



Freedom of Information Program

Agency: News and Information Bureau

Office/Division/Unit	Location of FOI Receiving Office	Contact Details	Assigned FOI Receiving Officer
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Request for Information Procedure:

Step 1: Send a letter of inquiry or request for information thru email.

Step 2: Upon receipt of your request, the Receiving Officer (RO) will send you the FOI application request form that must be returned with attached copy of duly recognized government ID with photo.

Step 3: Once the FOI application request form is received by the RO, the Decision Maker (DM) will evaluate your request and the RO will notify you within 15 working days.

Step 4: The RO will prepare the information for release.

FOI Appeals: If not satisfied with the response to the FOI request or in case of denial of a request, a written appeal can be made within 15 calendar days from receipt of the letter of response or denial. The result shall be released within 30 calendar days from the date the written appeal is received.