



## PROCESSING AND GENERATING OF STATISTICAL REPORT

These are Prosecution Statistics related to National Prosecution Service (NPS) Operations, Office Resources and Amenities and Plea Bargaining Report on Drug Cases. These are processed, complete and validated statistical data/reports already.

<b>Office or Division:</b>	Planning and Management Service – Evaluation and Statistics Division (ESD)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizen (G2C), Government to Government (G2G)
<b>Who may avail:</b>	G2C – General Public such as Ordinary Citizenry, Students, Academe, Research Centers, Non-Government Organizations, Private Entities, International Institutions, Media Practitioners et.al.  G2G – Offices within DOJ, DOJ Agencies, Prosecution Offices, State Universities and Colleges (SUCs), Government Owned and Controlled Corporations (GOCCs), Offices under the Executive/Legislative/Judiciary, National Government (NG), Local Government Units (LGUs), Independent Constitutional Commissions et.al.

### CHECKLIST OF DOCUMENTARY REQUIREMENTS

Document	No. of Copy(ies)	Where to Secure
1. Service Request Form and/or Formal Correspondence	1	Office of the Evaluation and Statistics Division

### PROCEDURES

Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
<b>For request through a Memorandum/Letter</b>				
1. Submits accomplished service request form and/or formal correspondence to ESD	Reviews/receives necessary documents/requirements	None	5 minutes	Receiving Staff
	Forwards the copy of request to the Division Head	None	5 minutes	Receiving Staff
	Delegates the request to the Staff/Statistician	None	5 minutes	Division Chief



	Prepares statistical report	None	30 minutes	Staff/Statistician
	Reviews/approves the statistical report	None	30 minutes	Division Chief
2. Receives the requested statistical report	Release to the requesting party or forwards to the Records Management Section for transmittal	None	5 minutes	Releasing Staff
<b>TOTAL:</b>		<b>1 hour and 20 minutes</b>		
<b>For request through email</b>				
1. Submits/sends formal correspondence to ESD official email/personnel email	Receives and acknowledge the request. acknowledgement, delegate, prepares, review and approval, release	None	5 minutes	Receiving Staff
	Forwards the request to the Division Head for delegation	None	5 minutes	Receiving Staff
	Delegates the request to Staff/Statistician	None	5 minutes	Division Chief
	Prepares statistical report	None	30 minutes	Staff/Statistician
	Reviews/approves statistical report	None	30 minutes	Division Chief
	Soft copy of the statistical report will be sent to the email of the requesting party	None	5 minutes	Releasing Staff
<b>TOTAL:</b>		<b>1 hour to 20 minutes</b>		

*Note: A longer period not exceeding seven (3) days shall be allowed in exceptional circumstances such unavailability of signatory and unavailability of data.*