

## 1. Request Demographic and Social Protection Data

This service caters to individuals, groups, and or organizations requesting demographic and social protection data from the Office. The said request is in adherence with Data Privacy Act (R.A 10173)

<b>Office or Division:</b>	Municipal Social Welfare and Development Office/Local Youth Development Office			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2G-Government to Government, G2C – Government to Citizen, G2B – Government to Business			
<b>Who may avail:</b>	Students, NGO, NGA, LGU, Business Sector			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request <i>Stating the purpose of the data requested</i> (1 Original Copy)		Requesting Office/Individual		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit required document	1.1 Interview for confirmation of the purpose of the data requested 1.2 Inform the client on the schedule of possible release 1.2 Prepare the data request needed	None	30 Minutes  10 Minutes  1 Working Day	Social Welfare Aide – Municipal Social Welfare and Development Office
2. Received and sign the logbook	2. Release the data requested and let the client sign the logbook			
3. Accomplish the Client Satisfaction Survey and drop it in the Feedback Box	3. Request the client to accomplish the Client Satisfaction Survey.	None	10 Minutes	Public Assistance Complaint Desk – Municipal Social Welfare and Development Office
	Total	None	1 Day & 50 Minutes	