

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

Data requests that cover the following: administrative data requiring personal information and data processing such as but not limited to multivariate, time series, and name matching. This is with the expectation that all documentary requirements have been submitted by the requesting party. Otherwise, and in unprecedented instances (such as unavailable signatory due to some reason), the request will be processed for an extended time.

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			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Public			
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 4 hours	Statistician
	1.2 Assess the request	None	30 minutes to 4 hours	Statistician
	1.3 Provide initial feedback to the client and secure approval of the request	None	30 minutes to 4 hours	Statistician
	1.4 Approve / Disapprove request	None	2 days	National Program Manager

	1.4.a If disapproved, provide feedback to the client	None	30 minutes to 4 hours	Statistician
	1.4.b If approved, prepare data/research requested	None	1 - 10 days	Statistician
	1.5 Prepare memo and submit to NPMO approve the release of the data	None	1 day	Statistician
	1.6 Signing of memo by NPMO	None	3 days	National Program Manager
	1.7 NPMO to return the signed memo to concerned staff	None	30 minutes to 4 hours	Administrative Assistant II
2. Receive requested data and fill out the client survey form	2. Provide data/research request to the client	None	1 day	Project Evaluation Officer or Statistician
	TOTAL:	None	19 days and 4 hours	