

2.3. Provision of City Statistical Data (Highly Technical)

This service covers the processing and controlled release of highly sensitive personal data, such as names, addresses, contact details, and other identifiable information, when legally permissible and duly authorized.

All requests are strictly evaluated in accordance with Republic Act No. 10173 (Data Privacy Act of 2012) and applicable data-sharing policies. Release of sensitive data shall only be allowed upon submission of complete documentary requirements, execution of a Non-Disclosure Agreement (NDA), and approval by the proper authority.

Office or Division	City Planning & Development Office – Research, Information System and Statistics Division
Classification	Highly Technical
Type of Transaction	Government to Business (G2B); Government to Citizens (G2C), Government to Government (G2G)
Who may avail	General Public, Private Institutions, Government Offices
Checklist of Requirements	
Where to Secure	
1. Request Letter specifying the kind of map and purpose or duly accomplished request form	Requesting Party/ City Planning & Development Office – Administrative Division
2. Non-Disclosure Agreement (NDA)	City Planning & Development Office
3. Any Storage Device or E-mail Address	Requesting Party

Client Steps	Agency Action	Fees to be paid	Processing Time	Personnel Responsible
1. Submit Duly Accomplished Request Form or Request Letter.	<p>1.1. If Request Form: RISSD personnel receives and reviews the accomplished form and issues an Acknowledgement Receipt.</p> <p>1.2. If Request Letter: Administrative Division receives the letter and forwards it to RISSD for processing.</p>	None	5 Minutes	<p><i>Administrative Aide II / Administrative Assistant III</i> <i>City Planning and Development Office</i></p>
2. Receives the acknowledgement receipt or a file copy of their request letter.	2. Evaluates the request as to availability.	None	10 minutes	<p><i>Statistician III / Administrative Assistant III</i> <i>City Planning and Development Office</i></p>
IF REQUESTED DATA IS AVAILABLE:				
	3. Forwards the Request to Division Chief	None	5 minutes	<p><i>Statistician III / Administrative Assistant III</i> <i>City Planning and Development Office</i></p>
	4. Division Chief will endorse the request to the LGU assigned Data Protection Officer for his/her approval	None	1 day	<p><i>RISSD Division Chief / Administrative Assistant III</i> <i>City Planning and Development Office</i></p>
	5. DPO will make a written document	None	---	<p><i>LGU designated Data Protection</i></p>

Client Steps	Agency Action	Fees to be paid	Processing Time	Personnel Responsible
	approving or disapproving the request then forward it to the City Planning and Development Office (CPDO)			Officer
IF APPROVED:				
	6. Process the requested data.	None	15 days	Statistician III/ Division Chief / Administrative Assistant III City Planning and Development Office
3. Receives the notification personally or via email, copy of the Non-Disclosure Agreement (NDA)	7. Notify the client that the requested data is ready and a Non-Disclosure Agreement (NDA) should be signed first before the release of the requested file.	None	10 minutes	Statistician III/ Division Chief / Administrative Assistant III City Planning and Development Office
5. Submits signed NDA and receives the requested data. 5.1. If via storage device or printed copy: Sign the Request Form acknowledging receipt. 5.2. If via email: Acknowledge receipt through return email.	9. Receives NDA and releases the requested map via storage device or email and records the transaction in the Electronic Logbook.	None	1 hour	Statistician III / Administrative Assistant III City Planning and Development Office
TOTAL PROCESSING TIME IF REQUEST IS APPROVED:			16 days, 1 hour and 30 minutes	
IF REQUESTED DATA IS DISAPPROVED BY THE DPO:				
3. Receives the notification personally or via email with a copy of the DPOs reply regarding their request.	5. Notify and furnish the requesting party a copy of the DPO's reply citing why their request is disapproved.	None	10 minutes	Statistician III / Administrative Assistant III City Planning and Development Office
TOTAL PROCESSING TIME IF DATA IS UNAVAILABLE:			1 day 20 minutes	

The provision of simple City Statistical Data is governed by R.A. 7160 Section 476.

* Please note that the processing time is intended for one client. The time shall be extended when there are two or more clients.

* Processing time transacting with other offices which are prerequisite in the provision of map is not included.