

Processing of Request for Statistical Data

The process of requesting for statistical data 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 conducts data sharing wherein statistical data such as the the number of poor children, number of poor Persons With Disabilities and number of out of school youth and alike are available and ready for sharing to the internal audience.

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

	1.5 Return the request for statistical data to the Administrative Assistant with instructions to prepare the data requested to the Regional Associate Statistician	None	1 minute	<i>Project Development Officer</i> NHTS
	1.6 Receive request for statistical data with instruction from the Project Development Officer/Unit Head	None	1 minute	<i>Administrative Assistant</i> NHTS
	1.7 Track the request to the Document Tracking System	None	2 minutes	<i>Administrative Assistant</i> NHTS
	1.8 Forward the request for statistical data with instruction from PDO to the Regional Associate Statistician (RAS)	None	1 minute	<i>Administrative Assistant</i> NHTS
	1.9 Receive the request for statistical data with instructions from the PDO		1 minute	<i>Regional Associate Statistician</i> NHTS
	1.10 Prepare the statistical data being requested		3 hours	<i>Regional Associate Statistician</i> NHTS
	1.11 Draft endorsement of the statistical data addressed		30 minutes	<i>Regional Associate Statistician</i>

	to the requesting party attaching the statistical data			NHTS
	1.12 Forward the endorsement with attached statistical data as well as the original request letter		1 minute	<i>Regional Associate Statistician</i> NHTS
	1.13 Receive the documents from the RAS		1 minute	<i>Administrative Assistant</i> NHTS
	1.14 Track the documents to the Data Tracking System		2 minutes	<i>Administrative Assistant</i> NHTS
	1.15 Forward the documents to the PDO		1 minute	<i>Administrative Assistant</i> NHTS
	1.16 Receive the documents to include; draft endorsement letter with attached statistical data being requested and basic document		1 minute	<i>Project Development Officer</i> NHTS
	1.17 Review the endorsement and statistical data attached based on the request letter		1 hour	<i>Project Development Officer</i> NHTS
	1.18 Sign the endorsement with attached data being requested.		1 minute	<i>Project Development Officer</i> NHTS
2. Receive copy of the statistical data	2. Release the statistical data to the requesting party		2 minutes	<i>Administrative Assistant</i> NHTS

TOTAL	None	6 hours, 23 minutes	
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