

The Planning, Monitoring, and Evaluation Division – Research and Statistics Units facilitate all data/research requests from different stakeholders, both internally and externally. The following tables present the process flow each type of data.

### 1. Request for administrative data (regular reports / statistical data previously approved, copies of published researches)

<b>Office or Division:</b>	4Ps – Planning, Monitoring, and Evaluation (PMED)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send data/research request (communication)	Acknowledge and provide the requested data	None	1-3 days	PEO or Statistician
	TOTAL:		3 days	

### 2. Request for administrative data (statistical data – multivariate, time series), request for interview (beneficiaries, Program staff) as research activity

<b>Office or Division:</b>	4Ps – Planning, Monitoring, and Evaluation (PMED)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Data/Research Request Form		Pantawid Website, Pantawid NPMO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send data/research	1.1 Acknowledge and provide data/	None	0.5 day	PEO or Statistician

request (communication)	research request form			
2. Fill out data/research request form completely	2.1 Assess the request	None	0.5 day	PEO or Statistician
None	2.2 Provide initial feedback to the client and secure approval of the request	None	0.5 day	PEO or Statistician
None	2.3 Approve / Disapprove request	None	2 days	Approving Authority
None	2.3.a If disapproved, provide feedback to the client	None	0.5 day	PEO or Statistician
None	2.3.b If approved, prepare data/research requested	None	1-3 days	PEO or Statistician
None	2.4 Provide data/research request to the client	None	0.5 days	PEO or Statistician
	TOTAL:		7 days	

### 3. Request for administrative data (personal information, statistical data – multivariate, time series, name matching)

<b>Office or Division:</b>	4Ps – Planning, Monitoring, and Evaluation (PMED)	
<b>Classification:</b>	Highly technical	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	Public	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Data/Research Request Form		Pantawid Website, Pantawid NPMO

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send data/research request (communication)	1.1 Acknowledge and provide data/research request form	None	0.5 day	Statistician
2. Fill out data/research request form completely	2.1 Assess the request	None	0.5 day	Statistician
None	2.2 Provide initial feedback to the client and secure approval of the request	None	0.5 day	Statistician
None	2.3 Approve / Disapprove request	None	2 days	Approving Authority
None	2.3.a If disapproved, provide feedback to the client	None	0.5 day	Statistician
None	2.4.b If approved, prepare data/research requested	None	1 - 11 days	Statistician
None	2.5 Prepare memo and submit to NPMO approve the release of the data	None	1 day	Statistician

None	2.6 Signing of memo by NPMO	None	3 days	NPMO
None	2.6 NPMO to return the signed memo to concerned staff	None	0.5 days	NPMO
None	2.6.a Provide data/research request to the client	None	1 day	PEO or Statistician
	TOTAL:		20 days	

#### 4. Data Request requiring MOA

<b>Office or Division:</b>	4Ps – Planning, Monitoring, and Evaluation (PMED)			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Partner Agency			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Data/Research Request Form		Pantawid Website, Pantawid NPMO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send data/research request (communication)	1.1 Accept and acknowledge data/research request	None	0.5 day	PEO or Statistician
2. Fill up data/research request form	2.1 Review and assess the request	None	1 day	PEO or Statistician
None	2.2 Recommended approval to NPMO via memo	None	0.5 day	PEO or Statistician

None	2.3 Approve / Disapprove request	None	3 days	NPMO
None	2.3a If disapproved provide feedback to partner agency	None	1 day	PEO or Statistician
None	2.3b If approved, prepare data sharing MOA	None	5 days	PEO or Statistician
None	2.4 Share to partner agency for the review of the draft MOA		0.5 day	PEO or Statistician
<b>3.</b> Review of draft MOA and provide feedback		None	5 days	Partner agency
None	<b>4.</b> Revise MOA based on feedback from client	None	5 days	PEO or Statistician
None	<b>5.</b> Prepare memo to DPO to review the MOA	None	0.5 day	PEO or Statistician
None	<b>6.</b> DPO reviews the MOA and provide feedback to PMED	None	5 days	DPO
None	<b>7.</b> PMED to revise the MOA based on the feedback from DPO	None	3 days	PEO or Statistician

None	<b>8.</b> PMED to submit revised MOA to Legal Service for review	None	0.5 days	PEO or Statistician
None	<b>9.</b> Legal to review the MOA and endorse back to PMED	None	6 days	Legal Service
None	<b>10.</b> Sharing of MOA to partner agency	None	0.5 day	PEO or Statistician
<b>11.</b> Approval of partner agency for review of their Legal and return to PMED		None	5 days	Partner agency
None	<b>12.</b> Memo / communication to partner agency for signing of MOA	None	0.5 day	PEO or Statistician
None	<b>13.</b> Signing of MOA	None	1 day	PEO or Statistician
None	<b>14.</b> Provision of data to partner agency	None	0.5 day	PEO or Statistician
	<b>TOTAL:</b>		43 days	

