



Republic of the Philippines

Philippine Merchant Marine Academy

San Narciso, Zambales

FOI Receiving Officer: **Harold King Umipig**
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Basic Procedure:

In making a request ensure to State your full name, contact information, and provide a valid copy of your government-issued ID as proof of your identity. You can do the following:

1. Download the standard FOI Request Form,
2. Send a letter;
3. Write an email, or
4. Lodge your request online via the eFOI portal (www.foi.gov.ph).

You can request for the following documents based on EO No. 2: information, official records, public records, documents, and papers pertaining to official acts, transactions or decisions, as well as government research data used as basis for policy development, subject to exceptions necessary to protect essential public or private interest.

Indicate your preferred mode of communication. Choose how you want to be contacted in order to be alerted about the status of your request and how you want to receive the requested information, should your request be granted.

Under the FOI EO, the standard processing time is fifteen (15) working days. During this time, you will be contacted regarding your request through your preferred mode of communication. If your request is granted, you can expect to receive the documents either through regular mail or email, or you could be asked to personally collect the documents at the office you had requested from. Otherwise, the agency will explain why your request is delayed or denied. In some cases, the agency may need more time to review your request and thereby inform you of an extension of processing period not more than twenty (20) working days.

Appeals Mechanism:

A person whose request for access to information has been denied may do the following:

- A. *Administrative FOI Appeal to the PMMA Appeals and Review Committee:*
Provided, that the written appeal must be filed by the same requesting party within fifteen (15) calendar days from the notice of denial.

The appeal shall be decided by the FOI Champion upon the recommendation of the Central Appeals and Review Committee within thirty (30) working days from the filing of said written appeal. Failure to decide within the 30-day period shall be deemed a denial of the appeal.

- B. Upon exhaustion of administrative FOI appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.



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