

Data-Sharing: Statistics/ Raw Data Request

Generation of source data, unprocessed anonymized data or numerical processed data as requested by the client.

Office or Division:	National Household Targeting Sections (NHTS)			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G), Government to Citizen (G2C), Government to Business (G2B)			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) original/copy of Letter of Request (specify purpose and data requested)		Provided by the Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter or email re: request for Listahanan data – addressed to the Regional Director.	1.1 Receive and record the request.	None	30 minutes	<i>Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS</i>
	1.1.1 Forward request to NHTO Operations Division/ National Household Targeting Section (NHTS), then furnish the NHTO Director/ Regional Director and the Policy and Plans Division (PPD) a copy of the request			
	1.2 Review the request based on MC 15 s.2021			
	1.2.1 Input comment/s then endorse to the NHTO Statistics Section/ NHTS Associate Statistician	None	2 hours	<i>Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS</i>
	1.3 Provide instruction based on the data requested. If the request is: Not clear	None	3 hours	<i>Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS</i>

	<p>a. In case of vague data request, instruct the Associate Statisticians to coordinate with the data users (through emails, recorded calls or text) and clarify the data requirement.</p> <p>b. In case the requested data is not available in the Listahanan database, instruct the Associate Statistician to coordinate with the requesting party and provide recommendations on other data available in the Listahanan.</p> <p>Clear Forward request to the Associate Statistician for data generation.</p>			
	<p>1.4 Generate the requested data from the Listahanan database, and export into excel or any format available.</p> <p>1.4.1 Draft response letter to the requesting party.</p> <p>1.4.2 Submit to the NHTS RFC for review.</p>	None	1 day	<i>Ms. Mary Noemi C. Corales</i> <i>Project Development Officer IV – NHTS</i>
	<p>1.5 Countersign response letter</p>	None	2 hours	<i>Ms. Roselle M. Rentoza</i>

	and endorse the same to the Regional Director for approval.			<i>Planning Officer IV – Policy and Plans Division</i>
	1.6 Approval of the facilitated data request for release to the requesting party. If disapproved – Provide note on the reason of disapproval; then return the facilitated request to the NHTS for revision. If Approved – Sign the response letter for data release.	None	5 hours	<i>Atty. Michael Joseph J. Lorico Regional Director – Field Office NCR</i>
2. Receive the data requested and fill-out the CSMS form	2.1 Track and facilitate the release of the approved data request to the requesting party.	None	30 minutes	<i>Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS</i>
	2.1.1 Administer Client Satisfaction Measurement Survey (CSMS) during the release of approved data request.			
TOTAL		NONE	3 days	