

FREEDOM OF INFORMATION PROGRAM



Office of the President

Receiving Officer: Ms. Rochelle D.G. Roxas
Presidential Staff Officer IV
Receiving Office: Malacanang Records Office
Room M-128, Gate 7, Mabini Hall,
J.P. Laurel St., Malacañang, Manila
Philippines 1005
Contact No. : (02) 87844286 local 6131
Email Address: mro_foi@malacanang.gov.ph

ELECTRONIC

STANDARD

STEP 1



Go to <https://op-proper.gov.ph/> on your browser's home bar.

STEP 2



Search Resources Menu Tab. Choose Online Forms Button and click the Request for Documents button.

STEP 3



Choose the People's Freedom of Information (FOI) on Menu Tab and click the Standard FOI Request Form.

STEP 4



Download, print and provide all the required information.

STEP 5



Send your accomplished FOI Request Form with Valid I.D. to mro@malacanang.gov.ph

STEP 6



The agency will evaluate your request and will notify you within fifteen (15) working days.

STEP 7



The agency will prepare the information for release. It will be sent to you depending on the receipt of preference.

15 WORKING DAYS

REQUESTING PARTY

Submits request to



RECEIVING OFFICER

Initial evaluation/classification and transmits to



DECISION MAKER

will APPROVE or DENY



FOI APPEALS

You may file an appeal in writing of the adverse or unfavorable action to the OP-FOI appeals authority within fifteen (15) calendar days from the receipt of the notice of denial. The appeal shall be decided within thirty (30) working days from receipt of your appeal.



FREEDOM OF INFORMATION
PHILIPPINES

Be informed. Be engaged. Know your government better.