

**ACCESS TO ECONOMIC AND FINANCIAL INFORMATION, LIBRARY RESOURCES AND LEARNING SERVICES**

- Description** : BSP provides the general public free access to current and/or historical economic and financial data/information
- Clients** : General Public
- Documents Required** : BSP Visitor’s ID (*see matrix for other documents/requirements needed to complete the process*)
- Schedule of Service Availability** : Monday-Friday, 9:00 am to 5:00 pm
- Contact Information** : Three (3) regional offices and nineteen (19) branches (Annex B)
- Total Processing Time** : Within the day
- Total Fees** : None

STEP NO.	CLIENT STEP	BSP ACTION	OFFICE RESPONSIBLE/ LOCATION	DOCUMENT(S) REQUIRED	DOCUMENT(S) GENERATED
1	Proceed to the Security Desk at the Main Lobby: a. register in the Visitor’s Logbook b. surrender personal ID and secure BSP Visitor’s ID	Provide BSP Visitor’s ID in exchange for personal ID	Security Guard on duty / Main Lobby	Personal ID	BSP Visitor’s ID

2	<p>Proceed to EFLC Information Area:</p> <ul style="list-style-type: none"> <li>a. register in the EFLC Visitors' Logbook</li> <li>b. for visitors with prior notice of appointment, submit letter request to EFLC personnel</li> </ul>	Request visitors to register in the EFLC Visitors' Logbook and secure letter requests	Bank Officer I/ Sr. Research Specialist; Research Specialist / EFLC Information Area	<ul style="list-style-type: none"> <li>a. BSP Visitor's ID</li> <li>b. Letter Request</li> </ul>	
3	<p>Avail of the following EFLC services:</p> <ul style="list-style-type: none"> <li>a. borrowing of books, periodicals and other references</li> <li>b. access to EFLC online resources – to save downloaded files, submit USB flash drive to EFLC personnel for scanning</li> </ul>	Provide assistance to visitors; scan USB flash drive before saving files downloaded by the visitor/researcher	Bank Officer I/ Sr. Research Specialist; Research Specialist / EFLC Area		
4	Log-out in the EFLC Visitors' Logbook	Before leaving EFLC, request visitor to log-out in the EFLC Visitors' Logbook	Bank Officer I/ Sr. Research Specialist; Research Specialist / EFLC Information Area		
5	<p>Proceed to Security Desk at the Main Lobby:</p> <ul style="list-style-type: none"> <li>a. log-out in the Visitors' Logbook</li> <li>b. surrender BSP Visitor's ID</li> <li>c. retrieve personal ID</li> </ul>	Return personal ID in exchange for BSP Visitors' ID	Security Guard on duty / Main Lobby	BSP Visitor's ID	Personal ID
<b>END OF TRANSACTION</b>					