

## Request for Administrative and Secondary Data on 4Ps Program

Administrative and/or secondary data requests cover the following: readily available information such as regular reports/statistical data previously approved, copies of published research studies, administrative data on youth development sessions (YDS), and Gulayan sa Barangay, among others. This is with the expectation that all documentary requirements have been submitted by the requesting party. Otherwise, the request will be processed at 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>	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>		
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 up data/research request form	1. Receipt of completely filled-out data/research request form (with attachments)	None	3 minutes to 4 hours	Project Evaluation Officer or Statistician
2. Receive requested data and fill out the client survey form	2. Provide the administrative / secondary data to requesting party	None	1 to 2 days	Project Evaluation Officer or Statistician
	<b>TOTAL:</b>	None	2 days and 4 hours	