

10. FREEDOM OF INFORMATION REQUEST

Office or Division:	Freedom of Information Team			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizens			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification (i.e., a government issued ID with photo) or in case of a representative the authorization of the requesting party.				
The request shall reasonably describe the information requested and the reason for, or purpose of, the FOI request.				
The requesting party shall sign an undertaking stating that the information shall not be used for any purpose other than the reason stated in the request, and that the information shall not be released unless a reasonable fee is paid to defray the necessary expenses, if any, incurred in producing the information which shall include photocopying, printing, and expenses for office resources and transmitting the information.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receiving of FOI Requests	The request shall be stamped received and signed by the FRO, indicating the date and time of the receipt of the written request, and the name, rank, title and position of the FRO. After receipt of the FOI request, the FRO shall evaluate the request and forward the same to the PP within twenty-four (24) hours from the time the request was received, subject to the rules provided under Section 2.1 to 2.5 of the OSG FOI Manual	None	1 Day	FOI Receiving Officer
2. Evaluation of FOI Request	After receipt of the FOI request or request, the FRO shall evaluate the information being requested, and notify the Division or the PP handling the case that a FOI	None	4 Days	Point Person (PP)

	<p>request has been made in relation to a case assigned to the PP or pertaining to information under the custody of the PP within twenty-four (24) hours from the time the FRO received the FOI request.</p> <p>In case the FOI request does not pertain to any case assigned to any division or PP, the FRO shall assign, by raffle, the request to the different legal divisions of the OSG and shall forward the request to the assigned PP.</p> <p>The foregoing is subject to Section 4, 4.1 to 4.2, of the OSG FOI Manual</p>			
3. Review of the Request by the Initial Decision Maker (IDM)	<p>All recommendations made by the PP, shall be reviewed by the IDM of the division where the PP is assigned. The IDM shall act on the recommendation of the PP within two (2) working days from the time the same is submitted to him/her for review, subject to Sections 6.1 to 6.2 of the OSG FOI Manual</p>	None	2 Days	Head of the Legal Division or Service Division
4. Approval of the Solicitor General or Officer In Charge	<p>Upon receipt of the recommendation of the IDM, the Solicitor General may either grant or deny the FOI request. All actions on FOI requests, whether for approval or denial, shall be approved by the Solicitor General or Assistant Solicitor General acting as Officer-in-Charge The Solicitor General shall act on the recommendation of</p>	None	3 Days	The Solicitor General or Officer-In-Charge

	the IDM concerned within three (3) working days from the time the recommendation of the IDM is submitted to him/her for review, subject to Sections 7.1 to 7.2			
5. Release of the Decision	After the Solicitor General approves or denies the request, the PP shall immediately notify the FRO, within five (5) working days, and prepare the response to the requesting party either in writing or by e-mail.	None	5 Days	FOI Receiving Officer
6. Extension of Time to Act on FOI Requests	If the information requested requires extensive search of the government's office records, facilities, or examination of voluminous records. or is affected by the occurrence of fortuitous events, analogous cases or involve complex requests, which shall not exceed twenty (20) working days on top of the mandated fifteen (15) working days, to act on the request shall be allowed, unless exceptional circumstances warrant a longer period. The PP, through the FRO, with prior approval of the IDM concerned, inform the requesting party of the extension of time to act on the request.	None	Additional twenty (20) working days, unless exceptional circumstances warrant a longer period.	