA	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
2. Attach 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: ● Name of the requester ● Company Affiliation ● Specific puf request and reference period				

● Purpose of using the puf 3. Fill-out and accomplish Data Product Agreement Form				

	1.3 Assess and validate the requested data by the DM if data are readily available in file repository or website 1.4 Forward to Data Request Processors if need for research, process, and generates data if need for simple tabulation(s)	None	1 Day	Information Officer III, Information Officer II, Information Officer I
4. Receive requested data and fill-out Feedback Form	4. Release data 4.1 Log data request as successful	None	1 Day	Information Officer III, Information Officer II
TOTAL:		**None**	**2 Days and 10 Minutes**	