

DepEd – National Capital Region  
POLICY, PLANNING and RESEACH DIVISION

On Request for Basic Education Data

**AVAILABILITY OF SERVICE: Mondays thru Fridays 7:00 AM – 6:00 PM**

- **Who may avail of the service/s?**  
Public and Private School Heads, Researchers from (Higher Education Institutions) HEIs and other external stakeholders
  
- **What are the requirements?**  
Letter-request addressed to the Regional Director, stating the following:
  1. Name and address of requesting party
  2. Email address and other contact details
  3. Specific data/information needed
  4. Specific purpose/use of the data, and
  5. For more than one (1) page data, USB is needed

**PROCEDURE:**

<b>Step</b>	<b>Requesting Party</b>	<b>Service/s to be Extended</b>	<b>Time Frame</b>	<b>Person In-Charge</b>
1	Submits the letter request to the Records Section	Stamps: Received	3-5 minutes	Records Section Personnel
2	Brings the same to the Chief Administrative Officer's or Regional Director's Office	CAO/RD approves request and attaches routing slip	30 minutes	The CAO/Regional Director
3	Proceeds to PPRD and submits the request and USB  Note: USB should be virus-free	<ol style="list-style-type: none"> <li>1. Receives request and turns over to the Chief</li> <li>2. Chief reviews request and assigns to concerned personnel</li> <li>3. Prints/copies data/information requested</li> </ol>	3 minutes  5 minutes  15 minutes or depending on the amount of data needed	PPRD Staff  Chief  Authorized personnel
4	Receives data/information requested	Asks the client to sign the logbook		
5	End of transaction			