



FREEDOM OF INFORMATION PROGRAM



AGENCY: DEPARTMENT OF BUDGET AND MANAGEMENT (DBM)

Address: Gen. Solano Street, San Miguel, Manila

FOI Receiving Officer: Ms. Marissa Santos

Designation: Chief Administrative Officer, Central Records Division

Contact details: 86573300; foi.crd@dbm.gov.ph



HOW TO REQUEST INFORMATION

Online Request

Standard Request

1

Go to www.foi.gov.ph, accomplish the eFOI Request, and attach a valid ID

1

File your request at the Receiving Office/Central Records Division and present a valid government ID or school ID

2

The FOI Receiving Officer (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.

2

The FRO assigned shall evaluate the validity/completeness of the request and if deemed valid, the requesting party will receive a printed acknowledgement receipt.

3

The FRO shall forward the request to the unit concerned and shall process the request and prepare the necessary action document within 15 working days.

3

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FOI APPEALS



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.

Be informed. Be engaged. Know your government better.