

Agency Name : **Presidential Management Staff**
Agency Address : **AAP Tower Aurora Blvd., Brgy. Mariana, New Manila, Quezon City**
FOI Receiving Officer: **Director Dominga R. Flores**
Office : **Records Digitization and Management Service**
Contact Details : **(02) 8876-84-50**
Email Address : **foireceivingofficer@pms.gov.ph**

PROCEDURES:

- Step 1 Go to www.foi.gov.ph on your browser's home address.
- Step 2 Click the Sign Up button and provide all the required fields. Attach a photo of your valid ID to create an account.
- Step 3 Once logged-in, you will be directed to your Dashboard to fill in the required fields. The Dashboard contains all the requests done by the account owner.
- Step 4 Click the Make a Request button, then select the name of the agency you wish to contact.
- Step 5 You will now be directed to Make a Request page. Accomplish all fields then click Send My Request button.
- Step 6 The agency will evaluate your request and will notify you within 15 working days.
- Step 7 The agency will prepare the information for release based on your desired format. It will be sent to you depending on your preferred mode of receipt.

MODES OF REQUESTS

Standard Request

Submit *FOI FORM* with ID and other necessary documents

eFOI Request

Lodge request through the *eFOI PORTAL* (foi.gov.ph)

FOI APPEALS






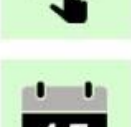

If you are not satisfied with the response to your FOI request, you may ask us to carry out an internal review of the response by writing to PMS Central Appeals and Review Committee. Your review request should explain why you are dissatisfied with the response, and should be made within 15 calendar days from the date you received the letter. We will complete the review and tell you the result within 30 calendar days upon receipt of your appeal.

FREEDOM OF INFORMATION AGENCY MANUAL

Agency: **PRESIDENTIAL MANAGEMENT STAFF**
Agency Address: AAP Tower Aurora Blvd., Brgy. Mariana,
New Manila, Quezon City
FOI Receiving Officer: Director Dominga R. Flores
Office: Records Digitization and Management Service
Contact Details: (02) 8876-84-50
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BASIC PROCEDURES:

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FREEDOM OF INFORMATION
PHILIPPINES

Be Informed. Be engaged. Know your government better.