

FREEDOM OF INFORMATION PROGRAM



Agency : Procurement Service – Department of Budget and Management
Receiving Officer : Mr. Raven C. Vargas
Designation : Procurement Management Officer II
Office : Legal Division
Receiving Office : 1st floor, Procurement Service, RR Road Cristobal St. Paco, Manila
Email : foi@ps-philgeps.gov.ph

MODE OF REQUEST

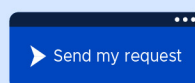
All within **15** working days

ELECTRONIC



STEP 1

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



STEP 5

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



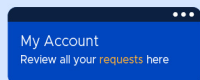
STEP 2

Click the Sign Up button and provide all the required fields. Attach a valid ID to create an account.



STEP 6

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



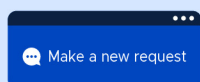
STEP 3

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



STEP 7

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.



STEP 4

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

STANDARD



Submits
request to



Initial evaluation/
clarification and
transmits to



APPROVE

DENY

Requesting Party

Receiving Officer

Decision Maker

Inform on
approval or denial

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.



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Know your government better.