



CITIZEN'S CHARTER


DATA REQUEST

BASIC REQUIREMENTS	APPLICANT/CLIENT STEPS	SERVICE PROVIDER ACTIONS	PROCESSING TIME	FEES	PERSON RESPONSIBLE
Letter Request	1. Send data request through email at rso04a@psa.gov.ph or handcarry	1. Acknowledge receipt of the data request and require to accomplish the Data Product Agreement Form	2 minutes	None	Sharih Vanessa Vergara Statistical Analyst <i>Statistical Operation and Coordination Division (SOCD)</i>
	2. Accomplish the Data Product Agreement Form and send back to PSA	2. Prepare the requested data	8 hours	None	Sharih Vanessa Vergara Statistical Analyst <i>Statistical Operation and Coordination Division (SOCD)</i>
		3. Print and submit the data request to the Supervisor for review and clearance.	2 hours	None	Sharih Vanessa Vergara Statistical Analyst <i>Statistical Operation and Coordination Division (SOCD)</i>
		4. Review correctness and completeness of requested data.	2 hours	None	Charity O. Bautista Senior Statistical Specialist <i>Statistical Operation and Coordination Division (SOCD)</i>
		5. Review and Approve the requested data	2 hours	None	Benigno F. Perido Division Chief <i>Statistical Operation and Coordination Division (SOCD)</i>
		6. Review/ Approve/Sign the requested data	1 hour	None	Charito C. Armonia Regional Director PSA-RSSO IV-A

BASIC REQUIREMENTS	APPLICANT/CLIENT STEPS	SERVICE PROVIDER ACTIONS	PROCESSING TIME	FEES	PERSON RESPONSIBLE
		7. Send the e-copy of the data request, including the Acknowledgement Receipt Form and Feedback Form. Require to accomplish the Acknowledgement receipt and feedback form and send back to PSA.	10 minutes	None	Sharih Vanessa Vergara Statistical Analyst <i>Statistical Operation and Coordination Division (SOCD)</i>
	3. Accomplish the Acknowledgement Receipt and Feedback Form and send back to PSA	8. Acknowledge receipt of the accomplish Acknowledgement and Feedback Form	2 minutes	None	Sharih Vanessa Vergara Statistical Analyst <i>Statistical Operation and Coordination Division (SOCD)</i>

- TOTAL PROCESSING TIME EXCLUSIVE OF SENDING AND ACKNOWLEDGEMENT: **15 HOURS and 14 MINUTES**
- TOTAL FEES: **NONE**

Prepared by :


MARIFE C. BAUTISTA
 Registration Officer IV

Reviewed by:


WILMA A. VILAFUERTE
 Chief Administrative Officer

Approved by:


CHARITO C. ARMONIA
 Regional Director