

Obtaining Social Welfare and Development Data and Information

Social Welfare and Development (SWD) data and information are provided to external requesting parties upon their request, specifically for secondary data. Requests for secondary SWD data and information need not go through the DSWD Research Protocol (or DSWD Memorandum Circular No. 10 s. 2019) and may be approved and provided by submitting a letter of request addressed to the head of the concerned office, bureau, service or unit. Secondary SWD data refers to data that has already been consolidated and/or published by the DSWD and readily available as public document.

Office or Division:	Policy and Plans Division (PPD) - Policy Development and Planning Section (PDPS)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	Requesting parties such as students, academe, other government agencies including members of other branches of government, local and international organizations or research institutions and other independent requesting parties who are requesting current and secondary SWD data and statistics from the DSWD.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
If the request shall not undergo Research Protocol				
1. Request Letter (1 copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required document (<i>Request Letter</i>)	1.1 Receive request letter for SWD data from the requesting party		10 minutes	<i>Ms. Lily C. Demabildo Planning Officer III, PDPS</i>
	For Walk-in: Receive request letter and ask the requesting party to provide details in the logbook			
	For Email: Download and print request			
	1.2. Check completeness of information in the request letter (i.e., name of the requesting party, contact details, and data being requested)		10 minutes	<i>Ms. Lily C. Demabildo Planning Officer III, PDPS</i>

	If complete, acknowledge receipt of the request (for email) or provide receiving copy (for walk-in)			
	1.3. Encode details to the system or the Enhanced Document Transaction Management System (EDTMS)		5 minutes	<i>Ms. Lily C. Demabildo Planning Officer III, PDPS</i>
	For email: Request Letter			
	For walk-in: Information provided in the Researcher's Logbook			
	1.4. Endorse request to the concerned Section (for PDPS)		10 minutes	<i>Ms. Lily C. Demabildo Planning Officer III, PDPS</i>
	1.4.1 Assign request to concerned technical staff			
	1.5. Assess if the data/information being requested is available within the division/ unit		10 minutes	<i>Ms. Lily C. Demabildo Planning Officer III, PDPS</i>
	1.6. If data is available, prepare the data and letter response (utilizing the letter response template) which includes a request to accomplish the Client Satisfaction Measurement Form.		Single Data: 7 hours Multiple Data: 1 day and 4 hours	<i>Ms. Lily C. Demabildo Planning Officer III, PDPS</i>
	1.7 Submit to Regional Director		30 minutes	<i>Ms. Lily C. Demabildo</i>

	<p>OIC-Division Chief/ OIC Section Head for review, approval, and signature.</p> <p>If data/ information is not available in DSWD, inform the requesting party of other sources of data.</p>			<p><i>Planning Officer III, PDPS</i></p>
	<p>1.7.1 Prepare a letter response (utilizing the letter response template)</p>		<p>30 minutes</p>	<p><i>Ms. Lily C. Demabildo Planning Officer III, PDPS</i></p>
	<p>1.7.2 Submit to the Regional Director/ Division Chief/ Unit Head for review, approval, and signature.</p>			
	<p>1.8. Review, approve and sign the letter response, prepared data (if available), and applicable form</p>		<p>20 minutes</p>	<p><i>Ms. Lily C. Demabildo Planning Officer III, PDPS</i></p>
	<p>1.9. Send the signed letter response containing the <i>Client Satisfaction Measurement Survey Form</i> link/code to the requesting party together with the approved data (if available) and application form</p>		<p>None</p>	<p><i>Ms. Lily C. Demabildo Planning Officer III, PDPS</i></p>
<p>2. Accomplish the Client Satisfaction Measurement Survey</p>	<p>2.1 Receive the accomplished Client Satisfaction Measurement Survey (either online or paper-based)</p>	<p>None</p>		<p><i>Ms. Lily C. Demabildo Planning Officer III, PDPS</i></p>



Department of Social Welfare and Development

Field Office - National Capital Region

TOTAL	Single Data	NONE	1 working day, 15 minutes
	Multiple Data		1 working day, 5 hours, 15 minutes
	No Data		1 hour, 45 minutes