

## 4. Study Visits to PSA

Study visit is a service offered by the PSA that allows international organizations to visit the PSA, benchmark practices, and learn about the agency's operations

<b>Office or Division:</b>	Office of the National Statistician – International Cooperation Unit (ONS-ICU)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B - Government to Government			
<b>Who may avail:</b>	International Requesting Organizations			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter addressed to:  <b>CLAIRE DENNIS S. MAPA, Ph.D.</b> Undersecretary National Statistician and Civil Registrar General		Invitation may be sent through: <a href="mailto:icu.staff@psa.gov.ph">icu.staff@psa.gov.ph</a>		
2. Relevant documents (e.g., proposed program, logistic details, etc.)		Requesting organization		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send the request to PSA.	1. Acknowledge receipt of the request.	None	3 Minutes	Director / Supervising Statistical Specialist / Statistical Specialist II / Statistical Analyst ONS-ICU
	2. Review and forward the request to the concerned PSA office.	None	1 Day	Director / Supervising Statistical Specialist / Statistical Specialist II / Statistical Analyst ONS-ICU
	3. Assess the request and inform ICU on the feasibility of the request	None	5 Days	DNS / ANS/DC
2. Receive the response from PSA.	1. Inform the requesting party about PSA's decision	None	5 Minutes	Director / Supervising Statistical

	<ol style="list-style-type: none"> <li>2. Send regrets if PSA cannot accommodate the request.</li> <li>3. If approved, prepare and send the Letter of Agreement and draft program to the requesting party</li> </ol>		5 Days	
3. Review the program and sign the Letter of Agreement. Return all the documents to PSA.	1. Sign the Letter of Agreement.	None	1 Day	NSCRG
	2. Arrange the technical and administrative aspects of the visit.	None	7 Days	ONS-ICU and Concerned PSA Offices
4. Visit the PSA and submit the accomplish evaluation form at the end of the program.	1. Record responses for monitoring.	None	1 Hour	Supervising Statistical Specialist / Statistical Specialist II / Statistical Analyst ONS-ICU
<b>Total</b>		<b>None</b>	<b>19 Days, 1 Hour and 8 minutes</b>	