



## FREEDOM OF INFORMATION PROGRAM

### Step 1



Submit FOI Request Form to FOI-Receiving Officer (FRO).

### Step 2



Conduct assessment, initial evaluation & clarifications (if any).

### Step 3



Forward/ transmit the FOI-Request Form to FOI-Decision Maker (FDM).

### Step 4



Prepare the FOI response.

### Step 5



The FRO releases the response within 15 working days.

### Mode of Request



Submit request form with ID and other necessary documents

### FOI Appeals

If you are not contented with the response to your FOI request, you may ask to carry out an internal review of the response by writing to [mnsctmainop@gmail.com](mailto:mnsctmainop@gmail.com). Your review request should explain why you are not satisfied with the response, and should be made within 15 calendar days from the date when you received the reply. We will complete the review and tell you the result within 30 calendar days from the date when we receive your review request.



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FREEDOM OF INFORMATION  
PHILIPPINES

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