

## Processing of Request for Name Matching

The process of requesting for Name Matching of Division/Unit/Section/Centers and Residential Care Facilities

The National Household Targeting Section as repository of the database of poor families as result of the conducted Household Assessment accommodates request for name matching wherein list of names from different Units/Sections/Centers and Residential Care Facilities avail this service in order to validate if the names for name match are identified as poor or non-poor or no match.

<b>Office or Division:</b>	National Household Targeting Section (NHTS) / Policy and Plans Division (PPD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All Division/Unit/Section/Center/Residential Care Facilities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1 original copy of the written request for name matching specifying the purpose of the request		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit written request for name matching with attached CD with excel file of names	1.1. Receive request for name matching	None	2 minutes	<i>Administrative Assistant</i> NHTS
	1.2 Track request for name matching to the Document Tracking System		2 minutes	<i>Administrative Assistant</i> NHTS
	1.3 Forward the request for name matching to PDO		1 minute	<i>Administrative Assistant</i> NHTS
	1.4 Review on the purpose of request for name matching		1 hour	<i>Project Development Officer</i> NHTS

	and provide instruction/guidance to the RITO			
	1.5 Return the request for name matching to Administrative Assistant with instructions to Regional Information Technology Officer (RITO) to generate and run the names for name matching.		1 minute	<i>Project Development Officer</i> NHTS
	1.6 Receive request for name matching with instruction from the Project Development Officer/Unit Head		1 minute	<i>Administrative Assistant</i> NHTS
	1.7 Track the request to the Document Tracking System		2 minutes	<i>Administrative Assistant</i> NHTS
	1.8 Forward the request for name matching with instruction from PDO to the RITO		1 minute	<i>Administrative Assistant</i> NHTS
	1.9 Receive the request for name matching with instructions		1 minute	<i>Regional Information Technology Officer</i>

	from the PDO			NHTS
	1.10 Generate and run the names from the system for name matching		4 hours	RITO NHTS
	1.11 Draft endorsement addressed to the requesting party attaching the result of name matching		30 minutes	RITO NHTS
	1.12 Forward the draft endorsement with attached result of the name matching as well as the original request letter		1 minute	RITO NHTS
	1.13 Receive the documents from the RITO		1 minute	Administrative Assistant NHTS
	1.14 Track the documents to the Data Tracking System		2 minutes	Administrative Assistant NHTS
	1.15 Forward the documents to the PDO		1 minute	Administrative Assistant NHTS
	1.16 Receive the documents to include; draft endorsement letter with attached result of name matching		1 minute	Project Development Officer NHTS
	1.17 Review the endorsement and result of name matching		1.5 hours	Project Development Officer NHTS

	attached based on the request letter			
	1.18 Sign the endorsement with attached result of name matching		1 minute	<i>Project Development Officer NHTS</i>
2. Receive copy of the endorsement with attached result of name matching	2. Release the result of the name matching to the requesting party	None	2 minute	<i>Administrative Assistant</i>
<b>TOTAL:</b>		<b>None</b>	<b>7 hours, 33 minutes</b>	