

CITIZENS' CHARTER- Research and Statistics:

1. Socio Economic and Ecological Profile Data / Information Dissemination

The Research and Statistics Division, of this office maintains and updates the Provincial Data Bank on prevailing socio-economic and ecological conditions of the Province of Davao del Norte. These are secondary data that are regularly collected on a yearly basis from various offices that are generators of primary data. Once organized, processed and analyzed, these data form part of the essential baseline data for planning and programming not only by government offices but also the academe, the business sector and those who undertake various types of research works.

Office or Division:	Provincial Planning and Development Office / Research and Statistics Division			
Classification:	Simple			
Type of Transaction:	G2C; G2G; G2B			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter from requesting party (1 original)		Prepared by requesting party and hand carried to PPDO Administrative Section		
Order of Payment (1 original)		PPDO – Administrative Section		
Official Receipt (1 original)		Provincial Treasurer Office – Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the request letter at PPDO Admin-receiving	Receive and facilitate the request	None	2 minutes	<i>Admin Officer V; Admin Aide IV</i>
2. Requesting party shall be directed to the concerned staff of the Division	The Division shall prepare/facilitate the requested data either/or : Hard/soft copy		5 minutes to 1 day depending on the type and volume of data requested	<i>Proj. Dev't. Officer III; Proj. Dev't. Officer II; Statistician II</i>
3. Requesting party shall secure Order of Payment from PPDO-Admin.	PPDO Admin Section shall prepare Order of Payment	none	1 minute	<i>Admin Officer V; Admin Aide IV</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Advice Requesting Party to pay the required fees to PTO and secure Official Receipt	Accept the payment based on the order of Payment and issue Official Receipt 1. Hard copy 2. Electronic copy	For Government Agencies No Fees For other entities ₱ 500.00 per copy of SEP Book ₱ 200.00	5 minutes	<i>PTO-Cashier</i>
5. Back to PPDO Administrative Section present the Official Receipt	Receive and photocopy Official receipt and provide to client the requested data	none	2 minutes	<i>Admin Officer V; Admin Aide IV</i>
TOTAL:			15 minutes to 1 day for other entities / 7 minutes to 1 day for Government Agencies	