



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA

FOI Receiving Officer (FRO): **Edward G. Hipe**  
 Receiving Office: **2nd Floor Building II, General Solano St., San Miguel, Manila**  
 Contact: **8657-3300 loc. 2524**  
 Email: [ehipe@dbm.gov.ph](mailto:ehipe@dbm.gov.ph)

**Online Request:**

Step 1	Go to <a href="http://www.foi.gov.ph">www.foi.gov.ph</a> and accomplish the eFOI Request Form
Step 2	FRO assigned shall evaluate the validity/completeness of the request and if deemed valid, the requesting party will be sent an electronic acknowledgment or response
Step 3	FRO shall forward the request to the unit concerned and shall process the request and prepare the necessary action document within 15 working days  If the request is complicated and would require more time for collation, the requesting party shall be advised accordingly of the additional time requirement and an extension of <b>twenty (20) working days</b> .

**Standard/Manual Request:**

Step 1	File your request at the Receiving Office/Central Records Division (CRD) and present a valid government ID or school ID
Step 2	The CRD will forward the request through Document Management System to the FRO
Step 3	FRO assigned shall evaluate the validity/completeness and contents of the request, if the requested information is within the custody or under jurisdiction of the DBM and if deemed valid, the requesting party will receive a printed acknowledgement receipt
Step 4	FRO shall forward the request to the unit concerned and shall process the request and prepare the necessary action document within fifteen <b>(15) working days</b>  If the request is complicated and would require more time for collation, the requesting party shall be advised accordingly of the additional time requirement and an extension of <b>twenty (20) working days</b> .  *If request is received after 3:00PM, the FRO may forward it the following working day

**Appeals Mechanism:**

The requesting party may file an appeal to a decision of denial on a request through a written Administrative FOI Appeal to the FOI Decision Maker (FDM) within 15 working days from the notice of denial. The FDM shall act on the appeal within 30 working days from the filing of said written appeal.