



## 10. Freedom of Information Request

This service covers the receipt, processing, and action on request for information from the OSG, in accordance with Executive Order No. 2, s. 2016. Through this service, any member of the public may request access to public records and documents, supporting the principles of transparency and accountability.

The OSG endeavors to provide requested information whenever possible, but access is not absolute. All requests are subject to exceptions under EO No. 2, s. 2016, other applicable laws, and the OSG FOI People's Manual, and may be denied or partially granted if the requested information is exempt from disclosure.

<b>Office or Division:</b>	Legal Service and Administrative Services
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Citizen
<b>Who may avail:</b>	Any Member of the Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. <b>FOI Request Form</b> – One (1) original copy of the FOI Request Form.	Officer of the Day (Window 3), Lobby, OSG Main Building
2. <b>Valid Identification</b> – One (1) photocopy of a Philippine Identification or any valid government-issued ID for verification purposes.	Requesting Party
3. <b>Undertaking</b> – One (1) original copy of a signed undertaking stating the following:  3.1. The information will be used only for the purposes stated in the request.  3.2. The information will not be released unless the requesting party pays the reasonable expenses incurred in producing it, such as photocopying, printing, use of office resources, or transmission costs.	Requesting Party
<b>For Authorized Representatives: In addition to the above, the representative must submit:</b>	
1. <b>Authorization Letter</b> – One (1) original copy of a signed authorization letter if a representative will file the request on behalf of the requesting party.	Request Party



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the FOI request through any of the following means:</p> <p>1.1. In person at the Docket Management Service (DMS), Ground Floor, OSG Main Building.</p> <p>1.2. By email at <a href="mailto:lvillostas@osg.gov.ph">lvillostas@osg.gov.ph</a>, <a href="mailto:hcong@osg.gov.ph">hcong@osg.gov.ph</a>, <a href="mailto:ebzapanta@osg.gov.ph">ebzapanta@osg.gov.ph</a>, <a href="mailto:kbbuquing@osg.gov.ph">kbbuquing@osg.gov.ph</a>, <a href="mailto:jmignacio@osg.gov.ph">jmignacio@osg.gov.ph</a>, <a href="mailto:ecamazo@osg.gov.ph">ecamazo@osg.gov.ph</a> or through the <a href="#">eFOI platform</a>.</p>	<p>1. Steps taken for each submission method:</p> <p>1.1. Receive the request along with the supporting documents and verify that all required information and valid identification are provided.</p> <p>1.2. Monitor the email inbox, receive the request and attachments, verify required information and valid identification, and send a confirmation of receipt.</p>	None	1 working day	<p>FOI Receiving Officer</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS</p>
<p>2. Wait for evaluation and processing of request.</p>	<p>2. Process the request.</p> <p>2.1. Determine if the request is within the custody of the OSG.</p> <p>2.1.1. If not, forward to the concerned</p>	None	4 working days	<p>Point Person (PP)</p> <p>Immediate Supervisor Responsible for Personnel Designation in</p>



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	<p>agency or transmit a notice if information is available online or similar to a previous request.</p> <p>2.1.2. If yes, forward the request to the Point Person (PP) for review and recommendation to the Internal Decision Maker (IDM)</p>			<p>the Legal Division – Assistant Solicitor General</p> <p>Immediate Supervisor Responsible for Service Personnel Designation – Point Person – Director IV</p> <p>FOI Receiving Officer</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS</p> <p>Point Person (PP)</p> <p>Immediate Supervisor Responsible for Personnel Designation in the Legal Division – Assistant Solicitor General</p> <p>Immediate Supervisor Responsible for Service Personnel Designation – Point Person – Director IV</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>2.2. Evaluate the recommendation. If with comments, return recommendation for revision. If without comments, forward the approved recommendation to the Solicitor General.</p> <p>2.3. Approve or deny the request.</p>	None	2 working days	<p>Internal Decision Maker (IDM) or Head of the Legal Division or Service</p> <p>Immediate Supervisor for Assistant Solicitors General and Directors – Solicitor General</p>
3. Receive the requested information or decision.	3. Send the requested information or the decision.	None	3 working days	<p>Solicitor General</p> <p>No Immediate Supervisor Responsible for Personnel Designation</p>
	<b>TOTAL</b>	None	<b>15 working days</b>	