

## Request for 4Ps Data

This section describes the process of providing assistance to clients and various stakeholders (general public and other government organizations) both within and outside DSWD through the sharing of public data. However, access to data will be subject to the limitations set to safeguard privacy of the beneficiaries, data security and data misappropriation. Therefore, access to data shall be carefully considered and granted in accordance with the Pantawid data sharing protocol.

In processing the request, there is an expectation that all documentary requirements have been submitted by the requesting party. Otherwise, the start of processing may take an extended period of time.

<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>	Highly Technical			
<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 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>

	<p>1. Receipt of completely filled out data request form or letter of request (with attachments as applicable).</p> <p>1.1 Encoding of data request to monitoring tool or thru Electronic Document Management System (EDMS) of the incoming data request.</p> <p>1.2. Acknowledgement and assessment by the Planning, Monitoring and Evaluation Division (PMED) at the NPMO or Regional Monitoring and Evaluation Unit (RMEU) at the RPMO.</p> <p>1.2.1. If Primary Data, endorse the request to the concerned Office.</p> <p>1.2.2. If Secondary Data, determine if the data that are being requested are <b>public or classified</b> based on the submitted documents.</p>	None	<p>2 hours</p> <p>30 mins</p> <p>1 day</p>	<p>Project Evaluation Officer (PEO)/ Statistician at the National Program Management Office (NPMO) or Regional Monitoring and Evaluation Officer (RMEO) at the Regional Program Management Office (RPMO)</p> <p>PEO/ Statistician or Administrative Assistant</p> <p>PEO/ Statistician or RMEO</p>
<p>2. Receive requested data and fill out the client survey form</p>	<p>2. If the data requested is identified as <b>Public Data</b>, the PMED/RMEU will forward the request to the appropriate division/unit for data generation and preparation.</p>	None	4 hours	PEO/Statistician or RMEO

	<p>2.1 If the data is in the periodic reports, IEC materials, and/or Pantawid Family website, the PMED/RMEU will refer the client to the resource site or provide the readily available data and client satisfaction survey form.</p>		1 day	PEO/ Statistician or RMEO
	<p>2.2.1 If the data needs to be generated, data generation shall be undertaken by the PMED/RMEU.</p>		5 days	PEO/ Statistician or RMEO
	<p>2.2.2. Preparation of memo endorsement to the NPM or RD for approval.</p>		6 hours	PEO/ Statistician or RMEO
	<p>2.2.2.1. If the data request is approved, provide the data request to the client and submit a request to accomplish the client satisfaction measurement form</p>		4 hours	PEO/ Statistician or RMEO
	<p>2.2.2.2. If the data request is disapproved, provide the data request to the client and submit a request to accomplish the client satisfaction measurement form.</p>		4 hours	PEO/ Statistician or RMEO



	<p>2.3.1.5. Acknowledgement of receipt of MOA approved by the client.</p> <p>2.3.1.6. Preparation of communication to client regarding MOA signing</p> <p>2.3.1.7. Signing of MOA with the client</p> <p>2.3.1.8. Provision of the data request to the client and submission of request to accomplish the client satisfaction measurement form.</p> <p>2.3.2. If the data request is disapproved, provide the data request to the client and submit a request to accomplish the client satisfaction measurement form.</p>		<p>2 days</p> <p>4 hours</p> <p>4 hours</p> <p>4 hours</p> <p>1 day</p> <p>4 hours</p> <p>4 hours</p>	<p>PEO/ Statistician or RMEO</p> <p>PEO/ Statistician or RMEO</p> <p>PEO/ Statistician or RMEO</p> <p>PEO/ Statistician or RMEO</p> <p>PEO/ Statistician or RMEO</p> <p>PEO/ Statistician or RMEO</p>
	<b>TOTAL:</b>	<b>None</b>	<b>Output 1:</b>	

			<p><b>2 days, 6 hours and 30 mins</b></p> <p><b>Output 2:</b> <b>6 days, 6 hours and 30 mins</b></p> <p><b>Output 3.1 (Approved MOA):</b> <b>19 days, 2hrs and 30 mins</b></p> <p><b>Output 3.2 (Disapproved MOA):</b> <b>4 days, 2hrs and 30 mins</b></p>
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