

## Request for Administrative Data and Research Request (personal information, statistical data – multivariate, time series, name matching)

This process covers requests for data that cover the following: administrative data requiring data processing (i.e. multivariate, etc.); and research requests that covers research activity such as interviews (with beneficiaries and implementers) and survey among others. The request will proceed with the expectation that all documentary requirements have been submitted by the requesting party. Otherwise, and in instances unforeseen, the process may take an extended period.

<b>Office or Division:</b>		4Ps – Planning, Monitoring, and Evaluation (PMED)		
		The PMED – Research and Statistics Units facilitate all data/research requests from different stakeholders, both internally and externally.		
<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>		
One (1) Accomplished Data/Research Request Form		Pantawid Website, Pantawid NPMO ( <a href="https://pantawid.dswd.gov.ph/citizens-charter/">https://pantawid.dswd.gov.ph/citizens-charter/</a> )		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 4 hours	Project Evaluation Officer or Statistician
	1.2 Assess the request	None	30 minutes to 4 hours	Project Evaluation Officer or Statistician
	1.3 Provide initial feedback to the client and secure approval of the request	None	30 minutes to 4 hours	Project Evaluation Officer or Statistician

	1.4 Approve / Disapprove request	None	1 day	National Program Manager
	1.4..a If disapproved, provide feedback to the client	None	30 minutes to 4 hours	Project Evaluation Officer or Statistician
	1.4.b If approved, prepare data/research requested	None	1-3 days	Project Evaluation Officer or Statistician
2. Receive the requested data and fill-out the client survey form	2. Provide data/research request to the client	None	30 minutes to 4 hours	Project Evaluation Officer or Statistician
	TOTAL:	None	6 days and 4 hours	