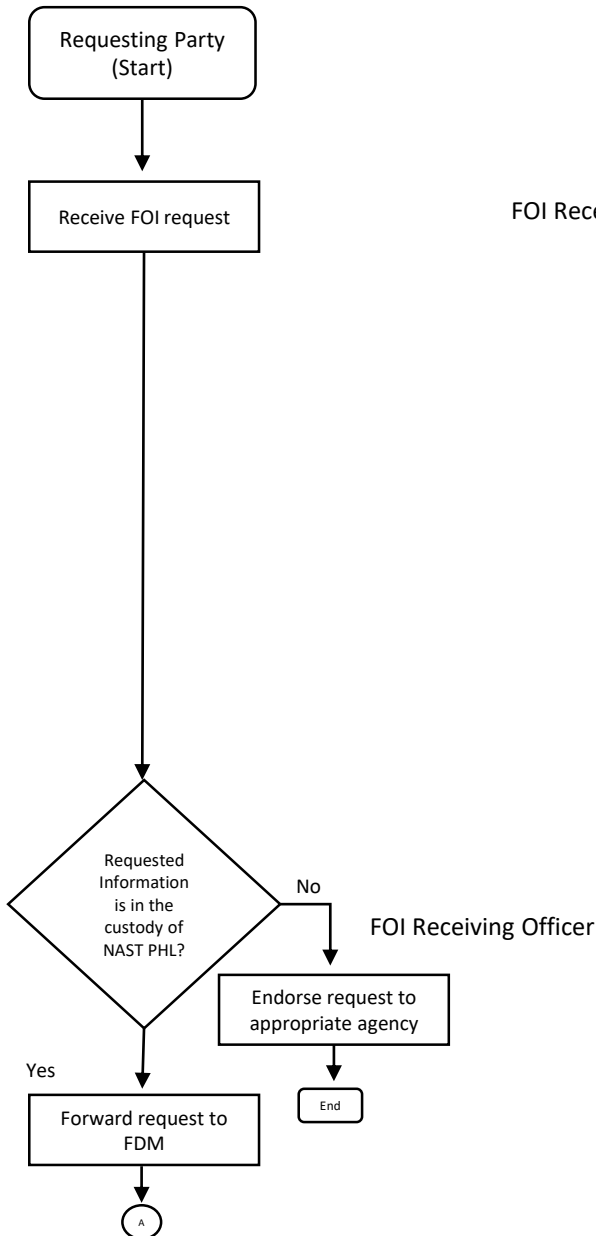


**FLOW**

**PERSON RESPONSIBLE**

**DETAILS**

**TIMELINE**



FOI Receiving Officer

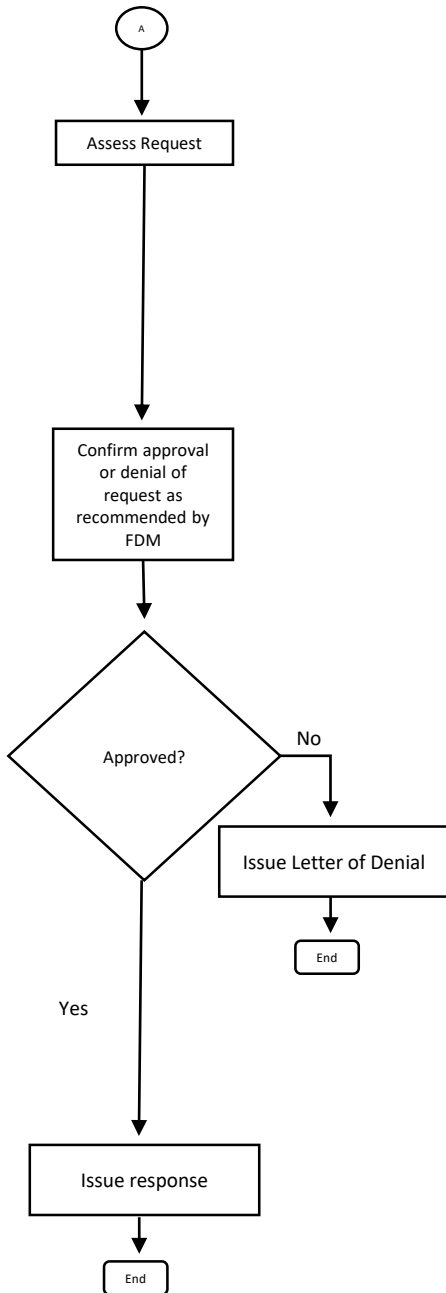
- Receive request in writing and using correct form
- Check validity of request
  - Legible
  - With name, correct information and copy of proof identification of requesting party
  - Information requested is sufficiently described
  - Purpose for the request for information is stated
- Request may also be sent through email provided that a scanned copy of the accomplished FOI request form and a duly recognized government ID with photo are attached
- Reduce into writing oral request received from persons with disability
- Stamp “RECEIVED” on the request form (with date, time, name, rank and position of the public officer who actually received the request)
- Provide copy to the requestor
- Log details on the FOI tracker

Day 1

FOI Receiving Officer

- Endorse request to appropriate Agency or Department and inform requesting party
- Forward request to FDM

Day 1



FMD

- Assess request (is the information already accessible or is the request a repeat of the previous request from the same application?)
- Obtain all relevant information
- Prepare necessary record, review, content of documents and apply relevant exemptions
- Endorse approval or denial of request

Day 2-9

Director IV

Day 10

FDM

- FDM shall prepare letter of denial citing ground or grounds for denial and the circumstances on which the denial is based

Day 11-15

FRO

- FRO shall update FOI Tracker and inform requesting party of denial of request
- Requesting party may file an appeal to the Department Central Appeals and Review Committee of the DOST Central Office within 15 calendar days from receipt of the notice of denial or from the lapse of the period to respond to the request

FDM

- Prepare letter, information/documents/records for release
- Forward letter, information/document/records to FRO

Day 11-15

FRO

- Records in FOI Tracker
- Release records to requesting party