



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Reference No. 22ITDS-05-211

**OFFICE MEMORANDUM NO. 2022-240**

TO : ALL CONCERNED OFFICIALS AND EMPLOYEES  
SUBJECT : Guidelines to Access the Data Enclaves  
DATE : 02 December 2022

In connection with the institutionalization of Data Enclave Centers in the Philippine Statistics Authority (PSA) Central Office (CO) and Regional Statistical Services Offices (RSSOs), the attached Guidelines to Access the Data Enclaves provide the procedures on how clients or researchers will be able to access the data in the enclave. The guidelines are primarily intended for all designated Data Enclave Managers in the CO and in all RSSOs in addressing requests to access data enclaves.

For your guidance and strict compliance.

**DENNIS S. MAPA, Ph.D.**  
Undersecretary  
National Statistician and Civil Registrar General


MEPE/NGP/SAN/MRBA



Management  
System  
ISO 9001:2015  
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Telephone: (632) 8938-5267  
[www.psa.gov.ph](http://www.psa.gov.ph)

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## I. Introduction

The Philippine Statistics Authority (PSA) embraced and adapted to the 'new normal' and strengthened its effort to deliver excellent data sharing and dissemination services. Moreover, it promoted efficiency through a proactive initiative in catering to its stakeholders through digital platforms.

One of the undertakings is to enable a positive environment to access open and free data and to centralize its data dissemination channels. Hence, the Data Enclave Center is re-established in the PSA Library and the data enclave facilities have been institutionalized in Regional Statistical Services Offices (RSSOs) within a secured environment.

This document provides the guidelines and procedures on how to request access to data enclaves and how to manage the data enclave facilities.

## II. Purpose

This specifies the policies and processes in addressing a request to access data enclaves and managing the data enclave facilities. Specifically, the objectives are the following:

1. Standardize procedures for addressing requests on data enclaves;
2. Promote wider accessibility to acquire establishment-based level data through data enclaves; and
3. Harmonize procedures in managing data security through the data enclave facilities.

## III. Scope and Limitations


This covers the guidelines and procedures for receiving, addressing requests to access data enclaves, and releasing the generated data through disclosure review and validation.

## IV. Definition of Terms

The following words are defined operationally:

1. **Data Enclave** - a facility through which confidential data, such as identifiable information from census and establishment-based data can be stored and disseminated.

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2. **Data Enclave Access Agreement (DEAA)** - an agreement signed by the data user/requester and the PSA representative before acquiring data. This specifies terms and conditions in using the data that the data user/requester acknowledged.
3. **Data Enclave Managers (DEMs)** - personnel who oversee/manage the operations and access to the data enclave facilities and workstation.
4. **Data User/Researcher** - a person or entity who/that requests data to access data enclave through email, e-FOI portal, or from PSA units.
5. **Task Force on Data Enclave** - a group that manages the data enclave facilities, including its terminals and the PSA Data Center, the database, the servers of data enclaves, and the requests to access microdata files. This group also conducts a disclosure review of the output files from the data users, and maintains all facilities and resources necessary for the operation.


#### **V. Procedures to Request Access of Data Enclaves**

A data user/researcher can request access to data enclaves in the Knowledge Management and Communications Division (KMCD) of the Central Office or RSSOs by sending a request letter in any of the following means:

1. By accomplishing the Data Request Form from the PSA website at <http://psa.gov.ph/content/data-request-form>;
2. By sending requests through the Information Center email address [info@psa.gov.ph](mailto:info@psa.gov.ph);
3. By logging in to the e-FOI portal at <https://www.foi.gov.ph> and the request be filed through the portal by creating an account; or
4. By sending requests to Information Centers in RSSOs.

Upon filing of request in the Central Office, the KMCD will review the request and submit it to the Sectoral Statistics Office and Census Technical and Coordination Office of Central Office, then endorse it to the National Statistician and Civil Registrar General for approval. On the other hand, if the request was filed in RSSOs, this will be reviewed by the Statistical Operations and Coordination Division Chief and approved by the Regional Director of the RSSO.

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The data user/researcher shall sign a Data Enclave Access Agreement (See Annex 1) with PSA agreeing to the terms and conditions in accessing the data enclave facility.

## **VI. Role of DEMs and Task Force on Data Enclave**

The Data Enclave Manager (DEM) is responsible in assisting the data users/researchers on filed request to access the data enclave facility. Once the DEAA is finalized, the DEM will coordinate with the data user/researcher and plot the requested date of schedule in the Data Enclave Calendar.


All DEMs shall submit Quarterly Summary Monitoring Reports to KMCD including the feedback from the Customer Satisfaction Survey and report all data requests received and assisted in the data enclave facilities every first week of the preceding quarter.

The DEM is adhered to follow rules in assisting the data user/ researcher in accessing the data enclave facility:

1. The DEM shall be present for the entire time of the data user/researcher's visit and use of the enclave. All materials brought in the data enclave will be inspected and only those approved will be allowed in the workstation. A locket cabinet is available at the facility and data users/researchers may leave their belongings and will be given key tag.
2. Data users/researchers cannot bring laptops, mobile phones, or other electronic devices into the data enclave facility. In case that the data user/researcher needs to copy files from the data enclaves, the DEM can possibly provide do-files, a list of variables, and results of statistical runs.
3. All outputs, notes, and other materials generated from the facility shall be submitted for disclosure review.
4. The DEM in coordination with the Task Force on Data Enclave shall conduct the disclosure review of all files that the researcher wants to acquire or use.
5. Approved outputs will be sent to the data user/researcher via email.

All procedures thereto are subject to compliance with the PSA's Policies and Guidelines on Data Sharing, Data Confidentiality, and Dissemination of Official

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Statistics<sup>1</sup> and to the approved process flow on Addressing Requests to Access the Data Enclaves (See Annex 3).

Other roles of the DEM were indicated to the Terms of Reference stipulated in the Special Order No. 2022-02NS-100 dated 28 February 2022 (See Annex 4).

## **VII. Data Security**

All establishment-based data stored in the Data Enclave Center will be secured through the set-up data enclave terminals in the PSA Data Center that are configured and can be accessed using Remote Desktop Application (RDA). These terminals can only be accessed upon request through RDA from the computers available at the designated data enclave facilities in the Central Office and RSSOs. To protect these data, the data enclaves have no internet connection, disabled USB ports, and inaccessible data enclave terminals in the Local Area Network (LAN).

Furthermore, the establishment-based data for public use are not stored in any file format but can only be accessed through a database connection using the R software or a database management software. The account to be given to the data user/researcher to connect to the database will only have a read-only privilege to ensure that the raw data in the database will not be destroyed, infected, or exposed to malwares.

The data enclaves will be accessible through Virtual Data Enclave or through the LAN on the set-up data enclaves in the Central Office or Virtual Private Network connection in the RSSOs.

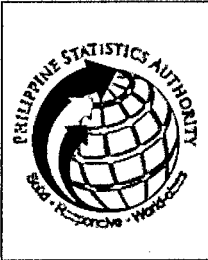
## **VIII. Review and Modification of Guidelines**

These guidelines and procedures shall be assessed periodically to evaluate its relevance, incorporate new concepts, and address emerging concerns/demands.

## **IX. Effectivity**

The implementation of the *Guidelines* is to take effect immediately upon its approval.

<sup>1</sup> Policy and Guidelines can be accessed through this link: [tinyurl.com/DataSharingGuidelines](https://tinyurl.com/DataSharingGuidelines)



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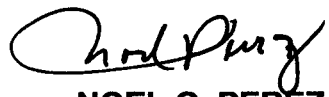
Prepared by:

  
**MARIA FE B. ABALOS**  
Information Officer III  
Knowledge Management and  
Communications Division


Reviewed by:

  
**SIMONETTE A. NISPEROS**  
Information Officer V  
Knowledge Management and  
Communications Division

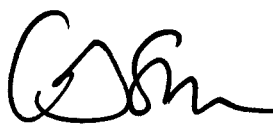
Endorsed by:

  
**NOEL G. PEREZ**  
(Information Technology Officer III)  
Officer-in-Charge  
Knowledge Management and Communications Division


Recommending Approval:

  
**MINERVA ELOISA P. ESQUIVIAS**  
(Deputy National Statistician)  
Officer-in-Charge  
Censuses and Technical Coordination Office

Approved by:

  
**DENNIS S. MAPA, Ph.D.**  
Undersecretary  
National Statistician and Civil Registrar General  
Office of the National Statistician

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Annex 1— Data Enclave Access Agreement (Central Office)



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**DATA ENCLAVE ACCESS AGREEMENT**

Control No. \_\_\_\_\_

Name of Client/s : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Office : \_\_\_\_\_

Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Tel. No. / Fax No. : \_\_\_\_\_

Data File Required : \_\_\_\_\_  
 \_\_\_\_\_

Purpose : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DATA ENCLAVE ACCESS TERMS AND CONDITIONS**

1. The Client shall comply with the Confidentiality Clause provided in the following provisions of laws, to wit:

a. Section 19 of Republic Act No. 10173, thus:

*"... statistical tables with no reference to an individual, corporation, association, partnership, institution or business enterprise shall appear provided that any personal information obtained thereto shall be held under strict confidentiality and shall be used only for the declared purpose."*


b. Section 26 of Republic Act No. 10625, thus:

**Section 26. Confidentiality of Information.** – Individual data furnished by a respondent to statistical inquiries, surveys and censuses of the PSA shall be considered privileged communication and as such shall be inadmissible as



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evidence in any proceeding.

The PSA may release aggregated information from statistical inquiries, surveys and censuses in the form of summaries or statistical tables in which no reference to an individual, corporation, association, partnership, institution or business enterprise shall appear.

c. Section 27 of Republic Act No. 10625, thus:

**Section 27. Penalties.** - Respondents of primary data collection activities such as censuses and sample surveys are obliged to give truthful and complete answers to statistical inquiries. The gathering, consolidation and analysis of such data shall likewise be done in the most truthful and credible manner.

Any person, including parties within the PSA Board and the PSA, who breach the confidentiality of information, whether by carelessness, improper behavior, behavior with malicious intent, and use of confidential information for profit, are considered guilty of an offense and shall be liable to fines as prescribed by the PSA Board which shall not be less than Five thousand pesos (P5,000.00) nor more than Ten thousand pesos (P10,000.00) and/or imprisonment of three (3) months but not to exceed one (1) year, subject to the degree of breach of information.

- The Client acknowledges that any available intellectual property rights, including copyright in the data, is owned by the PSA.

*This agreement shall not be construed as assigning, creating, conveying, transferring, granting or conferring upon the Client any rights, license or authority in or to the information exchanged, except the limited right to use Confidential Information specified in paragraph 5. Furthermore and specifically, no license or conveyance of any intellectual property rights is granted or impliedly granted by this Agreement.*

- Authorization to use the data is granted only to the Client and persons within its organization, if applicable. Under no circumstances shall the client reproduce, distribute, sell or lend entire data or parts thereof to any other data user apart from himself or that of authorized employees in his organization. The PSA shall hold the Client fully responsible for safeguarding the data from any unauthorized access or use. This obligation shall continue even after the termination of this Agreement to ensure strict confidentiality.
- The Client has the concomitant obligations to implement the necessary security measures to protect the personal data they process, uphold the rights of data subjects and adhere to data privacy principles and the other provisions of the Data Privacy Act (DPA)<sup>1</sup>.
- Any information derived from the manipulation of the requested data shall no longer be the responsibility of the PSA. It should be noted, however, that the personal information processed for research shall not be used as a basis for taking

<sup>1</sup> see NPC-PPO Advisory Opinion No.2019-017 (05 March 2019)

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measures or making any decisions regarding any particular individual<sup>2</sup>.

6. The Client can only handle the micro-data within the premises of the PSA under supervision of a designated PSA officer or staff during office hours only (8:00am to 5:00pm).
7. The Client shall declare all computers and external electronic storage devices such as USB data keys, portable hard disk drives, CD-ROMs, etc. as well as all communication devices such as mobile phones, PDAs, cameras, etc. to the designated PSA officer/staff prior to entering the work area. These items shall be left with the PSA officer when signing in and shall be returned at the end of the session. The PSA Officer shall be responsible for the safekeeping of the personal items of the Client.
8. The Client shall allow the PSA Officer to inspect and approve any material to be taken into the work area. This may include a request to submit to a non-invasive metal detector scan or a scan for electronic transmission devices and possible video surveillance.
9. The Client shall allow the PSA Officer to regularly monitor output data as a preventive measure against unauthorized access that can lead to security breach of data confidentiality and security data systems.
10. The Client shall declare all materials (including paper print outs) that shall be removed from the work area. Any material being removed from the work area may be withheld for clearance by the PSA Officer.
11. The Client shall not release, by any means, any information obtained during the duration of the data enclave access at the PSA unless a security clearance is obtained from the head of the agency.
12. The Client shall not make copies of any files or portions of files to which they are granted access except those authorized by the PSA.
13. The Client shall not use any techniques in an attempt to learn the identity of any person, establishment, or sampling unit not identified in the dataset.
14. The Client shall hold in strictest confidence the identification of any establishments or individuals that may be inadvertently revealed in any documents or discussions, or analysis. Such inadvertent identification revealed in their analyses should immediately be reported to PSA.
15. Statistics or estimates of indicators of interest generated for levels lower than regional level from the firm-level data files shall not be published.
16. Any report, paper or similar articles, whether published or not, resulting from the

<sup>2</sup> see NPC-PPO Advisory Opinion No.2019-030 (01 August 2019)



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use of the data shall give appropriate acknowledgement to the PSA as the source of basic data as suggested herein, "Philippine Statistics Authority, 2010 Annual Survey of Philippine Business and Industry". The Client is encouraged to provide PSA with a copy of such report, paper or article. It is understood that unless expressly allowed by the Client, such report, paper or article shall not be used for any purpose other than monitoring.

17. This Agreement is valid for six (6) months which will commence once the National Statistician and Civil Registrar General or the Officer-in-Charge has signed this.

18. Any failure to comply with these conditions of access shall result in the revocation of this Agreement.

*Any information obtained or derived from this Agreement shall be used only for the intended purpose named above. If there is a breach or threatened breach of any provisions of this Agreement, it is agreed and understood that Client shall have sole liability or damages and other reliefs sought by third party affected; No specification in this Agreement shall be construed as a waiver on the part of PSA of its right to injunctive relief against the Client.*

19. The parties acknowledge the applicability of Sections 7 (Legal Recognition of Electronic Documents) and 8 (Legal Recognition of Electronic Signatures) of Republic Act No.8792 (Electronic Commerce Act of 2000) to the execution of this Agreement.

20. **Amendment.** Any amendments or additional terms and conditions to this Agreement must be in writing, signed, and acknowledged by the parties.

21. **Severability.** If any provision of this Agreement is held by competent judicial authority to be invalid, illegal or unenforceable in any respect, the validity, legality or enforceability of the other provisions shall be unaffected.

22. **Disputes.** Any dispute, controversy or claim arising out of or relating to this Agreement, or the breach, termination or invalidity thereof shall be amicably resolved between parties within a period of fifteen (15) calendar days from written notice by the other party. If no amicable settlement is reached within the stated period, mediation shall be resorted to prior to bringing the same in court.

23. **Venue of Cases.** It is hereby expressly agreed by the parties that the venue of any court action/litigation by virtue any breach/violation of the terms and conditions of this Agreement shall be at Quezon City to the exclusion of all other courts.



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I hereby agree with the Data Enclave Access Terms and Conditions stated above.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature over printed name  
**CLIENT**

\_\_\_\_\_ Date

\_\_\_\_\_ Signature over printed name  
**CLIENT**

\_\_\_\_\_ Date

\_\_\_\_\_ Signature over printed name  
**CLIENT**

Approved by:


**CLAIRE DENNIS S. MAPA, Ph.D.**  
Undersecretary  
National Statistician and Civil Registrar General

Witnesses:

**MINERVA ELOISA P. ESQUIVIAS**  
(Assistant National Statistician)  
Office-in-Charge, Deputy National Statistician  
Censuses and Technical Coordination Office

**DIVINA GRACIA L. DEL PRADO, Ph.D.**  
(Assistant National Statistician)  
Office-in-Charge, Deputy National Statistician  
Sectoral Statistics Office

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Annex 2— Data Enclave Access Agreement (Regional Statistical Services Office)



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Office : \_\_\_\_\_  
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Tel. No. / Fax No. : \_\_\_\_\_  
 \_\_\_\_\_

Data File Required : \_\_\_\_\_  
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Purpose : \_\_\_\_\_  
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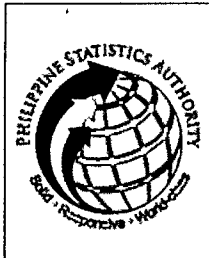
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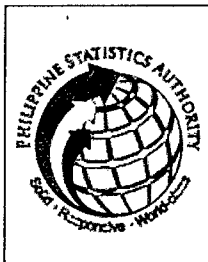
*Any person, including parties within the PSA Board and the PSA, who breach the confidentiality of information, whether by carelessness, improper behavior, behavior with malicious intent, and use of confidential information for profit, are considered guilty of an offense and shall be liable to fines as prescribed by the PSA Board which shall not be less than Five thousand pesos (P5,000.00) nor more than Ten thousand pesos (P10,000.00) and/or imprisonment of three (3) months but not to exceed one (1) year, subject to the degree of breach of information.*

2. The Client acknowledges that any available intellectual property rights, including copyright in the data, is owned by the PSA.

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3. Authorization to use the data is granted only to the Client and persons within its organization, if applicable. Under no circumstances shall the client reproduce, distribute, sell or lend entire data or parts thereof to any other data user apart from himself or that of authorized employees in his organization. The PSA shall hold the Client fully responsible for safeguarding the data from any unauthorized access or use. This obligation shall continue even after the termination of this Agreement to ensure strict confidentiality.
4. The Client has the concomitant obligations to implement the necessary security measures to protect the personal data they process, uphold the rights of data subjects and adhere to data privacy principles and the other provisions of the Data Privacy Act (DPA)<sup>1</sup>.
5. Any information derived from the manipulation of the requested data shall no longer be the responsibility of the PSA. It should be noted, however, that the personal information processed for research shall not be used as a basis for taking

<sup>1</sup> see NPC-PPO Advisory Opinion No.2019-017 (05 March 2019)



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12. The Client shall not make copies of any files or portions of files to which they are granted access except those authorized by the PSA.
13. The Client shall not use any techniques in an attempt to learn the identity of any person, establishment, or sampling unit not identified in the dataset.
14. The Client shall hold in strictest confidence the identification of any establishments or individuals that may be inadvertently revealed in any documents or discussions, or analysis. Such inadvertent identification revealed in their analyses should immediately be reported to PSA.
15. Statistics or estimates of indicators of interest generated for levels lower than regional level from the firm-level data files shall not be published.
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<sup>2</sup> see NPC-PPO Advisory Opinion No.2019-030 (01 August 2019)

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use of the data shall give appropriate acknowledgement to the PSA as the source of basic data as suggested herein, "Philippine Statistics Authority, 2010 Annual Survey of Philippine Business and Industry". The Client is encouraged to provide PSA with a copy of such report, paper or article. It is understood that unless expressly allowed by the Client, such report, paper or article shall not be used for any purpose other than monitoring.

17. This Agreement is valid for six (6) months which will commence once the National Statistician and Civil Registrar General or the Officer-in-Charge has signed this.

18. Any failure to comply with these conditions of access shall result in the revocation of this Agreement.

*Any information obtained or derived from this Agreement shall be used only for the intended purpose named above. If there is a breach or threatened breach of any provisions of this Agreement, it is agreed and understood that Client shall have sole liability or damages and other reliefs sought by third party affected; No specification in this Agreement shall be construed as a waiver on the part of PSA of its right to injunctive relief against the Client.*

19. The parties acknowledge the applicability of Sections 7 (Legal Recognition of Electronic Documents) and 8 (Legal Recognition of Electronic Signatures) of Republic Act No. 8792 (Electronic Commerce Act of 2000) to the execution of this Agreement.

20. **Amendment.** Any amendments or additional terms and conditions to this Agreement must be in writing, signed, and acknowledged by the parties.

21. **Severability.** If any provision of this Agreement is held by competent judicial authority to be invalid, illegal or unenforceable in any respect, the validity, legality or enforceability of the other provisions shall be unaffected.

22. **Disputes.** Any dispute, controversy or claim arising out of or relating to this Agreement, or the breach, termination or invalidity thereof shall be amicably resolved between parties within a period of fifteen (15) calendar days from written notice by the other party. If no amicable settlement is reached within the stated period, mediation shall be resorted to prior to bringing the same in court.

23. **Venue of Cases.** It is hereby expressly agreed by the parties that the venue of any court action/litigation by virtue any breach/violation of the terms and conditions of this Agreement shall be at Quezon City to the exclusion of all other courts.



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I hereby agree with the Data Enclave Access Terms and Conditions stated above.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature over printed name  
**CLIENT**

\_\_\_\_\_ Date

\_\_\_\_\_ Signature over printed name  
**CLIENT**

\_\_\_\_\_ Date

\_\_\_\_\_ Signature over printed name  
**CLIENT**

Approved by:

**<NAME>**  
Regional Director  
Regional Statistical Services Office <Region>

Witnesses:

**<NAME>**  
Chief Statistical Specialist  
Statistical Operations and Coordination Division  
Regional Statistical Services Office <Region>

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Annex 3 — Process Flow on Addressing Requests to Access the Data Enclaves

**Purpose:** To ensure that request to access data enclaves are provided to PSA researchers and stakeholders in compliance with the turnaround time based on FOI Guidelines and Citizen's Charter/Anti-Red Tape Act

**Scope:** This procedure covers all requests to access data enclaves received from Central Office and Regional Statistical Services Offices through online or walk-in.

Key Activities	Responsible Staff/ Person In-charge	Reference Documents / Record
<b>Receipt, Control, and Assessment of Request</b>		
Receive request letter and accomplished Data Enclave Agreement Form (DEEA)	Data Enclave Managers	emails/ letters and DEEA
Assess available data and completion of DEEA	Data Enclave Managers	emails/ letters and DEEA
Log Request	Data Enclave Managers	Data Enclave Monitoring Sheet
Precalendar the schedule of visit to the Data Enclave Calendar	Data Enclave Managers	Data Enclave Calendar
<b>Processing of Request (Central Office)</b>		
Forward request and the validated DEEA to the Data Enclave Decision Maker (ANS-ITDS for Central Office)	Data Enclave Managers	emails/ letters and validated DEEA
Endorse to DNS for signing as witness	ANS-ITDS for CO	endorsed DEEA
Sign DEEA and endorse to ONS for final approval	DNS (CTCO and SSO)	signed DEEA as witness
Sign DEEA and forward to ITDS for filing	ONS	signed DEEA
Inform the researcher on final schedule of visit and provide e-copy of approved DEEA	Data Enclave Managers	signed DEEA

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Key Activities	Responsible Staff/ Person In-charge	Reference Documents / Record
<b>Processing of Request (RSSOs)</b>		
Forward request and the validated DEEA to the Data Enclave Decision Maker (SOCDC Chief) for signing as witness	Data Enclave Managers	emails/ letters and validated DEEA
Endorse the signed DEEA to the Regional Director for final approval	SOCDC Chief	signed DEEA
Sign DEEA and forward to DEM	RD	signed DEEA
Verify schedule to the Data Enclave Calendar in coordination with CO	Data Enclave Managers	Data Enclave Calendar
Inform the researcher on final schedule of visit and provide e-copy of approved DEEA	Data Enclave Managers	signed DEEA
<b>Releasing of data</b>		
Submit all output files to the Task Force on Data Enclave for conduct of disclosure review	Data Enclave Managers	do-files, a list of variables, and results of statistical runs
Send approved outputs to the researcher via email	Data Enclave Managers	approved outputs
<b>Report Preparation</b>		
Prepare quarterly reports on Data Enclave Monitoring Sheet	Data Enclave Managers	Data Enclave Monitoring Sheet
Submit reports including Customer Satisfaction Feedback to DEM- Central Office for consolidation	Data Enclave Managers/KMCD	Data Enclave Monitoring Sheets/ Customer Satisfaction Feedback Summary Reports

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Annex 4 — Constitution of Task Force on Data Enclave and Designation of Data Enclave Managers



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Reference No. 22ITDS05-82

**SPECIAL ORDER NO. 2022-02NS-100**

**TO :** ALL CONCERNED OFFICIALS AND PERSONNEL

**SUBJECT :** Constitution of Task Force on Data Enclave and Designation of Data Enclave Managers

**DATE :** 28 February 2022

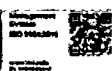
In the interest of service and with the increasing demand from the Philippine Statistics Authority's (PSA) clients and stakeholders for access to establishment-level data from censuses and annual surveys, the composition of a Task Force on Data Enclave (TFDE) and designation of Data Enclave Managers (DEMs) are hereby constituted. You are designated to provide facilitation, management, coordination, and improvement of the Data Enclave:

**Chair: CESAR REYNALDO V. VINUYA**  
Assistant National Statistician  
Information Technology and Dissemination Service (ITDS)

**Co-Chair: DIVINA GRACE L. DEL PRADO**  
Assistant National Statistician  
Economic Sector Statistics Service (ESSS)


**Vice – Chairs: JOYCE B. EGSAN**  
(Supervising Statistical Specialist)  
Officer-in-Charge  
Industry Statistics Division (ISD)  
Economic Sector Statistics Service (ESSS)

**SIMONETTE A. NISPEROS**  
Information Officer V  
Knowledge Management and Communications Division (KMCD)  
Information Technology and Dissemination Service (ITDS)



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www.psa.gov.ph

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*Annex A- Terms of Reference of the Task Force on Data Enclave*

**Terms of Reference of the Task Force on Data Enclave**

**A. General Functions of the Task Force on Data Enclave**

Manage the data enclave facilities, including its terminals and the Philippine Statistics Authority- Data Center (PSA-DC), the database and servers of the data enclaves, and the requests to access microdata files, conduct a disclosure review of the output files the researcher wishes to access and acquire, and maintain all facilities and resources necessary for the operation and management of the Data Enclaves.

**B. Chair, Co-Chair, and Vice-Chairs**

1. Supervise and oversee the overall management of the Data Enclaves and create policies on the further improvement of the Data Enclaves; and
2. Endorse special orders, memoranda, and other documents relevant to the management and improvement of the Data Enclaves to the Office of the National Statistician (ONS).

**C. Knowledge Management and Communications Division (KMCD)**

1. Maintains and manages the data enclave facility lodged in the PSA Library;
2. Coordinates with other Information Technology and Dissemination Service (ITDS) Divisions and Subject Matter Divisions (SMDs) for technical concerns on managing the establishment-based microdata and other household-based public use files;
3. Continuous improvement and maintenance of the data enclave facility;
4. Develops and monitors the implementation of policies and guidelines of Task Force on Data Enclaves (TFDE);
5. Designs and provides capacity building activities to Data Enclave Managers (DEMs); and



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# PHILIPPINE STATISTICS AUTHORITY

## Knowledge Management and Communications Division

### Guidelines to Access Data Enclaves

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#### Annex A- Terms of Reference of the Task Force on Data Enclave

6. Determines appropriate technology, resources, specifications, and other support requirements in coordination with TFDE to the continual improvement of the current data enclave and future set-up of data enclave facilities in Regional Statistical Services Offices (RSSOs).

#### D. Registers and Database Management Division (RDMD)


1. Serves as the repository of all data assets of the PSA such as microdata for dissemination with different access levels (i.e., Public Use Files, License Files, and files accessible at the Data Enclave);
2. Performs routine maintenance on the data enclave terminals lodged at the PSA Data Center;
3. Conducts database management and administration of all databases accessible in the data enclave;
4. Updates and uploads microdata of establishment-based censuses and surveys submitted by SMDs, including microdata of household-based censuses and surveys;
5. Provides technical assistance related to database access to DEMs in all data enclave facilities; and
6. Coordinates with KMCD on the management, maintenance, and improvement of the data enclave facilities.

#### E. Other Information Technology and Dissemination Service (ITDS) Division Chiefs and Next in Rank

1. Provide technical support on the management and maintenance of the data enclave facilities; and
2. Coordinate with TFDE on other technical requirements for the improvement of current data enclave facilities and on the future set-up of data enclaves to RSSOs.

#### F. Subject Matter Divisions (SMDs)

1. Release the available updated establishment-level data from censuses and annual surveys such as the Census of Philippine Business and Industry (CPBI) and the Annual Survey of Philippine Business and Industry (ASPBI) after its final release;
2. Transmit updated and available datasets to RDMD all final releases of establishment-based censuses and annual surveys;
3. Assist KMCD on further inquiries of researchers on the requested datasets; and

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Annex A- Terms of Reference of the Task Force on Data Enclave

4. Serve as a disclosure review panel in approving output data and ensuring that no case of breaches of confidentiality requirements defied.

**G. Data Enclave Managers (DEMs)**

1. Hold full access of the data enclave facilities and workstation;
2. Accept requests to access to data enclave facility and other available microdata/public use files and process the submitted requirements, to wit:
  - a) Request letter addressed to the National Statistician and Civil Registrar General through Assistant National Statisticians of Information Technology and Dissemination Service (ITDS) and Economic Sector Statistics Service (ESSS)
  - b) Data Enclave Access Agreement or the Memorandum of Agreement (MOA)<sup>1</sup>.
3. Coordinate and seek approval of the request to access the data enclaves with the ONS and calendar appointments once the MOA is approved;
4. Assist researchers and stakeholders in data enclave workstation and provide clearance on and after the visit; and
5. Attend required orientations, workshop and training activities pertaining to data enclave.

<sup>1</sup> Data Enclave Access Agreement or the Memorandum of Agreement (MOA) -an agreement document signed by the data user/researcher and the PSA representative before accessing the data enclave facility. This specifies terms and conditions which the data user/researcher agreed in using the data enclaves.

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*Annex B- List of Subject Matter Divisions in the Task Force on Data Enclave*

**List of Subject Matter Divisions in the Task Force on Data Enclave**

Service	Division
Information Technology and Dissemination Service (ITDS)	Knowledge Management and Communications Division (KMCD)
	Registers and Database Management Division (RDMD)
	Systems Operations and Infrastructure Division (SOID)
	Systems Development Division (SDD)
	Systems Quality Assurance Division (SQAD)
Economic Sector Statistics Service (ESSS)	Industry Statistics Division (ISD)
	Services Statistics Division (SSD)
National Censuses Service (NCS)	Service and Industry Census Division (SICD)



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