

# HOW CAN YOU MAKE AN FOI REQUEST?

Visit our Electronic Freedom of Information (eFOI) Portal at [www.foi.gov.ph](http://www.foi.gov.ph).

Search for your desired government information. If the document is not yet available, you may request from any government unit implementing the FOI Program.



## Place your request in writing.

Ensure to state your full name and contact information, and provide a valid copy of your government-issued ID as proof of your identity. You can use the standard FOI Request Form, send a letter, write an email, or lodge your request online via the eFOI portal ([www.foi.gov.ph](http://www.foi.gov.ph)).

## Describe the information you wish to access

You can request for the following documents based on EO No. 2: information, official records, public records, documents, and papers pertaining to official acts, transactions, or decisions; as well as government research data used as basis for policy development, subject to exceptions necessary to protect essential public or private interest.



## Indicate your preferred mode of communication

Choose how you want to be contacted in order to be alerted about the status of your request and how you want to receive the requested information, should your request be granted.

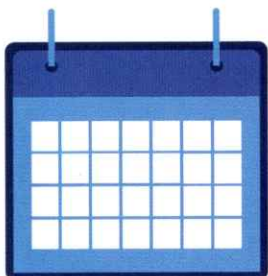


# HOW LONG WILL THE REQUEST BE PROCESSED?

Under EO No. 2, the standard processing time is fifteen (15) working days. During this time, you will be contacted regarding your request through your preferred mode of communication.

If your request is granted, you can expect to receive the documents either through regular mail or email, or be requested to collect the documents at the office you had applied to. Otherwise, the agency will explain why your request is delayed or denied.

In some cases, the agency may need more time to review your request and thereby inform you of an extension of the processing period of up to twenty (20) working days.



## ENGLISH VERSION

# FREEDOM OF INFORMATION BRIEFER



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## WHAT IS EO NO.2

Executive Order (EO) No. 2, s. 2016, signed by President Rodrigo Roa Duterte on 23 July 2016, operationalizes in the Executive Branch the People's Constitutional right to information and provides the State policies to full public disclosure and transparency in the public service.

EO No. 2 mandates government offices across the Executive Branch, including but not limited to the national government (and all its offices, departments, bureaus, and instrumentalities), Government-Owned and/or -Controlled Corporations (GOCCs) and State Universities and Colleges (SUCs); to disclose information on government transactions and operations requested by a member of the public.

EO No. 2 is the enabling order for the Freedom of Information (FOI) Program.



## WHAT IS FOI?

The FOI Program is a government mechanism that enables citizens to make a formal request to get information held by the government, barring certain sensitive information relating to privacy and national security.

The FOI Program is an integral element of the President's Good Governance Plan aligned to reforms and initiatives that pursue greater transparency, accountability, and citizen participation in governance. It complements continuing proactive information disclosure efforts where agencies are duty-bound to publish information in the spirit of openness and transparency.

## WHO CAN MAKE AN FOI REQUEST?

Any Filipino Citizen can make an FOI request to any government office under the Executive Branch. As a matter of policy, requesting parties are required to place their request/s in writing and present proof of identification (i.e., driver's license, passport, or any government issued ID).



## ARE THERE EXCEPTIONS TO FOI?

**Yes! The following are the exceptions to the right of access to information, as recognized by the constitution, existing laws, and/or jurisprudence:**

1. Information covered by Executive Privilege and matters covered by deliberative process privilege;
2. Information relating to national security, defense, or international relations;
3. Information concerning law enforcement and protection of public and personal safety;
4. Confidential information for the protection of privacy of persons;
5. Confidential information by reason of official capacity;
6. Prejudicial premature disclosure;
7. Records of proceedings;
8. Confidential information under banking and finance laws; and
9. Other exceptions under laws, jurisprudence, rules, and regulations.

For more information, visit our website:

**[www.foi.gov.ph](http://www.foi.gov.ph)**

