



3. Standard Freedom of Information Request through Walk-In Facility and Mail

Freedom of Information (FOI) is a government mechanism which allows Filipino citizens to request any information about government transactions and operations, provided that it shall not put into jeopardy privacy and matters of national security. Any of the documents evidencing the level of academic completion or accomplishment of a learner which encompasses kindergarten, elementary, and secondary education as well as alternative learning systems for out-of-school learners and those with special needs may also be requested.

Office or Division:	Records Section / Public Affairs Unit			
Classification:	Complex			
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Formal request letter addressed to the Regional Director (1 original copy)		Client		
2. Filled-out Request for Action (RFA) Form		RO Records Section / PAU		
3. Proof of identification (preferably Government-issued ID) or Authorization		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements	1.1 Check Documents and Stamp Received	None	30 minutes	Records Section / PAU
	1.2 Issue receiving copy to the requesting party	None	10 minutes	
	1.3 Make initial evaluation of requested information for appropriate action. If publicly accessible, advise requesting party to access thereto. Otherwise, forward RFA to Regional Director	None	20 minutes	
	1.4 Decide on the request	None	2 days	RD
	1.5 Prepare requested information or letter of denial	None	3 days	Concerned Office
	1.6 Submit documents for signature	None	30 minutes	Concerned Office
	1.7 Sign document/s	None	30 minutes	RD
2. Receive letter signed by RD	2.1 Release requested information / letter of denial	None	10 minutes	Records Section / PAU
TOTAL:		None	5 days, 2 hours, 10 minutes	