

Agency : **PRIVATIZATION AND MANAGEMENT OFFICE**

Receiving Officers : **Ms. Eva B. Pascual
Mr. John Robert O. Bautista
Mr. Israel A. Principe**

Designation : **Records Officer**

Office : **Custodianship Services Division – Records**

Office Address : **104 Gamboa Street, Legaspi Village, Makati City**

Contact Details : **foi@pmo.gov.ph / 88184625 / 88932383**

eFOI Request

Step

1

Go to www.foi.gov.ph

Step

2

Sign in and provide all the necessary information

Step

3

Click the **Make a Request** button then select the name of the agency you wish to send a request to

Step

4

PMO will evaluate your request within 15 days and will notify you if the same is approved or denied

Standard Request

Step

1

Fill out the request for access of records form downloadable at pmo.gov.ph

Step

2

Submit the filled out form with attached valid ID to PMO physically or at foi@pmo.gov.ph

Step

3

PMO will evaluate your request within 15 days and will notify you if the same is approved or denied

FOI Appeals

Upon receipt of the notice of denial, the same person making the request may file a written appeal to the OCPO within 15 working days from the receipt of the notice of denial or from the lapse of the relevant period to respond to the request.

The form for appeal may be downloaded from the PMO website. The OCPO will decide the appeal made within 30 working days from the filing.