



## 10. Freedom of Information Request

Information request from the Office of the Solicitor General subject to guidelines stated in the OSG FOI Manual.

<b>Office or Division:</b>	Freedom of Information (FOI) Team	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Citizens	
<b>Who may avail:</b>	Any Person	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
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. (One copy)	Availing Party	
The request shall reasonably describe the information requested and the reason for, or purpose of, the FOI request.	Availing Party	



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. (One Copy)

Availing Party

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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<p>1. Applicant requests for Information and the purpose of the request.</p>	<p>1. The request shall be stamped received and signed by the FOI Receiving Officer (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</p>	<p>None</p>	<p>1 Day</p>	<p><i>FOI Receiving Officer, OSG Building Lobby</i></p>
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	<p>2. 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 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. The foregoing is subject to Section</p>	None	4 Days	<i>Point Person (PP)</i>
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	4, 4.1 to 4.2, of the OSG FOI Manual			
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	<p>3. 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	<p><i>Head of the Legal Division or Service Division</i></p>
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	<p>4. 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 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</p>	None	3 Days	<p><i>The Solicitor General or Officer-In-Charge</i></p>
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<p>2. Applicant receives decision on his/her request</p>	<p>5. 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.</p>	<p>None</p>	<p>5 Days</p>	<p><i>FOI Receiving Officer</i></p>
<p>1. Applicant receives request for extension of Time to Act on FOI Requests</p>	<p>6. 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</p>	<p>None</p>	<p>Additional twenty (20) working days, unless exceptional circumstances warrant a longer period.</p>	





	<p>(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.</p>			
Total Processing Time			15 days or 35 days under exceptional circumstances	