

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

The Planning, Monitoring, and Evaluation Division – Research and Statistics Units facilitate all statistical data either multivariate or time series data requests from different stakeholders, both internally and externally. The following tables present the process flow each type of data.

Office or Division:	4Ps – Planning, Monitoring, and Evaluation (PMED)			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Data/Research Request Form		Pantawid Website, Pantawid NPMO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send data/research request (communication)	1. Acknowledge and provide data/research request form	None	0.5 day	PEO or Statistician
2. Fill out data/research request form completely	2. Assess the request	None	0.5 day	PEO or Statistician
None	2.1 Provide initial feedback to the client and secure approval of the request	None	0.5 day	PEO or Statistician
None	2.2 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	None	0.5 days	PEO or Statistician

	request to the client			
	TOTAL:		7 days	

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

The Planning, Monitoring, and Evaluation Division – Research and Statistics Units facilitate all administrative data (personal information, statistical data – multivariate, time series, name matching) requests from different stakeholders, both internally and externally. The following tables present the process flow each type of data.

Office or Division:	4Ps – Planning, Monitoring, and Evaluation (PMED)			
Classification:	Highly technical			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Data/Research Request Form		Pantawid Website, Pantawid NPMO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send data/research request (communication)	1. Acknowledge and provide data/ research request form	None	0.5 day	Statistician
2. Fill out data/research request form completely	2. Assess the request	None	0.5 day	Statistician
None	2.1 Provide initial feedback to the client and secure approval of the request	None	0.5 day	Statistician
None	2.2 Approve / Disapprove request	None	2 days	Approving Authority
None	2.3.a If disapproved, provide	None	0.5 day	Statistician

	feedback to the client			
None	2.3.b If approved, prepare data/research requested	None	1 - 11 days	Statistician
None	2.4 Prepare memo and submit to NPMO approve the release of the data	None	1 day	Statistician
None	2.5 Signing of memo by NPMO	None	3 days	National Program Manager, 4Ps
None	2.6 NPMO to return the signed memo to concerned staff	None	0.5 days	Administrative Assistant II
None	2.7 Provide data/research request to the client	None	1 day	PEO or Statistician
	TOTAL:		20 days	

3. Data Request requiring MOA

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

Office or Division:	4Ps – Planning, Monitoring, and Evaluation (PMED)
Classification:	Highly technical
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Partner Agency

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Data/Research Request Form		Pantawid Website, Pantawid NPMO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send data/research request (communication)	1. Accept and acknowledge data/research request	None	0.5 day	PEO or Statistician
2. Fill up data/research request form	2. Review and assess the request	None	1 day	PEO or Statistician
None	2.1 Recommend approval to NPMO via memo	None	0.5 day	PEO or Statistician
None	2.2 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	None	0.5 day	PEO or Statistician
3. Review of draft MOA and provide feedback	None	None	5 days	Partner agency
None	3.1 Revise MOA based on feedback from client	None	5 days	PEO or Statistician
None	3.2 Prepare memo to DPO to review the MOA	None	0.5 day	PEO or Statistician
None	3.3 DPO reviews the MOA and provide feedback to PMED	None	5 days	DPO
None	3.4 PMED to revise the MOA based on the feedback from DPO	None	3 days	PEO or Statistician
None	3.5 PMED to submit revised MOA to Legal Service for review	None	0.5 days	PEO or Statistician

None	3.6 Legal to review the MOA and endorse back to PMED	None	6 days	Legal Service
None	3.7 Sharing of MOA to partner agency	None	0.5 day	PEO or Statistician
4. Approval of partner agency for review of their Legal and return to PMED	None	None	5 days	Partner agency
None	4. Memo / communication to partner agency for signing of MOA	None	0.5 day	PEO or Statistician
None	5. Signing of MOA	None	1 day	PEO or Statistician
None	6. Provision of data to partner agency	None	0.5 day	PEO or Statistician
	TOTAL:		43 days	