











SECSIME NO. R4A-FAD-12. REQUEST FOR INFORMATION, OFFICIAL RECORD/DOCUMENTS

Office or Division:	FINANCE AND ADMINISTRATIVE DIVISION (Records Section)			
Classification:	Complex Transaction			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may Avail:	LGUs, Students, Other Government Agencies, NGOs, Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Freedom of Information (FOI) Request Form		EMB Regional Office		
2. Special Power of Attorney (for representative)		To be attached by applicant		
3. Photocopy of ID		To be attached by applicant		
Additional if from the Government Sector				
4. N/A		N/A		
Additional if Requesting Party is a representative				
5. N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Request official records/ documents	Provide Freedom of Information (FOI) request form and provide assistance to accomplish same. Receive and record in the logbook, provide requesting party copy of the receipt FOI form. Forward to ORD		1 Day	 Marife G. Penano Records Officer





	Assess request and indorse to Chief, FAD/EMED/CPD		5 Days	 Dir. Noemi A. Paranada Regional Director
	<p>If granted: Inform the requesting party that the information is available for release and prepare the requested documents and Revenue Monitoring Form indicating the amount of fees to be paid.</p> <p>If denied: Prepare communication to the requesting party that their request is denied.</p>	<p>PhP 50.00 Authentication of Official Record</p> <p>PhP 25.00 Certification of any documents or information based on records</p> <p>PhP 5.00 Copy fee for every page/sheet of official records or documents</p>	1 Day	 Cristina D. Come Chief, FAD  Robert Angelo Metin Chief, CPD  Engr. Jessie A. Conde Chief, EMED



				CPD Staff EMED Staff
	Prepare and approve Order of Payment and issue Official Receipt upon payment of fees.		1 Day	 Grace G. Gargoles OIC, Cashier Section  Linda Medina Cahier Staff
	Approves reply		5 Days	 Dir. Noemi A. Paranada Regional Director
	Forward reply to Records for release		1 Day	



				 Laila Tomaro ORD Staff
	Release reply/documents to the clients/requesting party		1 Day	 Marife G. Penano Records Officer
Received letter reply together with the requested documents				
TOTAL:		N/A	15 days	Complex Transaction