

Know your right to information

under Executive Order No. 2, s. 2016, or the Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies of Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor



Section 3. Access to information. Every Filipino shall have access to information, official records, public records, and documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development.



Section 4. Exception. Access to information shall be denied when the information falls under any of the exceptions enshrined in the Constitution, existing laws or jurisprudence."

Existing Laws and Inventory of Exceptions

Information covered by Executive Privilege

Privileged information relating to national security or international relations

Information concerning law enforcement and protection of public and personal safety

Information deemed confidential for the protection of minors, crime victims, or the accused

Information or documents known by reason of official capacity and deemed as confidential

Prejudicial premature disclosure

Records of or information from proceedings which are treated as confidential or privileged

Matters considered confidential under banking and finance laws, and their amendatory laws

Other exceptions to the right to information under laws, jurisprudence, rules and regulations



While providing access to information, public records, and official records, Section 7 specifies that responsible officials shall afford full protection to an individual's right to privacy, especially if it involves personal safety.

Freedom of Information Program



Electronic

Step 1: Go to www.foi.gov.ph

Step 2: Click the [Sign Up](#) button and answer all required fields. Attach a valid ID to create an account.

Step 3: Once logged-in, you will be directed to your **Dashboard**. The Dashboard contains all the FOI requests of the account owner.

[My Account](#)
Review all your requests here

Step 4: Click the **Make a Request** button then select the name of the agency you wish to ask.

[Make A New Request](#)

Step 5: You will now be directed to the Make a Request Page. Accomplish all fields then click **Send My Request**.

[Send My Request](#)

Step 6: The agency will evaluate your request and will notify you within **15** working days.

Step 7: The agency will prepare the information for release, based on your desired format. It will be sent to you depending on the receipt of preference.



Standard

