

## Walk-in Name Matching Data Process

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>	National Household Targeting Office/ National Household Targeting System			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All walk-in clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. (1) Valid Identification Card/Proof of Identity		1. Provided by the Client		
2. Walk-in Name Matching Form (1 original)		2. National Household Targeting Office/ National Household Targeting System Office – Administrative Assistant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The Requesting Party will fill out the Walk-in Name Matching Form.	1.1 Receive and record the request in the document transaction/ tracking system.	None	5 minutes	<i>Ms. Mary Noemi C. Corales</i> <i>PDO IV – National Household Targeting Section</i>
	1.2 Endorse request to the Project Development Officer (PDO).			
	1.3 Interview the client to evaluate the validity of the request as to its purpose  <i>* If not valid-</i> The PDO will inform the client on the grounds for the denial of the request based on the DSWD MC 15, s.2021. End of process.  <i>* If valid –</i> Forward the request to the Information Technology Officer for matching		10 minutes	<i>Ms. Mary Noemi C. Corales</i> <i>PDO IV – National Household Targeting Section</i>

	Note: * In case, the ITO is on official travel, the client shall leave his/her contact details.			
	1.4 Process the name matching request. * Manual verification * Running of name matching application *Note: 1day processing time if the ITO is on official travel		5 minutes	<i>Ms. Mary Noemi C. Corales PDO IV – National Household Targeting Section</i>
	1.5 Review and archive result.		5 minutes	
	1.6 Endorse result to the PDO			
2. Receive Name Matching Result and fill up CSMS Form	2.1 Present and explain the result of name matching and administer the CSMS form (per CART Guidelines)	None	5 minutes	<i>Ms. Mary Noemi C. Corales PDO IV – National Household Targeting Section</i>
<b>TOTAL</b>		<b>NONE</b>	<b>30 minutes</b>	