

Freedom of Information Program

Agency : OFFICE OF THE SOLICITOR GENERAL
 Receiving Officer : Jenny Rose Ignacio and Edsel A. Camazo
 Designation : Civil Cases Freedom of Information Receiving Officers
 Office : Docket Management Service (DMS)
 Receiving Office : Ground Floor, OSG Building, 134 Amorsolo Street
 Legaspi Village, Makati City
 Contact No. : 8988-1674 local 667
 Email : jmignacio@osg.gov.ph / ecamazo@osg.gov.ph

Step 1 Receiving of FOI Requests

The request shall be stamped received and signed by the Freedom of Information 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. The FRO shall forward the request to the PP within twenty-four (24) hours from the time the request was received.

Step 2 Evaluation of FOI Requests

The Point Person (PP) from the Legal or Service Division shall evaluate the request and shall make a recommendation for the review and approval of the Initial Decision Maker of the division where the PP is assigned within four (4) working days from the time he/she received the request.

Step 3 Review of the Request by the Initial Decision Maker (IDM)

The IDM shall act on the recommendation of the PP within two (2) working days from the time the same is submitted for review

Step 4 Approval of the Solicitor General or Officer-in-Charge

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.

Step 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.

Step 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.

Mode of Request

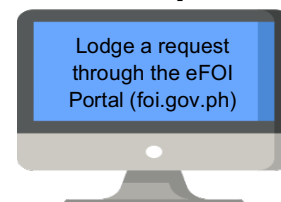
Standard Request



Submit request form with ID and other necessary documents

or

eFOI Request



Lodge a request through the eFOI Portal (foi.gov.ph)

FOI APPEALS

If you are not satisfied with the response to your FOI request, you may ask us to carry out an internal review of the response by filing a Motion for Reconsideration with the Office of the Solicitor General. Your review request should explain why you are dissatisfied with the response, and should be made within 15 calendar days from the date when you received the decision.



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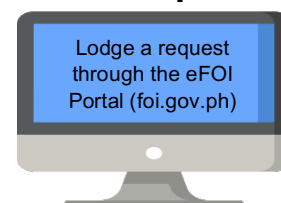
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 Contact No. : 8988-1674 local 666/669
 Email : ebzapanta@osg.gov.ph / kbbuquing@osg.gov.ph

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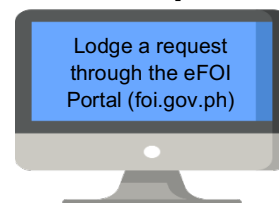
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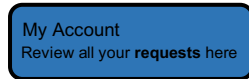
Step 1

Go to <http://www.foi.gov.ph> to your browser's home address.



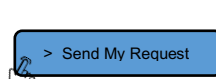
Step 3

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



Step 5

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



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 2

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



Step 4

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



Step 6

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



Standard Request

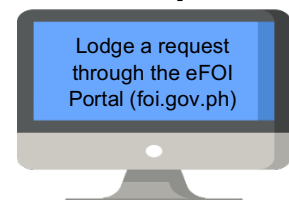
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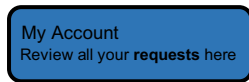
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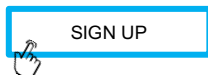
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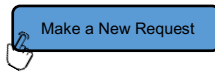
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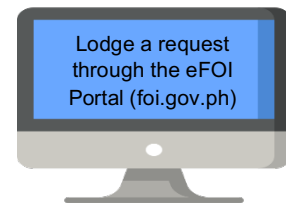
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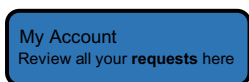
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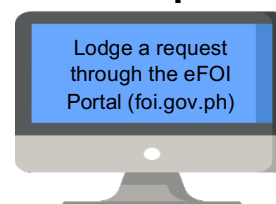
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