

Obtaining Social Welfare and Development (SWD) Data and Information (FO)

The SWD data and information is provided to internal and external researchers who are requesting current and secondary SWD data and statistics from the Department. Request for the following need not go through the protocol and may be approved and provided by submitting a letter of request addressed to the head of the concerned office:

- Secondary data (Statistics, reference materials, etc.) from any of the offices, bureaus, services and units within the Department. Secondary data refers to data that has already been consolidated and/or published by DSWD and readily available as public document.
- Observations and/or photo/video/audio shoots at DSWD premises, except those involving DSWD’s clients or beneficiaries. If a photo, audio or video of client or beneficiary is essential for the study, researcher shall secure the consent of the Center Head/Client/Beneficiary.
- Briefing/interview/orientation sessions with key focal persons in the Central Office on general information about DSWD programs, policies and projects. The Department however, discourages requests for “practice interviews” of DSWD personnel for the sole purpose of student’s acquisition of interview skills, in consideration of the valuable time taken away from the personnel when accommodating student researchers.
- Conduct of surveys with DSWD employees about subject matters that do not directly concern the Department or not related to the Department’s program operations.
- Studies conducted by consultants/researchers under the Technical Assistance Facility (TAF) grant portfolio. The researchers however shall adhere on the policies in undertaking research and evaluation studies as stipulated in the Guidelines for the Conduct of Research and Evaluation in the DSWD.

Office or Division:	Policy Development and Planning Section (PDPS)/ Policy and Plans Division (PPD)
Classification:	Complex
Type of Transaction:	Government to Government Government to Citizen
Who may avail:	DSWD personnel conducting research for the purpose of pursuing higher academic education and external researchers such as students, academe, other government agencies including members of other branches of government, local and international organizations or research institutions and other independent researchers who are requesting current and

	secondary SWD data and statistics from the Department.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of request address to the Regional Director		Provided by the requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Admin Aide IV and fill in all the required fields in the researchers' logbook located in the receiving area	1. Give the logbook to researcher.	None	2 Minutes	<i>Admin Aide IV</i> PDPS
2. Submit the required document	2.1 Receive the required documents	None	1 Minute	<i>Admin Aide IV</i> PDPS
	2.2 Forward the documents to Planning Officer IV for tasking to assigned Sector Focal/ Technical Staff.		5 Minutes	<i>Admin Aide IV</i> PDPS
	2.3 Review and assess the research request if the request shall require secondary data or shall undergo the research protocol using the Checklist for Reviewing Research Request (Annex A)		15 Minutes	<i>Social Welfare Officer II, Stat I</i> PDPS
	2.4 Provide the needed data /information if the			

	<p>data are available within the PPD.</p> <ul style="list-style-type: none"> • For single data • For multiple data <p>2.5 If data is not available to PPD, the request shall be endorsed to concerned D/C/RCF/S/Us, using prescribed endorsement (Annex B).</p> <p>However, if the data/statistics are not available, the researcher shall be informed for other sources of requested data.</p> <p>2.6 Request the researcher to fill up the Researcher's Feedback Form (Annex J)</p>		<p>1 Day</p> <p>2 Days</p> <p>15 Minutes</p> <p>5 Minutes</p> <p>2 Minutes</p>	<p><i>Social Welfare Officer II, Stat I PDPS</i></p> <p><i>Social Welfare Officer II, Stat I PDPS</i></p> <p><i>Social Welfare Officer II, Stat I PDPS</i></p> <p><i>Social Welfare Officer II, Stat I PDPS</i></p> <p><i>Social Welfare Officer II, Stat I PDPS</i></p>
3. Fill up the Researcher's Feedback Form (Annex J).	3. Collect the accomplished form.	None	1 Minute	<i>Social Welfare Officer II, Stat I PDPS</i>
4. Coordinate with the concerned office	4. The concerned division/ section/	None		<i>Concerned Division/ Section/ Unit Technical Staff</i>

<p>where the request was endorsed</p>	<p>unit shall provide the requested data.</p> <ul style="list-style-type: none"> • For single data • For multiple data 		<p>1 Day</p> <p>2 Days</p>	
Total		None	6 Days and 46 Minutes	