



## 7. Provision of POPDEV and GAD Data, Information and Reports

As part of its advocacy and technical assistance to other offices, stakeholders and clients, the Provincial Population Office provides processed data and information in the form of technical tables or matrices and infographics as well as technical POPDEV and GAD reports (GPB, GAR and GAD policies)

<b>Office or Division:</b>	Office of the Provincial Population Officer
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G- Government to Government, G2B- Government to Business
<b>Who may avail:</b>	National, Regional, PGB and local government institutions and offices, civil society organizations, researchers, students and the public general
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Duly signed letter / notice of request via mail or email or social media account (1 original copy or	To be provided by requesting client



CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Sends request/ inquiry through email or personal.	1. Receives the request and record letter/notice from requesting clients or institutions and informs on the availability of the requested data.	None	30 minutes	<i>Administrative Aide IV</i> Technical Division
	2. Disseminates letter of requests to PPO IV	None	15 minutes	<i>Population Program Officer IV</i>
2. Coordinates with PPO for specific arrangements	3. Endorse request to concerned Division/ Personnel	None	15 minutes	<i>Population Program Officer IV</i>
	4. Coordinates with requesting client or institutions	None	Before the date of the activity	Concerned or assigned division or staff
	5. Provides needed POPDEV data/ information/report	None	During the date of the activity	Concerned or assigned division or staff
<b>TOTAL:</b>		<b>None</b>	<b>1 hour</b>	