

Request for CHED Data/Information

Clients:

Any individual

Requirements:

A formal request stating the purpose/usage of the data/information

Schedule of the Availability of Service:Monday to Friday
8:00 am to 5:00 pm**Fees:**

Free of Charge

Total/Maximum Duration of Process:

Three (3) Days

How to Avail of the Service:

No.	Applicant/Client Step	Agency Action	Office/Person in Charge	Location of Office	Duration of Activity <i>(under normal condition per transaction)</i>
1	Sends request for CHED data/information	Receives and evaluates the requests	MIS Personnel	Office of Planning, Research and Knowledge Management (OPRKM) G/F HEDC Building	
2		Forwards the request to Division Chief for approval			5 minutes
3		Approves or disapproves the request. If disapproved, the requesting party will be immediately notified	Division Chief and MIS Staff	OPRKM G/F HEDC Building	10 Minutes
4		Processes the requested data	MIS Personnel	OPRKM G/F HEDC Building	Within the day or maximum of 3 days
5	Receives the Data/Information	Releases the requested data/information thru email/fax	MIS Personnel	OPRKM G/F HEDC Building	5 minutes
END OF TRANSACTION					

