

Data-Sharing with DSWD OBSUs – Name Matching Request

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.

Office or Division:	National Household Targeting System			
Classification:	Highly Technical			
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), Government to Citizen			
Who may avail:	All DSWD Offices, Bureaus, Services, Units (OBSUs) at the Central and Field Offices, Centers, Residential Care Facility, Sections, and Units (CRCFU) at the regional level, and attached agencies.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>With existing and valid Non-Disclosure Agreement (NDA):</i>				
One (1) original/copy of letter of request (Indicate reason for name matching)		Provided by the Requesting Party		
One (1) electronic copy (Preferably in CSV format) of the name to be matched which includes the following: <ul style="list-style-type: none"> • Complete name (Last name, First Name, Middle Name, Extension Name) • Birth Date (YYYY-MM-DD format) • Philippine Standard Geographic Classification of (PSGC) Province, City/Municipality, and Barangay 				
<i>No existing and valid Non-Disclosure Agreement (NDA):</i>				
One (1) original Non-Disclosure Agreement (NDA) signed by the: (1) Head of Office as Personal Information Controller (PIC), (2) designated Data Privacy Officer (DPO) or Compliance Officer (COP)		Provided by the Requesting Party		
One (1) copy of List of Personnel who will access, process, and safeguard the Listahanan data, including the employed data processing				
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 and record the request.	None	15 minutes	Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS
	1.1.1 Endorse request to the Regional Director			
	1.2 Provide instruction to facilitate/review the request.	None	2 hours	Atty. Michael Joseph J. Lorico Regional Director Field Office – NCR

	1.2.1 Endorse to the Policy and Plans Division (PPD) Chief			
	1.3 Provide recommendations on the request.			
	1.3.1 Endorse to the assigned Project Development Officer (PDO) to inform the client about the status of their request	None	1 hour	<i>Ms. Roselle M. Rentoza Planning Officer IV – Policy and Plans Division</i>
	1.4 Inform the client on the status of data request based on the DSWD AO 19, s. 2021. Disapproved – Sign the letter of disapproval and endorse to the client. <i>End of process</i> Approved – Notify and provide the NDA and documentary requirements to the client	None	1 hour	<i>Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS</i>
2. Provide the documentary requirements and the NDA signed by the Head of Office (HOO) as Personal Information Controller (PIC) and the designated Data Privacy Officer (DPO) / Compliance Officer for Privacy (COP)	2.1 Review all documentary requirements including the NDA submitted by the client. Non-Compliant – Inform the client regarding the incomplete requirement via email. Compliant –	None	2 hours	<i>Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS</i>

	<p>a. Sign the NDA and endorse to the DPO for signature</p> <p>b. Endorse the signed NDA to Information Technology Division (ITD) for processing</p>			
	<p>2.2. Review the compliance of the electronic copy of names with the required template/format:</p> <p>Non-Compliant – Inform the client about the findings via email</p> <p>Compliant – Process the request within the set deadline depending on the volume or number of names to be matched</p>	None	<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>	<p><i>Information Technology Officer – NHTS</i></p>
<p>3. Provide a storage device that is approved by the IT Chief or request for a Google Drive link</p>	<p>3.1 Secure the data by adding a password to the file.</p> <p>3.1.1 Prepare the Data Release Form (DRF).</p> <p>3.1.2 Draft the response memorandum.</p> <p>3.1.3 Save the results in a compact disc (CD), Universal Serial Bus (USB) stick, or hard drive.</p>	None	3 hours	<p><i>Information Technology Officer – NHTS</i></p>

	3.1.4 Sign the DRF	None	1 hour	<i>Atty. Michael Joseph J. Lorico Regional Director FO – NCR</i>
	3.1.5 Endorse the finalized documents to PPD Chief			
	3.2 Sign the memorandum and endorse to the Administrative Assistant for releasing.			
4. Receive the results of name matching	4.1 Track and scan a copy of 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>Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS</i>
<i>With possible extension on the actual data processing and 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</i>				
TOTAL	For 5000 names and below	NONE	2 days, 3 hours and 35 minutes	
	For 5,001 -50,000 names		4 days, 3 hours and 35 minutes	
	For 50-000 – 400,000 names		8 days, 3 hours and 35 minutes	
	For 400,001-1,000,000 names		21 days, 3 hours and 35 minutes	