

DATA SHARING with OBSUs—Statistics/Raw Data Request

I. OFFICE OR DIVISION

POLICY AND PLANS DIVISION – NATIONAL HOUSEHOLD TARGETING SECTION

II. SCHEDULE OF AVAILABILITY OF SERVICE

MONDAY- FRIDAY (8:00 AM-5:00 PM)

III. WHO MAY AVAIL OF THE SERVICE

DSWD OBSUs

WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
Letter of Request (Specify purpose and data requested)	Provided by requesting party

IV. HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Requesting party will endorse their letter of request for statistical data/ raw data generated from Listahanan (specify the purpose and data requested).	None	30 Minutes	Kimberly G. Masalta Administrative Assistant III
2. Receive the data requested then fill up the Client Satisfaction Measurement Survey.	None	30 Minutes	Kimberly G. Masalta Administrative Assistant III

V. PROCESSING TIME

Total Processing Time: 3 days and 2 hours

DATA SHARING with OBSUs—List of Data Subjects

I. OFFICE OR DIVISION

POLICY AND PLANS DIVISION – NATIONAL HOUSEHOLD TARGETING SECTION

II. SCHEDULE OF AVAILABILITY OF SERVICE

MONDAY- FRIDAY (8:00 AM-5:00 PM)

III. WHO MAY AVAIL OF THE SERVICE

1. DSWD OBSUs

WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
1. Letter of Request (Indicating purpose and list of data sets) 2. Document indicating the designated Data Protection Officer 3. List of personnel who will have access to the Listahanan data 4. List of processes it will employ in the treatment of data.	Provided by requesting party

IV. HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Requesting party will their letter of request with attached e-copy of data requirements to NHTS.	None	15 Minutes	Kimberly G. Masalta Administrative Assistant III
2. Received the result and call the NHTS Office for the password. Then fill-up the Client Satisfaction Measurement Survey.	None	10 Minutes	Kimberly G. Masalta Administrative Assistant III

V. PROCESSING TIME

Total Processing Time: 5 days, 1 hour and 35 minutes *with possible extension

DATA SHARING with OBSUs—Name Matching

I. OFFICE OR DIVISION

POLICY AND PLANS DIVISION – NATIONAL HOUSEHOLD TARGETING SECTION

II. SCHEDULE OF AVAILABILITY OF SERVICE

MONDAY- FRIDAY (8:00 AM-5:00 PM)

III. WHO MAY AVAIL OF THE SERVICE

All DSWD OBSUs

WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
1. Letter of Request (indicating reasons for name-matching) 2. Electronic copy of the names to be matched.	Provided by requesting party

IV. HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Requesting party will endorse their letter of request with attached e-copy of names for name matching to NHTS.	None	15 Minutes	Kimberly G. Masalta Administrative Assistant III
2. Received the name matching result and call the NHTS Office for the password. Then fill-up the Client Satisfaction Measurement Survey.	None	10 Minutes	Donald Rey L. Dejacto IT Officer II

V. PROCESSING TIME

Total Processing Time:	For 5000 names and below: 2 days, 3 hrs and 35 mins
	For 5,001 - 50,000 names: 4 days, 3 hrs and 35 mins
	For 50,000 - 400,000 names: 8 days, 3 hrs and 35 mins
	For 400,001 - 1,000,000 names: 21 days, 3hrs and 35 mins

Walk-in Name Matching Data Request

I. OFFICE OR DIVISION

POLICY AND PLANS DIVISION – NATIONAL HOUSEHOLD TARGETING SECTION

II. SCHEDULE OF AVAILABILITY OF SERVICE

MONDAY- FRIDAY (8:00 AM-5:00 PM)

III. WHO MAY AVAIL OF THE SERVICE

1. All walk-in clients

WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
1. Walk-in Name Matching Form	DSWD Field Office VII – NHTS Office
2. Valid Identification Card/ Proof of Identity	Provided by client.

IV. HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up the Walk-in Name matching form and provide valid identification card/ proof of identity	None	30 Minutes	NHTS Grievance Officer
2. Answer the Client Satisfaction Measurement Survey	None	10 Minutes	NHTS Grievance Officer

V. PROCESSING TIME

Total Processing Time: 40 minutes.

Data Sharing – Name Matching

I. OFFICE OR DIVISION

POLICY AND PLANS DIVISION – NATIONAL HOUSEHOLD TARGETING SECTION

II. SCHEDULE OF AVAILABILITY OF SERVICE

MONDAY- FRIDAY (8:00 AM-5:00 PM)

III. WHO MAY AVAIL OF THE SERVICE

1. All NGAs, GOCCs, NGOs, CSOs, and private foundations for the purpose of utilizing the data for social protection programs

WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
1. Letter of Request (Indicating reasons for name-matching) 2. Electronic copy of the names to be matched. 3. Original copy of the resolution of governing board authorizing head of agency to enter into data sharing MOA with DSWD (for NGOs, CSOs, Private Foundations). 4. Designated Data Protection Officer (DPO) 5. Valid proof of identities of the agency head and DPO.	Provided by requesting party

IV. HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Requesting party will endorse their letter of request with attached e-copy of names for name matching to NHTS.	None	15 Minutes	Kimberly G. Masalta Administrative Assistant III
2. Received the name matching result and call the NHTS Office for the password. Then fill-up the Client Satisfaction Measurement Survey.	None	10 Minutes	Donald Rey L. Dejacto IT Officer II

V. PROCESSING TIME

Total Processing Time: For 5000 names and below:
2 days, 3 hrs and 35 mins

For 5,001 - 50,000 names:
4 days, 3 hrs and 35 mins

For 50,000 - 400,000 names:
8 days, 3 hrs and 35 mins

For 400,001 - 1,000,000 names:
21 days, 3hrs and 35 mins

Data Sharing – List of Data Subjects

I. OFFICE OR DIVISION

POLICY AND PLANS DIVISION – NATIONAL HOUSEHOLD TARGETING SECTION

II. SCHEDULE OF AVAILABILITY OF SERVICE

MONDAY- FRIDAY (8:00 AM-5:00 PM)

III. WHO MAY AVAIL OF THE SERVICE

1. All NGAs, GOCCs, NGOs, CSOs, and private foundations for the purpose of utilizing the data for social protection programs

WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
1. Letter of Request (Indicating purpose and list of data sets) 2. Electronic copy of the following data requirements (if already available) 2.1 Original copy of the resolution of governing board authorizing head of agency to enter into a data sharing agreement with DSWD(only for NGOs, CSOs, and Private Foundations if already available) 2.2 Valid proof of identities of the agency head and DPO (only for NGOs, CSOs, and Private Foundations and if already available). 2.3 Valid documents indicating the legitimacy of the organization (only for NGOs, CSOs and Private Foundations and if already available) 2.4 Privacy manual or approve document/s on the security measures 2.5 Document indicating the appointed and NPC-registered Data Privacy Officer (DPO) 2.6 Accomplished Data Sharing Agreement (DSA) 2.7 List of identified staff who will access, process, and safeguard the Listahanan data. 2.8 Hardware and Security Component supporting images and specifications	Provided by requesting party
3. Certificates of Orientation 4. Certification on Acknowledgement Receipt of the copy of the law, IRR and the NPC issuances. 5. Physical and Technical Setup Certification Organizational Setup Certification	NHTS

IV. HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Requesting party will endorse their letter of request with attached e-copy of data requirements to NHTS.	None	15 Minutes	Kimberly G. Masalta Administrative Assistant III
2. Requesting party will attend the scheduled orientation with the NHTS Inspection Team.	None	2 hours	Lester R. Laborte PDO IV

CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Compliance and Submission of signed memorandum of Agreement and documentary requirements to the NHTS for review on completeness	None	2 hours	Lester R. Laborte PDO IV
4. Requesting party will present their IT facilities to the NHTS Inspection Team.	None	1 day	Donald Rey L. Dejacto IT Officer II Lester R. Laborte PDO IV
5. Received the result and call the NHTS Office for the password. Then fill-up the Client Satisfaction Measurement Survey.	None	10 minutes	Donald Rey L. Dejacto IT Officer II

V. PROCESSING TIME

Total Processing Time: For 5000 names and below:

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II. SCHEDULE OF AVAILABILITY OF SERVICE

MONDAY- FRIDAY (8:00 AM-5:00 PM)

III. WHO MAY AVAIL OF THE SERVICE

1. All NGAs, GOCCs, NGOs, CSOs, private foundations for the purpose of utilizing the data for social protection programs and private individuals for research purposes.

WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
1. Letter of Request (Specify purpose and data requested)	Provided by requesting party

IV. HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Requesting party will endorse their letter of request of statistical data/ raw data generated from Listahanan (specify purpose and data requested).	None	30 Minutes	Kimberly G. Masalta Administrative Assistant III
2. Receive the data requested then fill-up the Client Satisfaction Measurement Survey.	None	30 Minutes	Kimberly G. Masalta Administrative Assistant III

V. PROCESSING TIME

Total Processing Time: 3 days and 2 hours

VI. FEEDBACKS AND COMPLAINTS MECHANISM

Contact Information of CCB, PCC, ARTA	ARTA: 8-478-5093 complaints@arta.gov.ph PCC: pcc@malacanang.gov.ph 8888 CCB: email@contactcenterngbayan.gov.ph 09088816565 (SMS), hotline 1-6565
Contact Information	Contact Person: Lester R. Laborte/ PDO IV Contact Number: Tel No. 232-9505; 233-8785; Local - 17118 Email Address: nhtu.fo7@dswd.gov.ph Office Address: MJ Cuenco Corner, General Maxilom Avenue, Cebu City