

Processing of Listahanan Data Sharing

The National Household Targeting Section as repository of the database of poor families is mandated to share the same to the possible social protection stakeholders who will utilize the data for the identification of beneficiaries of their programs and services.

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| Office or Division: | National Household Targeting Section (NHTS) / Policy and Plans Division (PPD) | |
| Classification: | Complex | |
| Type of Transaction: | G2C - Government to Citizens | |
| Who may avail: | General Public | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | |
| For NGOs, NGAs, CSOs and Private Foundations | | |
| 1. Request letter indicating the purpose of the request for data | Requesting Party | |
| 2. Duly Accomplished Memorandum of Agreement (MOA) with DSWD | NHTS | |
| 3. Original Copy of the Resolution of the Governing Board authorizing the head of agency to enter into an agreement for data sharing with DSWD | Requesting Party | |
| 4. Name/s of Designated Data Protection Officer | Requesting Party | |
| 5. Valid Proof of the identities of the agency head and the DPO | Requesting Party | |
| 6. Documents attesting the legitimacy of the organization (SEC Registration, Government Accreditation) | Requesting Party | |
| Local Government Units (LGUs) | NHTS | |
| 1. Request letter indicating the purpose of the request for data | | |

| <p>2. Duly Accomplished Memorandum of Agreement (MOA) with DSWD</p> <p>3. Sangguniang Panlalawigan/Panglungsod Resolution authorizing the Governor or City Mayor of the HUC to enter into MOA with DSWD</p> <p>4. Executive Order designating the Provincial and the City DPO</p> | | <p>Requesting Party</p> <p>Requesting Party</p> | | |
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| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit written letter of request indicating the purpose of the request, where the data will be used and specific data being requested. | 1.1. Receive the letter of request from the requesting party | None | 2 minutes | <i>Administrative Assistant</i> NHTS |
| | 1.2. Track the submitted letter to the Document Tracking System of NHTS | | 1 minute | <i>Administrative Assistant</i> NHTS |
| | 1.3. Forward the received documents to the Project Development Officer | | 1 minute | <i>Administrative Assistant</i> NHTS |
| | 1.4 Receive the letter submitted by the requesting party | | 10 minutes | <i>Project Development Officer</i> NHTS |
| | 1.5 Review on the type of data | | 2 hours | <i>Project Development</i> |

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| | and availability of data in the Listahanan database being request by the end user and provide recommendation | | | <i>Officer</i> NHTS |
| | 1.6 Prepare response letter to the requesting party for the requirements of MOA data sharing | | 1 minute | <i>Project Development Officer</i> NHTS |
| | 1.7 Forward the response letter to the Admin Assistant to forward the same for recommending approval of PPD Chief | | 1 minute | <i>Project Development Officer</i> NHTS |
| | 1.8 Receive and track the response letter from the PDO /Unit Head | | 1 minute | <i>Administrative Assistant</i> NHTS |
| | 1.9 Forward the response letter to the Admin Assistant of PPD Chief for recommending approval of PPD Chief | None | 1 minute | <i>Administrative Assistant</i> NHTS |
| | 1.10 Receive and record the response letter with recommending | None | 1 minute | <i>Administrative Assistant</i> NHTS |

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| | approval of PPD Chief | | | |
| | 1.11 Forward the response letter to Regional Director's Office | None | 1 minute | <i>Administrative Assistant</i> NHTS |
| | 1.12 Receive the response letter with signed by the Regional Director | None | 1 minute | <i>Administrative Assistant</i> NHTS |
| | 1.13 Record and track the signed letter by RDs | None | 1 minute | <i>Administrative Assistant</i> NHTS |
| | 1.14 Email the response letter to the requesting party as advance copy | None | 1 minute | <i>Administrative Assistant</i> NHTS |
| | 1.15 Forward the signed letter to Records Section for transmittal | None | 3 minutes | <i>Administrative Assistant</i> NHTS |
| 2. Await for the coordination of the Field Office NHTS with regard to the schedule of inspection visit and orientation of data sharing | 2. Coordinate with the requesting party on the availability on schedule for inspection visit and orientation of data sharing and finalize schedule | | 1 day | <i>Project Development Officer/ Administrative Assistant</i> NHTS |
| 3. Accommodate Field Office NHTS staff during the inspection visit and orientation | 3. Conduct the inspection visit and orientation to the requesting party | | 1 day | <i>Project Development Officer, Regional Information and Technology Officer and Administrative</i> |

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| | | | | <i>Assistant</i> NHTS |
| 4. Submit the complete requirements based on the signed response letter from the Field Office | 4.1 Receive and track from the requesting party the signed MOA and the complete requirements for entering into MOA | | 1 minute | <i>Administrative Assistant</i> NHTS |
| | 4.2 Forward the request letter to the PDO IV/ Unit Head | None | 1 minute | <i>Administrative Assistant</i> NHTS |
| | 4.3 Review and check all the requirements submitted by the requesting party. | | 2 hours | <i>Project Development Officer</i> NHTS |
| | 4.4 Receive and record the signed MOA and requirements with instruction of PDO IV/ Unit Head | | 1 minute | <i>Administrative Assistant</i> NHTS |
| | 4.5 Coordinate with end user, DPO and Regional Director the schedule of MOA signing | | 1 minute | <i>Administrative Assistant</i> NHTS |
| | 4.6 Conduct the signing of the Memorandum of Agreement | | 1 day | <i>Key officials from DSWD NCR such as the Regional Director, Data Protection Officer DSWD-NCR</i> |
| | 4.8 Prepare encrypted CD | | 1 hour | <i>Regional IT</i> |

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| | with complete database requested by the requesting party | | | <i>Officer</i> NHTS |
| 5. Requesting party to receive the encrypted CD | 5. Release the encrypted CD with the requested data. | None | 3 minutes | <i>Administrative Assistant</i> NHTS |
| TOTAL | | None | 3 days, 5 hours, 55 minutes | |