



# FREEDOM OF INFORMATION PROGRAM

## eFOI Request

## Standard Request



### STEP 1

Go to [www.foi.gov.ph](http://www.foi.gov.ph) on your browser's home address bar

### STEP 2

Click the *Sign Up* button for new user and provide all the information

### STEP 3

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

### STEP 4

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

### 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.



REQUESTING PARTY

Submits FOI Request form to

Inform on approval or denial

RECEIVING OFFICER

Initial Evaluation/Clarification and transmits to

Returns to (within 15 working days)

DECISION MAKER

Approve

Deny

## 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 writing to [email@cfo.gov.ph](mailto:email@cfo.gov.ph). 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 this letter. We will complete the review and tell you the result within 30 calendar days from the date when we receive your appeal.

**Receiving Office:** Policy, Planning, and Research Division, Commission on Filipinos Overseas  
**Address:** Citigold Center, 1345 Pres. Quirino Avenue corner Osmeña Highway, Manila 1007  
**Contact No.:** 8552-4763; **Email:** foireceivingofficer.cfo@gmail.com

