

*Note: * time may differ depending on the complexity of the request/proposal*

2. SECURING OF STATISTICAL DATA

Conduct of information exchange and research services

Office or Division:	Planning and Development Information Unit (PDIU), Special Projects Division (SPD)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen) G2G (Government to Government)			
Who may avail:	City Departments/Offices/Operating Units City Councilors NGO/PO/CSOs National government agencies Local Government Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Research/Data Request Form (for students / researchers)		PDIU, SPD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire on who and where to approach to get data or information on Socio-economic Profile and other Development Information of QC and its barangays	Receive and direct client to appropriate CPDO Sector, Unit, or personnel: Sectors: Social Devt Planning Division (SDPD) Economic Development Planning Division (EDPD) Special Projects Division (SPD) Land Use and Infrastructure Division (LUID) Institutional Devt Planning Division (IDPD)	None	15 secs	Assistance Desk/Receiving Area
2. Convey and relate to concerned PPDO Personnel of his/her data requirements (Accomplish Data Request Form)	Confer with client and provide necessary form	None	2 mins	Client / Requesting Party

3. Submit accomplished form (Data Request Form) to PDI unit Sign in the logbook indicating data availed of among others (State particulars of the data being availed of)	Provide Assistance to client . Determine the availability of the data	None	5 mins	Data Management Officer, SPD
1a. If data available is in soft copy, client provides CD or flash drive where data will be copied	Copy data to the CD or flash drive	None	3 mins	Data Management Officer, SPD
1b. If data available is in hard copy, client leaves ID with the Person Responsible and have the data photocopied	Instruct client on the photocopying of the data	None	20 mins	
1c. If data requires expertise in any subject of interest covering the 5 development sectors	Refer Client to concerned Planning Development Sector	None	3 mins	Sector/Unit Head and Staff concerned (including admin staff, where appropriate)
	Provide information on matters relating to the Division's areas of functional interest	None	10 -30* mins	Concerned planning sectors
Total			43 mins/3 secs*	

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