

Data Request requiring MOA

There are instances where data requests would cover sensitive data such as lists of beneficiaries and/or members of the household with personal information. In this case a Memorandum of Agreement (MOA) would be required between the 4Ps - DSWD and the requesting party with no pre-existing MOA. Such a process would entail a longer time to process and would take more or less 40 days.

Office or Division:	4Ps – Planning, Monitoring, and Evaluation (PMED)			
	The PMED – Research and Statistics Units facilitate all data/research requests from different stakeholders, both internally and externally.			
Classification:	Highly technical - Multi Stage (40 days)			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Partner Agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Accomplished Data/Research Request Form		Pantawid Website, Pantawid NPMO (https://pantawid.dswd.gov.ph/citizens-charter/)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client sends completely Filled out data/research request form	1.1. Receipt of completely filled-out data/research request form (with attachments)	None	3 minutes to 1 hour	Project Evaluation Officer or Statistician
	1.2. Recommend approval to NPMO via memo	None	2 hours to 4 hours	Project Evaluation Officer or Statistician
	1.3 Approve/Disapprove request	None	2 days	National Program Manager
	1.3.a If disapproved provide feedback to partner agency	None	30 minutes to 1 hour	Project Evaluation Officer or Statistician

	1.3.b. If approved, prepare data sharing MOA	None	3 days	Project Evaluation Officer or Statistician
2. Receive the draft MOA for review	2. Share to partner agency for the review of the draft MOA	None	30 minutes to 1 hour	Project Evaluation Officer or Statistician
3. Reviewed the draft MOA and provide feedback	3.1. Accept and acknowledge feedback from the reviewed draft MOA from partner agency outside DSWD	None	30 minutes to 1 hour	Project Evaluation Officer or Statistician
	3.2. Revise MOA based on feedback from client	None	3 days	Project Evaluation Officer or Statistician
	3.3. Prepare memo to Data Protection Officer (DPO) to review the MOA	None	30 minutes to 1 hour	Project Evaluation Officer or Statistician
	3.4 Data Protection Officer (DPO) reviews the MOA and provide feedback to PMED	None	3 days	Data Protection Officer
	3.5 PMED to revise the MOA based on the feedback from Data Protection Officer (DPO)	None	3 days	Project Evaluation Officer or Statistician
	3.6 PMED to submit revised MOA to Legal Service for review	None	30 minutes to 1 hour	Project Evaluation Officer or Statistician
	3.7 Legal to review the MOA and endorse back to PMED	None	3 days	Legal Service
	3.8 Sharing of MOA to partner agency	None	30 minutes to 1 hour	Project Evaluation Officer or Statistician
4. Approve MOA returned to PMED	4.1 Acknowledge submitted approved MOA from the Partner Agency	None	30 minutes to 1 hour	Project Evaluation

				Officer or Statistician
	4.2 Memo / communication to partner agency for signing of MOA	None	30 minutes to 1 hour	Project Evaluation Officer or Statistician
	4.3 Signing of MOA	None	30 minutes to 4 hours	Project Evaluation Officer or Statistician
5. Receive requested data and fill-out the client survey form.	5. Provision of data to partner agency	None	30 minutes to 1 hour	Project Evaluation Officer or Statistician
	TOTAL:	None	19 days and 2 hours	

Note: Pantawid total processing days if disapproved: 4 days and 1 hour; If approved: 17 days and 5 hours

Other DSWD OBSU's total processing days: 3 days

Review of draft MOA and provide feedback from partner agency: 5 days

Approval of partner agency for review of their Legal: 8 days