

REQUESTING OR FILING OF REQUEST FOR ACCESS TO INFORMATION OR DATA

(Art. 12 Pars. A to E of DBP-LC FOI Manual)

1. Requesting Party is filing its Request for Access of Information.
 - Request is in writing;
 - States the identity, contact information and valid proof of identification;
 - Description of Information requested;
 - Reason or purpose of the request for information;
 - The request must be filed before the FOI Receiving Personnel
 - FOR Receiving Personnel shall provide assistance to the persons who has physical disability, illiterate and/or in any incapacitated to make the formal written request;
2. FOI Receiving Personnel upon Receiving the written request shall:
 - a. Stamp the written request with "Received";
 - b. Indicate the actual time and date it was received;
 - c. State the Designation of the FOI Receiving Personnel;
 - d. Indicate the FOI Reference Number;
3. Enter in the FOI Monitoring Log Book or System.
4. Forward the written request to the Decision Maker.



PROCESSING OF REQUESTS FOR ACCES TO INFORMATION OR DATA

(Art. 12 Pars. E to K of DBP-LC FOI Manual)

1. Decision Maker Evaluates and Processes the Request
 - a. If the data or information is present or readily available (as indicated in the Inventory), the information or data shall be granted and released to the requesting party;
 - b. If the data or information is already posted in the website, DM shall reply in writing, informing the requesting party of the posting of the said information or data in the website and point out the exact location where the request data or information can be found;
 - c. If the data or information requested has already been acted upon, or is identical to previously requested information or data filed by the same requesting party, the FOI Decision Maker shall deny the request and inform the requesting party in writing of the reason of denial;
 - d. If the requested data or information is not readily available, and the preparation or transmission thereof needs more time, the Decision Maker shall inform the requesting party of the extension in order to act on the request and state the reasons on the extension;
2. Decision Maker may partially grant or approve FOI Requests or may deny the request. Only approved parts of the request shall be processed and released to the requesting party;
3. In case of denial of the request, the Decision Maker shall inform the requesting party of the denial in writing, stating the grounds for the denial of the request.
4. Standard Processing Time is 15 working days from receipt of request.



RELEASE OF DATA OR INFORMATION FROM REQUESTING PARTY

(Art. 12 Pars. E to K of DBP-LC FOI Manual)

1. The Decision Maker shall make the requested data available at no cost, except reasonable fees for reproduction.
2. The release of the requested information shall be recorder in the FOI monitoring logbook or systems;
3. The fees shall be paid once the requesting party has been notified of the approval or grant of the request.