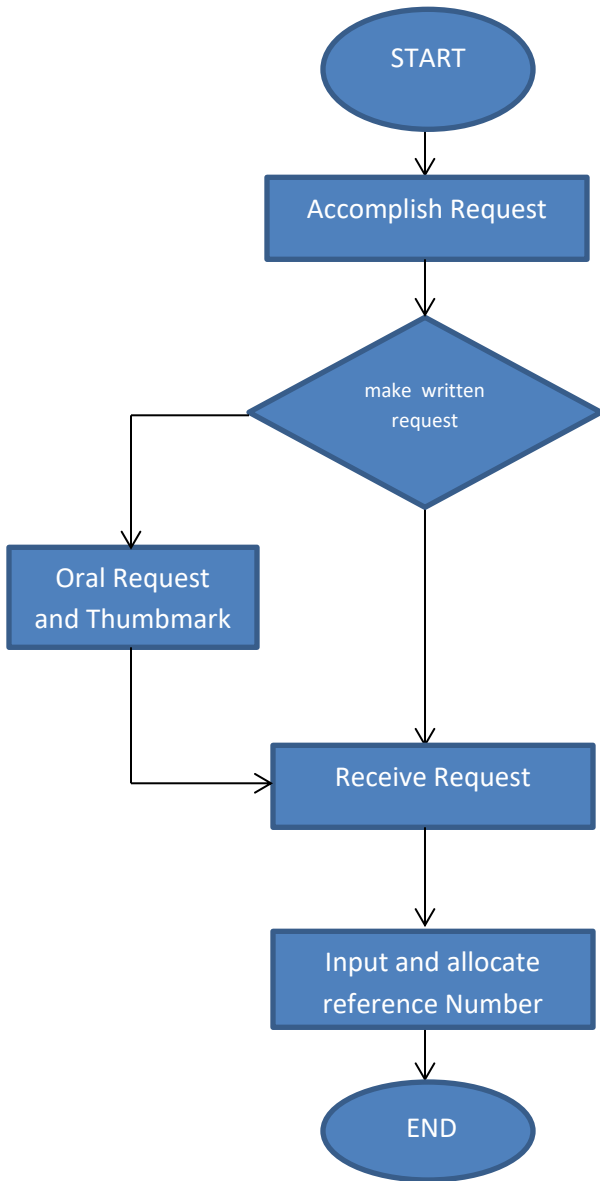


**A. Names and Contact Nos. of FOI Receiving Officer and FOI Decision Maker**



The requesting party shall accomplish the Request for Information Form available at the FRO Desk, or downloaded at the BMC official email address at BMC.gov.com. (verify accuracy)

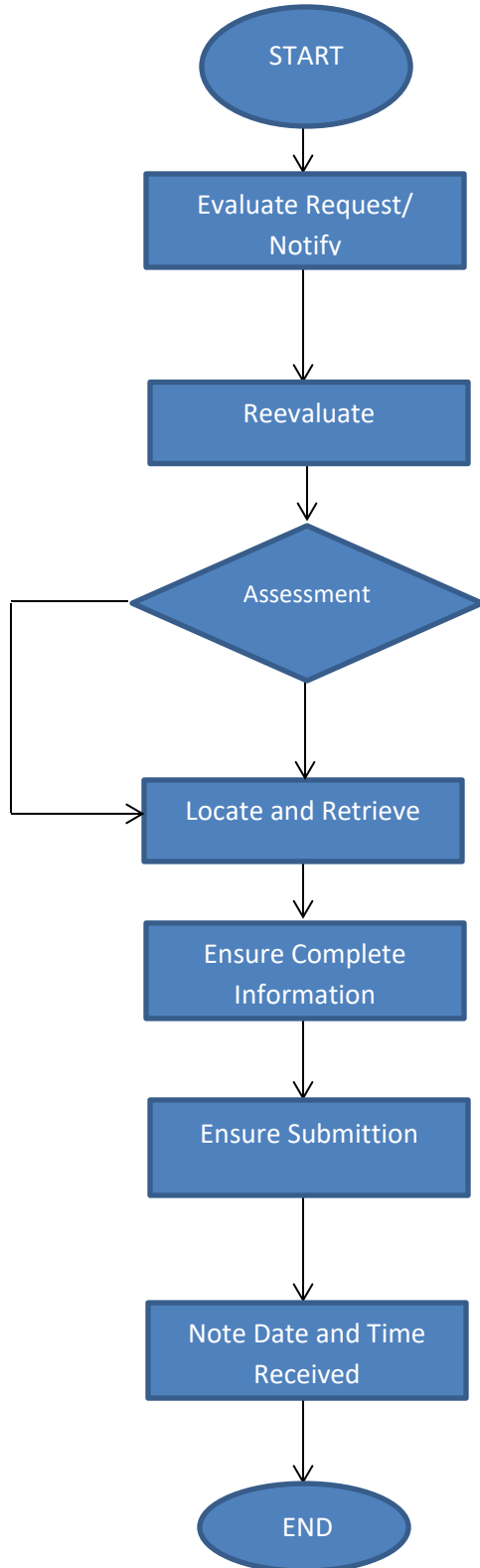
In cases where the requesting party is unable to make a written request because of illiteracy or because the requesting party is a person with disability, he/she may make an oral request, and the FRO shall reduce his request in writing. The requesting party shall affix his/her thumbmark on the Request Form.

The FRO shall receive the request for information from the requesting party and shall check compliance with the following requirements:

- a. The request contains the full name, contact information of the requesting party, and valid proof of identification (two (valid IDs));
- b. The request reasonably describes the information requested, and the reason for, or purpose of, the request for information.

The FRO shall input the details of request to the Request Tracking System and allocate a Reference Number.

## B. EVALUATION OF REQUEST



Upon receipt of the request, the FRO shall evaluate the request, and notify the FDM of such request. The FRO shall forward the request to the FDM within one (1) day from receipt of the request, and shall record the date and time in the logbook designed for the purpose, with the corresponding acknowledgment of receipt by the FDM.

The FDM shall reevaluate and/or assess the request, if necessary. In assessing, the FDM must first consider the following:

- a. The information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
- b. The information requested falls under the list of exceptions;
- c. The purpose of the request is contrary to existing laws and/or policies

If any of the above three (3) instances is present, the FDS will immediately deny the request, and notify the requesting party, through the FRO, of the grounds for such denial.

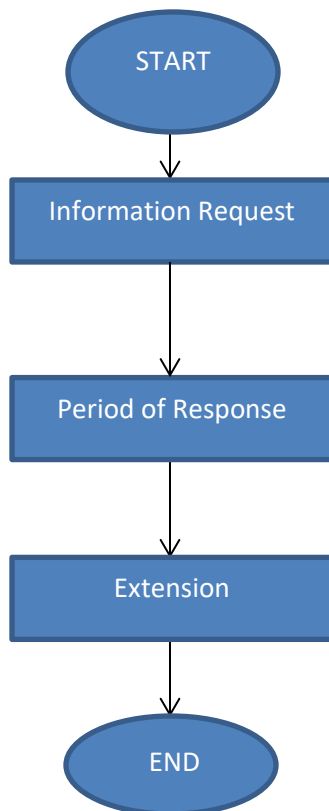
The Data Custodian makes all the necessary steps to locate and retrieve the information being requested.

The Data Custodian shall ensure that the complete information is submitted to the FDM within five (5) working days from receipt of such request.

The FDM shall then ensure that the information requested is submitted to the FRO for release within five (5) working days.

The FRO shall note the date and time of receipt of the information from the FDM, attaches the pertinent transmittal letter duly signed by the FDM, and releases the requested information to the requesting party within fifteen (15) working days from receipt of the request for information.

### C. PERIOD TO RESPOND



Requests for information must be acted upon within fifteen (15) working days upon receipt. A working day is any day other than a Saturday, Sunday or a day which is declared a national public holiday in the Philippines. In computing for the period, Article 13 of the New Civil Code shall be observed.

The period to respond may be extended should the request require extensive search of records, or in case of fortuitous events. The requesting party must be informed by the FRO in writing/ SMS/ e-mail of the extended period with the reason for extension.

Extension shall not exceed twenty (20) working days.