

11. Freedom of Information Request

Information request from the Office of the Solicitor General subject to guidelines stated in the OSG FOI People's Manual.¹

Office or Division:	Legal Divisions and Administrative Services	
Classification:	Highly Technical	
Type of Transaction:	Government to Citizens	
Who may avail:	Any Person	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Information request with the following details: <ul style="list-style-type: none"> • Name of the requesting party • Contact information of the requesting party, • Description of the information or document requested and the reason or purpose of the FOI request. (One original Copy)	Availing Party
	Philippine Identification or any valid ID (one photocopy)	Availing Party

¹ The Office of the Solicitor General (OSG) collects some of your personal data when you transact with its employees and authorized representatives. The OSG will use this information solely for documentation and processing purposes relative to your transaction/s with the Office. By submitting your data to the OSG, you are expressly consenting and authorizing the OSG to collect, process, and store such personal and/or sensitive information as may be needed in the course of your transaction/s.

In all instances, the OSG shall ensure that processing your personal data shall strictly comply with the provisions of the Data Privacy Act and its Implementing Rules and Regulations and shall be consistent with the general data privacy principles of transparency, legitimate purpose, and proportionality.

Undertaking from the requesting party 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 original Copy)		Availing Party		
Additional Requirements if the Requester is a Representative:				
Authorization Letter (one original copy)		Availing Party		
Philippine Identification or any valid ID of the Representative (one photocopy)		Availing Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Applicant requests for Information and identifies 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 Working Day</p>	<p><i>FOI Receiving Officer, OSG Building Lobby</i></p> <p>Immediate Supervisor in Charge of Designating Personnel - Director IV, DMS</p>
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	<p>2. After receipt of the FOI 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 4, 4.1 to 4.2, of the OSG FOI Manual</p>	None	4 Working Days	<p><i>Point Person (PP)</i></p> <p>Immediate Supervisor in Charge of Designating Personnel for Legal Division Point Person - Assistant Solicitor General</p> <p>Immediate Supervisor in Charge of Designating Personnel for Services Point Person- Director IV</p>
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	<p>3. All recommendations made by the PP, shall be reviewed by the Initial Decision Maker (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's FOI People's Manual</p>	<p>None</p>	<p>2 Working Days</p>	<p><i>Head of the Legal Division or Service Division</i></p> <p>Immediate Supervisor in Charge of Designating ASG - Solicitor General</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 of the OSG's FOI People's Manual</p>	None	3 Working Days	<p><i>The Solicitor General or Officer-In-Charge</i></p> <p><i>No Immediate Supervisor In Charge of Designating Personnel</i></p>
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<p>2. Applicant receives requested information/ 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, subject to Section 9(e) of Executive Order No. 2, s. 2016 and Section 4 (10) of the OSG's FOI People's Manual</p>	<p>None</p>	<p>5 Working Days</p>	<p><i>FOI Receiving Officer</i></p> <p>Immediate Supervisor in Charge of Designating Personnel - Director IV, DMS</p>
<p>TOTAL:</p>		<p>None</p>	<p>15 working days</p>	