

1.8 Addressing and processing data request on public use files of PSA's censuses or surveys through hand-carry documents submitted to ONS or KMCD

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		
Letter request		Letter request shall be submitted to the 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. Submit letter request addressed to the National Statistician and Civil Registrar General with an affixed signature of the requester and Research/Project Head/Adviser indicating the following specific details: <ul style="list-style-type: none"> • Name of the requester • Company Affiliation • Specific puf request and reference period • Purpose of using the puf Fill-out and accomplish Data Product Agreement Form	1. Receive and acknowledge letter request 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
	1.2 Assess and validate the requested puf data if data are readily available in file repository or website 1.3 Advise to get files if the puf request is more	None	1 Day	Information Officer III, Information Officer II, Information Officer I

	than three (3) surveys/censuses with two (2) reference periods to the PSA Library			
2. Receive requested data and fill-out Feedback Form	2. Release data 2.1 Log data request as successful	None	1 Day	Information Officer III, Information Officer II
TOTAL:		None	2 Days and 5 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		
Letter request		Letter request shall be submitted to the 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. Submit letter request addressed to the National Statistician and Civil Registrar General with an affixed signature of the requester and Research/Project Head/Adviser indicating the following specific details: <ul style="list-style-type: none"> • Name of the requester • Company Affiliation • Specific puf request and reference period • Purpose of using the puf Fill-out and accomplish Data Product Agreement Form	1. Receive and acknowledge letter request 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
	1.2 Assess and validate the requested puf	None	1 Day	Information Officer III, Information

	data if data are readily available in file repository or website 1.3 Advise to get files if the puf request is more than three (3) surveys/censuses with two (2) reference periods to the PSA Library			Officer II, Information Officer I
2. Receive requested data and fill-up Feedback Form	2. Release data 2.1 Log data request as successful	None	1 Day	Information Officer III, Information Officer II
TOTAL:		None	2 Days and 5 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		
Letter request		Letter request shall be submitted to the 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. Submit letter request addressed to the National Statistician and Civil Registrar General with an affixed signature of the requester and Research/Project Head/Adviser indicating the following specific details: <ul style="list-style-type: none"> • Name of the requester • Company Affiliation • Specific puf request and reference period • Purpose of using the puf 	1. Receive and acknowledge letter request 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

Fill-out and accomplish Data Product Agreement Form				
	<p>1.2 Assess and validate the requested puf data if data are readily available in file repository or website</p> <p>1.3 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
2. Receive requested data and fill-out Feedback Form	<p>2. Release data</p> <p>2.1 Log data request as successful</p>	None	1 Day	Information Officer III, Information Officer II
TOTAL:		None	2 Days and 5 Minutes	