

## Data-Sharing Name Matching

Provision of data corresponding to the individual/s name matching request – to determine if a household is in the Listahanan database and its corresponding poverty status.

<b>Office or Division:</b>	Household Targeting System	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Government (G2G), Government to Business (G2B), Government to Citizen	
<b>Who may avail:</b>	All National Government Agencies (NGAs), Local Government Units (LGUs), Government-Owned and Controlled Corporations (GOCCs) Non- Governmental Organizations (NGOs), Civil Society Organizations (CSOs), the Academe, and Private Foundations for the purpose of utilizing the data for social protection programs.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. One (1) original or copy of letter of request (Indicate reason for name matching)		Provided by the Requesting Party
2. One (1) electronic copy (Preferably in CSV format) of the name to be matched which includes the following: <ul style="list-style-type: none"> <li>• Complete name (Last name, First Name, Middle Name, Extension Name)</li> <li>• Birth Date (YYYY-MM-DD format)</li> <li>• Philippine Standard Geographic Classification of (PSGC) Province, City/Municipality, and Barangay</li> </ul>		
3. One (1) original Valid Proof of Identities of the Personal Information Controller (PIC), Data Protection Officer (DPO), Compliance Officer (COP)		
4. One (1) original copy of Data Sharing Agreement (DSA) signed by the: (1) Head of Office as PIC, (2) designated DPO or COP		
5. One (1) original/photocopy of List of Personnel who will access, process, and safeguard the Listahanan data, including the employed data processing		
One (1) original Copy of the Resolution of Governing Board authorizing head of agency (NGOs, CSOs, and Private Foundations		
<b>*For Local Government Unit (LGU):</b>		
The letter of request shall be signed by the Local Chief Executive (LCE) accompanied by a Sanggunian resolution		Provided by the Requesting Party

authorizing the LCE to enter a data sharing agreement with the DSWD				
The DSWD Regional Director (RD) and the incumbent LCE shall sign the DSA				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide the letter of request together with the electronic copy of the names for name matching	1.1 Receive the request	None	15 minutes	<i>Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS</i>
	1.1.1 Endorse request to the Regional Director			
	1.2 Provide instruction to facilitate/review the request.	None	2 hours	<i>Atty. Michael Joseph J. Lorico Regional Director – Field Office NCR</i>
	1.2.1 Endorse to the Policy and Plans Division (PPD) Chief			
	1.3 Provide recommendations on the request	None	1 hour	<i>Ms. Roselle M. Rentoza Planning Officer IV – Policy and Plans Division</i>
	1.3.1 Endorse to the assigned Project Development Officer (PDO) to inform the client on the status of their request			
1.4 Inform the requesting party of the status of the approval /disapproval of the request based on the DSWD MC 15, s. 2021.  If disapproved - Inform the requesting party of the disapproval highlighting the grounds for such denial through writing. <i>(End of process)</i>	None	1 hour	<i>Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS</i>	

	If approved – Notify and provide the DSA and documentary requirements to the client			
2. Provide the documentary requirements and the DSA signed by the Head of Office (HOO) as Personal Information Controller (PIC) and the designated Data Privacy Officer (DPO) / Compliance Officer for Privacy (COP)	<p>2.1 Review all documentary requirements including the DSA submitted by the client.</p> <p><b>Non-Compliant</b> – Inform the client regarding the incomplete requirements via email.</p> <p><b>Compliant</b> – Facilitate the DSA and endorse to the DPO and the Office of the Secretary/ Regional Director for signature Endorse the signed DSA to Information Technology Officer for processing</p>	None	2 hours	<i>Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS</i>
	<p>2.2 Review the compliance of the electronic copy of names with the required template/ format:</p> <p><b>Non-Compliant</b> – Inform the client about the findings via email.</p> <p><b>Compliant</b> – Process the request within the</p>		<p>1 day (5,000 and below)</p> <p>3 days (5,001 – 50,000)</p> <p>7 days (50,001 – 400,000)</p> <p>18 days (400,001 – 1,000,000)</p>	<i>Information Technology Officer – National Household Targeting Section</i>

	set deadline depending on the volume or number of names to be matched			
3. Provide a storage device that is approved by the IT Chief or request for a Google Drive link	3.1 Secure the data by adding a password to the file.	None	3 hours	<i>Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS Information Technology Officer – National Household Targeting Section</i>
	3.1.1 Prepare the Data Release Form (DRF).			
	3.1.2 Draft the response memorandum.			
	3.1.3 Save the results in a compact disc (CD), Universal Serial Bus (USB) stick, google drive, or hard drive.			
	3.1.4 Sign the DRF.			
	3.1.5 Endorse the finalized documents to PPD Chief.			
4. Receive the documents	4.1 Track and scan the documents for record keeping.	None	10 minutes	<i>Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS</i>
	4.1.1 Release the document to the client			
5. Fill out the Client Satisfactory Measurement Survey (CSMS)	5.1 Provide the client the CSMS form per Committee on Anti- Red Tape (CART) guidelines.	None	10 minutes	<i>Information Technology Officer – National Household Targeting Section</i>

\* With possible extension on the actual data processing depending on the number of names required but shall not exceed forty (40) days as reference in RA-IRR-11032. Rule 7. Section 3. C.

<b>TOTAL</b>	<b>For 5000 names and below</b>	<b>NONE</b>	<b>2 days, 3 hours and 45 minutes</b>
	<b>For 5,001 -50,000 names</b>		<b>4 days, 3 hours and 45 minutes</b>
	<b>For 50-000 – 400,000 names</b>		<b>8 days, 3 hours and 45 minutes</b>
	<b>For 400,001-1,000,000 names</b>		<b>21 days, 3 hours and 45 minutes</b>