

## Processing of Request for Statistical Data

The process of requesting for statistical data for partners such as the Local Government Units, Non-Government Agencies/Social Welfare and Development Agencies and other stakeholders

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 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 external partners such as other National Government Agencies, Non-Government Organizations/Social Welfare and Development Agencies, Local Government Agencies and among others.

<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 Citizens			
<b>Who may avail:</b>	National Government Agencies, Non-Government Organizations/Social Welfare and Development Agencies, Civil Society Organizations, academe, media and among others			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1 original copy of the written request of Statistical Data 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 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.		2 minutes	<i>Administrative Assistant</i> NHTS
	1.3 Forward the request statistical data to the PDO IV/		1 minute	<i>Administrative Assistant</i> NHTS

	Unit Head			
	1.4 Review on the purpose of request for statistical data and its availability in the database		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		1 minute	<i>Project Development Officer</i> NHTS
	1.6 Receive request for statistical data with instruction from the Project Development Officer/Unit Head		1 minute	<i>Administrative Assistant</i> NHTS
	1.7 Track the request to the Data Tracking System		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)		1 minute	<i>Administrative Assistant</i> NHTS
	1.9 Receive the request for		1 minute	<i>Regional Associate</i>

	statistical data with instructions from the PDO			<i>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 with attached statistical data addressed to the requesting party to be signed by the Regional Director		30 minutes	<i>Regional Associate Statistician</i> 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 Document Tracking System		2 minutes	<i>Administrative Assistant</i> NHTS
	1.15 Forward the documents to the PDO for initials		1 minute	<i>Administrative Assistant</i> NHTS
	1.16 Receive the documents to include; draft endorsement letter with attached		1 minute	<i>Project Development Officer</i> NHTS

	statistical data being requested and basic document			
	1.17 Review the endorsement and statistical data attached based on the request letter		1 hour	<i>Project Development Officer NHTS</i>
	1.18 Affix initial of PDO to the endorsement with attached data being requested.		1 minute	<i>Project Development Officer NHTS</i>
	1.19 Forward the document to the Administrative Assistant		1 minute	<i>Project Development Officer NHTS</i>
	1.20 Receive the draft endorsement with attached statistical data		1 minute	<i>Administrative Assistant NHTS</i>
	1.21 Track the document to the Document Tracking System of NHTS		2 minutes	<i>Administrative Assistant NHTS</i>
	1.22 Forward document for review/initials of Division Chief of Policy and Plans Division		2 minutes	<i>Administrative Assistant NHTS</i>
	1.23 Receive documents for review/initials of the Division Chief of Policy and Plans Division		1 minute	<i>Administrative Assistant NHTS</i>
	1.24 Track the		2 minutes	<i>Administrative</i>

	documents to the PPD's Document Tracking System			<i>Assistant NHTS</i>
	1.24 Forward the draft endorsement and statistical data to the Division Chief of PPD		1 minute	<i>Administrative Assistant NHTS</i>
	1.25 Receive the documents for review		1 minute	<i>Division Chief Policy and Plans Division (PPD)</i>
	1.24 Review the draft endorsement and statistical data		2 hours	<i>Division Chief PPD</i>
	1.25 Affix initials to the reviewed endorsement letter with attached statistical data		1 minute	<i>Division Chief PPD</i>
	1.26 Forward initialled document to Administrative Assistant		1 minute	<i>Division Chief PPD</i>
	1.27 Receive initialled document from DC of PPD		1 minute	<i>Administrative Assistant NHTS</i>
	1.28 Track document to the PPD's Document Tracking System		1 minute	<i>Administrative Assistant NHTS</i>
	1.29 Forward document to the Office of the RD for signature of RD		1 minute	<i>Administrative Assistant NHTS</i>

	1.30 Receive the initialled endorsement letter from Administrative Assistant of PPD		1 minute	<i>Administrative Assistant NHTS</i>
	1.31 Track the initialled document to the ORD Data Tracking System		1 minute	<i>Administrative Assistant</i>
	1.32 Forward the tracked document to RD for signature		1 minute	<i>Administrative Assistant NHTS</i>
	1.33 Receive the draft endorsement with attached statistical data being requested		1 minute	<i>Regional Director DSWD - NCR</i>
	1.34 Review the document		30 minutes	<i>Regional Director DSWD - NCR</i>
	1.35 Sign the endorsement letter		1 minute	<i>Regional Director DSWD - NCR</i>
	1.36 Return the signed document to the Administrative Assistant		1 minute	<i>Regional Director DSWD - NCR</i>
	1.37 Receive the document from RD		1 minute	<i>Administrative Assistant NHTS</i>
	1.38 Track the signed document to the Document Tracking System of ORD		2 minutes	<i>Administrative Assistant NHTS</i>
	1.39 Forward the signed document to the		2 minutes	<i>Administrative Assistant NHTS</i>

	NHTS			
	1.40 Receive signed document with statistical data requested		1 minute	<i>Administrative Assistant</i> NHTS
	1.41 Track the signed document with statistical data requested on the Document Tracking System		2 minutes	<i>Administrative Assistant</i> NHTS
2. Receive copy of the statistical data	2. Release the signed endorsement letter and statistical data to the requesting party	None	2 minutes	<i>Administrative Assistant</i> NHTS
<b>TOTAL:</b>			<b>1 day, 1 hour, 23 minutes</b>	