



I. REQUEST FOR DATA RELATED PERSONS WITH DISABILITIES (PWDs)

MIS officers share available data regarding PWDs upon request of the different offices/departments. In compliance with the Data Privacy Act, all barangays and other agencies requesting for available data will be required to submit a request letter with details of persons securing the information and for what purposes the data will be used.

Office or Division:	Data Management and Monitoring Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All Offices / Department			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (1 Copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit a request letter for data request</p> <p>2. Receive Hard copy of the requested data (if existing)</p> <p><i>(Subject to Data Privacy Act)</i></p>	<p>1.1 Received letter from the requesting Offices / Department</p> <p>1.2 Prepare the data being requested</p> <p>2. Issue the copy of the data being requested and other relevant data</p>	None	5 Days	<p>SHARINA F. HIPOLITO</p> <p><i>(Head, Data Management and Monitoring Unit)</i></p>
<p><u>For E-mails:</u></p> <p><i>PDAO@quezoncity.gov.ph</i></p> <p><i>sharina.hipolito@quezoncity.gov.ph</i></p>				
	TOTAL		5 Days	



FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<p>Feedbacks and/or complaints may be sent via e-mail to:</p> <p><i>PDAO@quezoncity.gov.ph</i></p> <p>Or Contact Us: (8)988-4242 Loc. 8123</p>
How feedbacks are processed	Feedbacks are replied via e-mail explaining the process, action taken, and disposition to the relevant offices.
How to file a complaint	<p>Complaints may also be sent to</p> <p><i>PDAO@quezoncity.gov.ph</i></p>
How complaints are processed	Complaints are processed and taken action, and communicated to the complainant via e-mail or calls
Contact Information of CCB, PCC, ARTA	<p>PDAO@quezoncity.gov.ph ;</p> <p>Or Contact Us:(8) 988-4242 Loc. 8123</p>

Office	Address	Contact Information
Persons with Disability Affairs Office of Quezon City	Ground Floor, Community Center Building, Gate 3, Kalayaan Ave., QC Hall Compound	<p>Hotlines:</p> <p>988-4242 local 8123 (8)734-0045, (8) 359-2739</p> <p>E-mails:</p> <p>PDAO@quezoncity.gov.ph renato.cada@quezoncity.gov.ph almira.enguerra@quezoncity.gov.ph anthony.quinagon@quezoncity.gov.ph</p>