



FREEDOM OF INFORMATION  
PHILIPPINES

# The eFOI Portal

# www.foi.gov.ph



# The eFOI Portal

- central platform for citizens and govt agencies to facilitate online FOI requests
- provides a tracking system for citizens to follow their lodged requests
- provides statistics on all online FOI requests, the response time, and the outcomes

# eFOI Users

User	Login Page
Requesting Party	<a href="http://www.foi.gov.ph/login">www.foi.gov.ph/login</a>
FOI Receiving Officer	<a href="http://www.foi.gov.ph/agency/login">www.foi.gov.ph/agency/login</a>
FOI Decision Maker	<a href="http://www.foi.gov.ph/agency/login">www.foi.gov.ph/agency/login</a>

# The eFOI Portal: Agency Backend

- platform for govt agencies to receive, facilitate, and respond to FOI requests lodged by citizens online
- follows the workflow on processing standard/manual requests:

Requesting Party >> FOI Receiving Officer/s >>  
FOI Decision Maker >> FOI Requesting Party



# The eFOI Portal: Agency Backend

- sends email notifications to Requesting Parties re:
  - \* written replies
  - \* acceptance of request
  - \* denial of request
  - \* change of request status

# The eFOI Portal: Agency Backend

- Flags requests based on processing times:
  - \* **Requests without Extensions**
    - 0-8 days: green flag
    - 9-15 days: yellow flag
    - 16+ days: red flag
  - \* **Requests with Extensions**
    - 0-8 days: green flag
    - 9-15 days: yellow flag
    - 16-35 days: blue flag
    - 36+ days: red flag



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# eFOI for FOI Receiving Officers



# FOI Receiving Officer

## **Responsibilities:**

- \* conduct initial evaluation of requests
- \* accept if complete form with corresponding attachments
  - then forward to FDM
- \* deny requests due to:
  - incomplete form/for clarification
  - if info already available online (provide link)
  - wrong agency
  - request has already been addressed

[www.foi.gov.ph/agency/login](http://www.foi.gov.ph/agency/login)



#### AGENCY DASHBOARD LOGIN

Enter account details to login

Email Address

Email

Password

Password



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Account Login

Forgot your password? Let us help you [reset it](#).

# Requests Monitoring Dashboard: Pending Requests

[Home](#)[Browse Requests](#)[Manual Requests](#)[Michelle ▾](#)

Receiving Officer: Requests Monitoring Dashboard



[+ Add a Manual Request](#)

PENDING REQUESTS **6**


ALL

 Search Request Titles

Search

TRACKING CODE	DATE	TITLE	TIME LAPSED	FLAGS
#PCOO-644774512808	Feb 09, 2017	EO for the Smoking ban in public places	0 days 18 hours 7 minutes 4 seconds	 <a href="#">✓ ACCEPT</a> <a href="#">✗ DENY</a>
#PCOO-720807707558	Feb 08, 2017	Actual expenses of PCOO officials during Japan Prime Minister Shinzo Abe's visit to Davao City	1 days 21 hours 58 minutes 39 seconds	 <a href="#">✓ ACCEPT</a> <a href="#">✗ DENY</a>

# Pending Requests: Individual Request Page

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HomeBrowse RequestsManual RequestsMichelle ▾

### Directory of Embassies here in the PH with its incumbent Ambassador, Address, Contact Info

Requested from PCOO by Ric Kagahastian at 10:26 AM on Feb 01, 2017.  
Purpose: To update our mailing list.  
Date of Coverage: 01/31/2017 - 02/01/2017  
Tracking no: #PCOO-275254212544


✓ PENDING

Ric 10:26 AM, Feb 01, 2017

Please include the incumbent Cabinet secretaries, Senators and Members of Congress with their respective contact info. Maraming salamat po.

#### CONTACT INFORMATION

Full Name: Ric Kagahastian  
Email: [REDACTED]  
Address: [REDACTED]  
Mobile No: [REDACTED]  
Landline No: [REDACTED]  
Affiliation: [REDACTED]  
ID Type: [REDACTED]



✓ Accept


✕ Deny

🖨 Print Conversation

Share this Request



# Individual Request Page: Accept



FREEDOM OF INFORMATION  
PHILIPPINES

BETA

Manual Requests

Michelle ▾

Directory of Embassies h  
Ambassador, Address, Co  
Requested from PCOO by Ric Kagahastian  
Purpose: To update our mailing list  
Date of Coverage: 01/31/2017 - 02/28/2017  
Tracking no: #PCOO-275254212544

✓ PENDING

Please include  
Members of  
salamat po.

### Assign to a Decision Maker

Kindly select the Decision Maker you want to assign this request to.

Select a Decision Maker ▾

Remarks \*

February 10, 2017


Dear Ric,

Thank you for your request dated Feb 01, 2017 under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch for Directory of

Assign Decision Maker

Didn't find the DM you're looking for? [Email](#) the administrator.

CONTACT INFORMATION  
Name: Ric Kagahastian  
Email: rickkagahastian@yahoo.com  
Address: Mandaluyong City  
Phone No: +63 (939) 419-0700  
Home No: 02 8953611  
Occupation: government  
License: Driver's License



✓ Accept


✗ Deny

Print Conversation

Share this Request



# Individual Request Page: Deny

FREEDOM OF INFORMATION  
PHILIPPINESBETA

Manual RequestsMichelle ▾

Directory of Embassies h  
Ambassador, Address, Co  
Requested from PCOO by Ric Kagah  
Purpose: To update our mailing list  
Date of Coverage: 01/31/2017 - 02/  
Tracking no: #PCOO-275254212544  
✓ PENDING

Please includ  
Members of  
salamat po.

Deny Request

Please add the reason why this request was denied.

Reason \*

Select a Reason ▾

Wrong Agency  
Information Available Online  
Incomplete Request

Deny Request

✓ Accept

✕ Deny

Print Conversation

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# Requests Monitoring Dashboard: All Requests



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BETA

Home

Browse Requests

Manual Requests

Michelle ▾

Receiving Officer: Requests Monitoring Dashboard

+ Add a Manual Request

PENDING REQUESTS


ALL 30+

Search Request Titles

Search

TRACKING CODE	DATE	TITLE	TIME LAPSED	FLAGS	STATUS	ASSIGNED DM
#PCOO-319113312472	Feb 09, 2017	List of PCOO expenses, delegation for President Duterte's Singapore and China visits	0 days 17 hours 48 minutes 46 seconds		SUCCESSFUL	Kris Ablan
#PCOO-644774512808	Feb 09, 2017	EO for the Smoking ban in public places	0 days 19 hours 11 minutes 29 seconds		DENIED	NA
#PCOO-720807707558	Feb 08, 2017	Actual expenses of PCOO officials during Japan Prime Minister Shinzo Abe's visit to Davao City	2 days 1 hour 31 minutes 19 seconds		ACCEPTED	Kris Ablan

# Individual Request Page: Accepted

**FREEDOM OF INFORMATION**  
eFOI - Electronic Freedom of Information - Beta - Request

HomeBrowse RequestsManual RequestsMichelle ▾

### Actual expenses of PCOO officials during Japan Prime Minister Shinzo Abe's visit to Davao City

Requested from [PCOO](#) by [Rosario Novenario](#) at 02:05 PM on Feb 08, 2017.  
Purpose: [News writing](#)  
Date of Coverage: [01/12/2017 - 01/16/2017](#)  
Tracking no: [#PCOO-720807707558](#)

✓ ACCEPTED


■ Rosario 02:05 PM, Feb 08, 2017

Good day,

I would like to request documents on actual and operating expenses of PCOO officials during Japan Prime Minister Shinzo Abe in Davao City on Jan. 12-14, 2017.

CONTACT INFORMATION

Full Name: [REDACTED]  
Email: [ne \[REDACTED\]](#)  
[REDACTED] Bldg., Magallanes Drive, Intra [REDACTED]  
Mobile No: + [REDACTED] 2-6467  
Landline No: [REDACTED] 521 71 58  
Affiliation: [REDACTED]  
ID Type: [PhilHealth](#)



Print Conversation

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■ Danica 01:16 PM, Feb 10, 2017


February 10, 2017

Dear Rosario,

Thank you for your request dated Feb 08, 2017 under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive



# Individual Request Page: Denied

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[Home](#) [Browse Requests](#) [Manual Requests](#) Michelle ▾

## EO for the Smoking ban in public places

Requested from **PCOO** by **Nehemiah Camaso** at 05:56 PM on Feb 09, 2017.  
Purpose: **Law Implementation**  
Date of Coverage: **10/01/2016 - 10/31/2016**  
Tracking no: **#PCOO-644774512808**

✓ DENIED


■ Nehemiah 05:56 PM, Feb 09, 2017

Just would like to ask about the update on E.O. for Smoking Ban in Public places. The last news I can search via google is that it is pending signature of President Duterte last Oct 2016. It has been a few months already and there is no news if it was signed already.

If it was signed already. Can I get a copy of the EO. Thanks! The place where I live is not respecting others because of their very public smoking areas.

### CONTACT INFORMATION

Full Name: **Nehemiah Camaso**  
Email: **[REDACTED]**  
Address: **[REDACTED]**  
Mobile No: **+639123456789**  
Landline No: **[REDACTED]**  
Affiliation: **[REDACTED]**  
ID Type: **[REDACTED]**



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February 10, 2017

Dear Nehemiah,

Greetings!

Thank you for your request dated Feb 09, 2017 under Executive Order No. 2 (s. 2016) on

# Individual Request Page: Successful

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### List of PCOO expenses, delegation for President Duterte's Singapore and China visits

Requested from PCOO by Trisha Macas at 08:16 PM on Feb 09, 2017.  
Purpose: News research  
Date of Coverage: 01/01/2016 - 12/31/2016  
Tracking no: #PCOO-319113312472

✓ SUCCESSFUL

Trisha 08:16 PM, Feb 09, 2017

Good day!

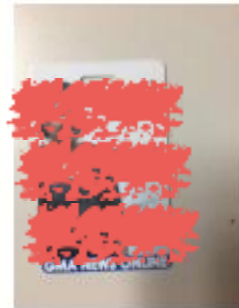
I hope you can release the following information:

- list of expenses of the PCOO for the foreign trips of President Rodrigo Duterte in Singapore and China in 2016  
(Please include the expenses for consultants who provided services for the PCOO during the said trips. They should include exact amounts spent on specific expenses.)
- list of names of the entire PCOO delegation during Singapore and China visits, including consultants or bloggers who PCOO arranged to join the trips

Thank you!

#### CONTACT INFORMATION

Full Name: Trisha Macas  
Email: [REDACTED]  
Address: [REDACTED]  
Mobile No: [REDACTED]  
Landline No: [REDACTED]  
Affiliation: [REDACTED]  
ID Type: [REDACTED]




Print Conversation

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# Individual Request Page: Partially Successful



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Request

BETA

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Michelle ▾

### Executive Orders

Requested from PCOO by Mary Anne Senir at 11:41 AM on Dec 15, 2016.

Purpose: research, for file

Date of Coverage: 11/07/2016 - 12/15/2016

Tracking no: #PCOO-945974909649

✓ PARTIALLY SUCCESSFUL

Mary Anne 11:41 AM, Dec 15, 2016

To whom it may concern:

This is to request copies of President Duterte's Executive Orders 9, 10, 11 & 12. The said documents have not been uploaded in the Official Gazette yet.

Thank you very much.

Danica 03:02 PM, Dec 15, 2016

December 15, 2016

Dear Mary Anne,

CONTACT INFORMATION

Full Name: Mary Anne Senir

Email: [REDACTED]


Address: 21 Tomas Alvarado, Marikina City, Philippines

Mobile No: [REDACTED] 35

Landline No: [REDACTED]

Affiliation: [REDACTED]


ID Type: [REDACTED]



Print Conversation

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# Browse Requests Dashboard

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## Presidential Communications Operations Office

Browse over **50 requests** from **this government agency**

Filter Requests

[ALL REQUESTS](#)[SUCCESSFUL REQUESTS](#)[PROCESSING REQUESTS](#)[UNSUCCESSFUL REQUESTS](#)

### List of PCOO expenses, delegation for President Duterte's Singapore and China visits

Requested from **PCOO** by **Trisha Macas** at 08:16 PM on February 09, 2017.  
Purpose: **News research**  
Date of Coverage: **01/01/2016 - 12/31/2016**  
Tracking no: **#PCOO-319113312472**

✓ SUCCESSFUL

### EO for the Smoking ban in public places

Requested from **PCOO** by **Nehemiah Camaso** at 05:56 PM on February 09, 2017.  
Purpose: **Law Implementation**  
Date of Coverage: **10/01/2016 - 10/31/2016**



#### ABOUT THIS AGENCY

The Presidential Communications Operations Office is the main communications arms of the President and the Government, tasked to ensure that information on the Government's agenda is understood to the most number of citizens.

#### REQUESTS SUMMARY REPORT

✓ 8🔍 1✗ 35

[Visit Official Homepage](#)

# Manual Requests Dashboard



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Home

Browse Requests

Manual Requests

Michelle ▾

Receiving Officer: Manual Requests

+ Add a Manual Request

MY REQUESTS


 Search Request Titles

Search

 No requests found.




# Manual Request Form

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HomeBrowse RequestsManual RequestsMichelle ▾

Requestor's Full Name (Pangalan) \*

Requestor's First Name 

Requestor's Last Name

Requestor's Email Address

Enter requestor's email address

Requestor's Address / Postal Address (Tirahan) \*

Enter requestor's your address


Requestor's Mobile No. \*

+63 (XXX) XXX-XXXX


Requestor's Landline / Fax (Telepono)

02 425-2341


Requestor's Proof of Identity \*

Select an ID 

Requestor's Affiliation

Select an Affiliation 

Agency

Please Select Agency 

FOI Request Tips


As much as possible, please be very specific and concise on your requests so we may be able to expedite the process.

Write your request in simple, precise language. Ask for specific documents or information, this site is not suitable for general enquiries. Keep it focused, you'll be more likely to get what you want.

Can I ask information about myself?

Nope, we only publish public government data. Visit our [Help Section](#) for more details. If you want to request for private information about yourself, feel free to inquire at your nearest government office.

# Manual Request Form

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Title of the Document (Pangalan ng Dokumento) \*  
ex. The number of reported Dengue cases in the Philippines

Coverage or Time Period (Mga Taon o Panahong Saklaw) \*  
MM/DD/YYYY - MM/DD/YYYY

Intended Purpose of Use (Layunin) \*  
ex. Research and development

How Would You Like To Receive The Information? (Paraan ng Pagtanggap ng Impormasyon) \*  
☐ E-mail ☐ Fax ☐ Postal Address ☐ For pick-up

Requestor's message \*  
ex. Hi! I would like to request for information regarding:1) The number of reported dengue cases in the Philippines from the year 2000 - 2015.2) The top 10 most affected provinces in country.

📎 Attach Files

➤ Send My Request

Maximum file size is **10 MB**  
Press and hold the **SHIFT** key to upload multiple files.





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eFOI for  
FOI Decision Makers

# FOI Decision Maker

## **Responsibilities:**

- \* conduct evaluation of requests
- \* ask for clarification
- \* grant request if info is available and can be disclosed
- \* deny request if:
  - wrong agency
  - info violates the Data Privacy Act
  - info falls under the Exceptions List
  - request has already been addressed

# [www.foi.gov.ph/agency/login](http://www.foi.gov.ph/agency/login)



## AGENCY DASHBOARD LOGIN

Enter account details to login

Email Address

Password



I'm not a robot



reCAPTCHA

[Privacy](#) - [Terms](#)



Account Login

Forgot your password? Let us help you [reset it](#).

# Assigned To Me Dashboard: Accepted Requests

## Decision Maker: Requests Monitoring Dashboard

[Add New User](#)[ACCEPTED REQUESTS](#)[AWAITING CLARIFICATION](#)[PROCESSING](#)[SUCCESSFUL](#)[DENIED](#)[CLOSED](#)[RED FLAGS](#)[Search](#)

TRACKING CODE	DATE	TITLE	TIME LAPSED	FLAG	
#PCOO- 720807707558	Feb 08, 2017	Actual expenses of PCOO officials during Japan Prime Minister Shinzo Abe's visit to Davao City	3 days 4 hours 25 minutes 36 seconds		<a href="#">✓ FORWARD</a> <a href="#">→ REPLY</a> <a href="#">✗ DENY</a>
#PCOO- 692354202890	Feb 03, 2017	FOI People's Manual Book (physical Copy)	6 days 2 hours 19 minutes 8 seconds		<a href="#">✓ FORWARD</a> <a href="#">→ REPLY</a> <a href="#">✗ DENY</a>



# Assigned to me: Forward

## Forward to a Decision Maker

Kindly select the Decision Maker you want to forward this request to.

Select a Decision Maker

Remarks:

Forward Request

Didn't find the DM you're looking for? [Email](#) the administrator.



# Assigned to me: Reply



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Assigned To Me

All Requests

User Management

Reports

Kris ▾

Select Status:


- ✓ Select a Status
- AWAITING CLARIFICATION
- PROCESSING
- EXTENSION
- PARTIALLY SUCCESSFUL
- SUCCESSFUL
- DENIED

Send My Reply

Attach Files

Your Attached Files:

# Assigned to me: Deny

 **FREEDOM OF INFORMATION  
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Assigned To MeAll RequestsUser ManagementReportsKris ▾

Select Status:  
DENIED


Compose Reply Here  
Select a Reason ▾  
Exceptions  
Information Available Online  
Invalid Request

Send My Reply

Attach Files

Your Attached Files:

# Assigned To Me Dashboard: Awaiting Clarification

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Assigned To MeAll RequestsUser ManagementReportsKris ▾


Decision Maker: Requests Monitoring Dashboard

Add New User

ACCEPTED REQUESTSAWAITING CLARIFICATIONPROCESSSSINGSUCCESSFULDENIEDCLOSEDRED FLAGS

TRACKING CODE	DATE	TITLE	
#PCOO-263929625884	Nov 25, 2016	Printed FOI manual for PCOO	<input type="button" value="✓ FORWARD"/> <input type="button" value="→ REPLY"/> <input type="button" value="✕ DENY"/>

# Assigned To Me Dashboard: Processing

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Assigned To MeAll RequestsUser ManagementReports

Kris ▾

Decision Maker: Requests Monitoring Dashboard

Add New User

ACCEPTED REQUESTS

AWAITING CLARIFICATION


**PROCESSING**

SUCCESSFUL


DENIED

CLOSED

RED FLAGS

 Search Request Titles

Search

 No processing requests found.




# Assigned To Me Dashboard: Successful

## Decision Maker: Requests Monitoring Dashboard

[Add New User](#)[ACCEPTED REQUESTS](#)[AWAITING CLARIFICATION](#)[PROCESSING](#)[SUCCESSFUL](#)[DENIED](#)[CLOSED](#)[RED FLAGS](#)[Search](#)

TRACKING CODE	DATE	TITLE
#PCOO-319113312472	Feb 09, 2017	List of PCOO expenses, delegation for President Duterte's Singapore and China visits
#PCOO-019265008567	Jan 19, 2017	List of PCOO expenses, delegation for President Duterte's Singapore and China visits
#PCOO-934463833675	Jan 18, 2017	The SALNs of Presidents Aquino and Duterte's Cabinet members
#PCOO-200953349434	Jan 17, 2017	Line item budget for social media
#PCOO-267430547077	Dec 23, 2016	The SALNs of each of the cabinet members of the Duterte administration

# Assigned To Me Dashboard: Denied

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Decision Maker: Requests Monitoring Dashboard [Add New User](#)

[ACCEPTED REQUESTS](#) [AWAITING CLARIFICATION](#) [PROCESSING](#) [SUCCESSFUL](#) **[DENIED](#)** [CLOSED](#) [RED FLAGS](#)

[Search](#)

TRACKING CODE	DATE	TITLE
#PCOO-295851096349	Dec 19, 2016	Cost of each of President Rodrigo Duterte's foreign trips, including cost of official delegation
#PCOO-098985297177	Dec 16, 2016	The cost of each of the President's overseas trips this year and his delegation members
#PCOO-447676711232	Dec 12, 2016	Travel expenses and names of delegation for each presidential trip abroad
#PCOO-436582053459	Nov 25, 2016	Transcript of Stenographic Notes (TSN)

# Assigned To Me Dashboard: Closed

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Assigned To Me

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Decision Maker: Requests Monitoring Dashboard



ACCEPTED REQUESTS

AWAITING CLARIFICATION

PROCESSING

SUCCESSFUL

DENIED

**CLOSED**

RED FLAGS


 Search Request Titles

Search

 No closed requests found.



# Assigned To Me Dashboard: Red Flags

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Decision Maker: Requests Monitoring Dashboard

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# CONTACT US:

**Should you have any concern/s, you may reach us at:**



3/F, New Executive Building,  
Malacanang, Manila



[foi.pco@gmail.com](mailto:foi.pco@gmail.com)

[foi@pco.gov.ph](mailto:foi@pco.gov.ph)



733-1102





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# The eFOI Portal