



## FREEDOM OF INFORMATION PROGRAM

**Receiving Officer:** Ma. Carla Concepcion C. Jizmundo

**Designation:** Senior Administrative Assistant V **Office:** General Services Division

**Receiving Office:** 2nd floor, Procurement Service, RR Road Cristobal St. Paco, Manila

**Contact Nos:** 8689-7750/8689-7751 loc. 4017

**Email:** [ccjizmundo@ps-philgeps.gov.ph](mailto:ccjizmundo@ps-philgeps.gov.ph)

### Basic Procedure on FOI Request



#### Step 1

Requesting party shall accomplish the FOI request form and submit the same together with a photocopy of duly recognized Government Issue ID for the FOI office.



#### Step 2

Upon evaluation of the completeness of the document, the FOI Receiving Officer (FOI RO) shall stamp the FOI form as received and transmit the same to the FOI Decision Maker (FOI DM).



#### Step 3

The FOI DM shall prepare the records and ensure that all necessary steps are done to locate the information requested. Requests shall be processed within fifteen (15) working days, unless exceptional circumstances warrant for a longer processing period.



#### Step 4

When the requested information cannot be released within the fifteenth (15th) day period, the FOI DM shall inform the FOI RO. The FOI RO then shall notify the requesting party for time extension.



#### Step 5

If request is approved, the FOI RO shall prepare the requested information in the desired format for release. If there are expenses to be incurred during processing of the requested information, the requesting party is obliged to pay prior to its release

### Mode of Request:



#### Standard Request

FOI form together with photocopy of Government Issued ID



#### eFOI Request

Lodge a request to the eFOI portal at [www.foi.gov.ph](http://www.foi.gov.ph)

#### Note

Requesting parties who are dissatisfied with the outcome of the FOI Request shall have the right to appeal by writing to the PS Appeals and Review Committee. The written appeal must be filed within fifteen (15) calendar days from the notice of denial or, where no action was made on the FOI Request, from the lapse of the period to respond to such requests. The appeal shall be decided within thirty (30) working days from the filing of the said written appeal.