



## 7. Request for Issuance of PWD Data and Analytics

The granting of PWD data to students, donors and other stakeholders for academic researches, donations and other situations needing PWD analytics with observance to Republic Act 10173 of 2012 or the Data Privacy Act.

<b>Office or Division:</b>	Persons with Disabilities Affairs Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C , G2G			
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. Students</li> <li>2. Non-Government Organizations</li> <li>3. National Government Agencies</li> <li>4. Local Government Agencies</li> <li>5. Donors</li> <li>6. Stakeholders</li> </ol>			
<b>CHECKLIST OF REQUIREMENT/S</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent		1. Provided by client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits letter of intent	1. Receives letter	None	5 minute	<i>Administrative Aide II, PWD Center.</i>
	2. Endorses letter to Division Chief for approval	None	10 minutes	<i>Administrative Aide II and Disability Affairs Officer IV, PWD Center.</i>
	3. Endorses to Administrative Aide III (IT)	None	2 minutes	<i>Administrative Aide II and III, PWD Center.</i>
	4. Administrative Aide III generates data	None	16 hours	<i>Administrative Aide II, PWD Center.</i>
2. Receives data	5. Issues data to client	None	5 minutes	<i>Administrative Aide II, PWD Center.</i>
	TOTAL	None	16 hrs and 22 minutes/ transaction	
<b>END OF TRANSACTION</b>				