

Data Sharing with DSWD OBSUs: 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 Section – Policy and Plans Division			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	DSWD Offices/ Bureaus/ Services/ Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) original or 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	Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS
	1.1.1 Forward request to National Household Targeting Section (NHTS), then furnish the Regional Director and the Policy and Plans Division (PPD) a copy of the request			
	1.2 Review the request based on AO 19 s.2021.	None	30 minutes	Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS
	1.2.1 Input comment/s then endorse to the NHTS Associate Statistician			
	1.3 Provide instruction based on the data requested. If the request is: Not clear a. In case of vague data request, instruct the Associate Statisticians to coordinate with	None	3 hours	Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS

	<p>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 and attach routing slip.</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 Review the generated statistical /raw data. In case the generated data is:</p> <p>Not accurate – Return the</p>	None	3 hours	<i>Ms. Mary Noemi C. Corales</i> <i>Project Development Officer IV – NHTS</i>

	<p>generated statistical/raw data to the Associate Statisticians for revision.</p> <p>Accurate – Submit to the FO PPD Chief for review and recommending approval.</p>			
	1.6 Countersign response letter and endorse the same to the Regional Director for approval.	None	2 hours	<i>Ms. Roselle M. Rentoza Planning Officer IV – OIC, Policy and Plans Division</i>
	<p>1.7 Approval of the facilitated data request for release to the requesting party.</p> <p>If Disapproved – Provide note on the reason of disapproval; then return the facilitated request to the NHTS for revision.</p> <p>If Approved – Sign the response letter for data release.</p>	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	<p>2.1 Track and facilitate the release of the approved data request to the requesting party.</p> <p>2.1.1 Administer Client Satisfaction Measurement Survey (CSMS) during the release of approved data request.</p>	None	30 minutes	<i>Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS</i>
TOTAL		NONE	3 days	