

FREEDOM OF INFORMATION PROGRAM

Presidential Communications Office

HOW TO MAKE AN FOI REQUEST?

ELECTRONIC MODE

foi.gov.ph o

Go to www.foi.gov.ph via an internet browser

My Account
Review all your requests here

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

Send My Requelt

You will now be directed to the Make a Request page. Accomplish all fields and click Send My Request.

The agency will prepare the information for release, based on your desired format. It will

be sent to you depending on the receipt of preference. 2

Sign Up >

Click the **Sign-Up** button and provide information in the required fields. Attach a **valid ID** to create an account.

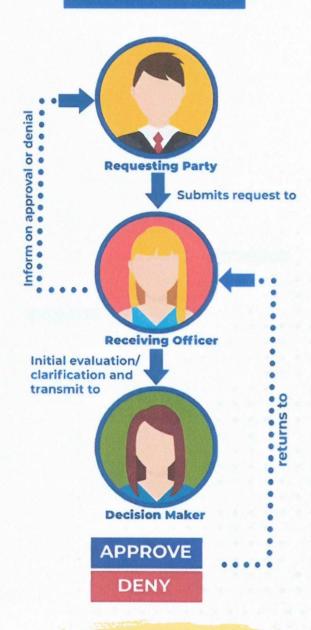
4 Make a Request

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

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

STANDARD MODE



YOUR REQUEST WILL BE DONE IN 15 WORKING DAYS

Receiving Officer:

JERALD M. BAUTISTA

Administrative Officer V

Records Management Office

Receiving Office: New Executive Building J.P. Laurel St., San Miguel, Malacañang Compound, Manila, 1005 Metro Manila Contact No: 09066244023
Email Address: jerald.bautista@pco.gov.ph

Unsatisfied with our FOI response?

- If you are not satisfied with the response to your FOI request or if the PCO fails to respond within the required fifteen (15) working days, the requestor may write an appeal letter to osec@pco.gov.ph.
- Your appeal letter should explain why you are unsatisfied with the response and shall be made within fifteen (15) working days from the lapse of the required response period or from the notice of the denial.
- The appeal shall be decided within thirty (30) working days by the Central Appeals and Review Committee.