

Access information from the **GOVERNMENT**

Freedom of Information Program

Name of Agency:

- Address:
- HOI Receiving Officer:
- Contact Details:
- Email Address:

MODE OF REQUESTS

Electronic Request



STEP 1

Go to www.foi.gov.ph to your browser's home address.

Click the Sign-Up button and provide all the

required fields. Attach a valid ID.



STEP 3

STEP 2

Once logged in, you will be directed to your Dashboard. The Dashboard contains all the FOI requests of the account owner.



STEP 4

Click the Make a Request button then select the name of the agency you wish to ask.

Send my Request

STEP 5 You will now be directed to the Make a Request Page.



STEP 6

The agency will evaluate your request and will notify you within 15 working days.

STEP 7

The agency will prepare the information for release



Standard Request

based on your desired format. It will be sent to you depending on the receipt of preference

Appeals Mechanism

If you are not satisfied with the response to your FOI request, you may ask us to carry out an internal review of the response by writing to . Your review request should explain why you are dissatisfied with the response.

and should be made within 15 calendar days from the date when you received this letter. We will complete the review and tell you the result within 30 calendar days from the date when we receive your appeal.

FREEDOM OF INFORMATION PHILIPPINES

BE **INFORMED.** BE **ENGAGED.** KNOW YOUR GOVERNMENT BETTER.