Freedom of Information Request

For national government agencies, GOCCs and SUCs under Executive Order No. 2 (s. 2016) - e.g. DPWH district offices. Many LGUs have their own FOI ordinance; if so, cite it instead. You may also file online at https://www.foi.gov.ph.

To

Agency / office	
FOI Receiving Officer	
Address / email	

Requesting party (EO 2 Sec. 9(a))

Full name	
Contact (email / mobile / address)	
Valid ID or authorization attached	[ ] Yes
Organization (optional)	

Information requested (describe reasonably)

Document	Project / contract ID	Period
e.g. Program of Work and Detailed Estimates		
e.g. Contract, Notice of Award and Notice to Proceed		
e.g. Statement of Work Accomplished / progress billings		
e.g. Variation orders and time extensions		

Purpose

Citizen monitoring of a public infrastructure project under the constitutional right to information.

Preferred format

[ ] Email / digital copy [ ] Certified photocopy [ ] Inspection

Timelines under EO 2 Sec. 9

The office must stamp the request with date/time of receipt and give the requester a copy (Sec. 9(c)), and respond within 15 working days (Sec. 9(d)), extendable by up to 20 working days with written notice (Sec. 9(e)). No fee for filing; reasonable copying costs may be charged (Sec. 10).

Signature

Signature over printed name: _____ Date: _____

Legal basis (verify the latest version)

• Executive Order No. 2, s. 2016 (Freedom of Information in the Executive Branch), Sec. 9 procedure: 15 working days to respond, extendable by up to 20 working days. https://lawphil.net/executive/execord/eo2016/pdf/eo_2_2016.pdf

• 1987 Constitution, Art. III Sec. 7 (right to information on matters of public concern) and Art. II Sec. 28 (full public disclosure). https://www.officialgazette.gov.ph/constitutions/1987-constitution/

• Republic Act No. 10173, Data Privacy Act of 2012. https://privacy.gov.ph/data-privacy-act/

Template from the lovethephilippines.com Open Data & Transparency Kit (https://lovethephilippines.com/open). Free to copy and adapt (CC BY 4.0). Not legal advice; check the latest issuances with DILG, GPPB or your LGU legal officer. Record what the documents show; differences are questions to ask, not proof of wrongdoing.