

# Freedom of Information Program

(as of June 2020)

## I Name of Agency:

**DSWD FIELD OFFICE V**

## II Receiving Office:

Magnolia St., Buraguis,  
Legazpi City, Albay

## DSWD FOI Focal Person:

**Marygizelle B. Mesa**  
Regional Information Officer  
Social Marketing Unit  
**Contact No:** 09178443255  
**Email:** mbmesa.fo5@dswd.gov.ph

## IV Basic Procedures:

**Mode of Request:** eFOI Request and Standard Request

### A. eFOI Request- Online requests through FOI Portal



**Step 1:**  
Visit the eFOI website:  
<https://www.foi.gov.ph>



**Step 2:**  
Select **Department of Social Welfare and Development**



**Step 3:**  
Click on **Write My Request**. Ensure all the mandatory fields are filled out



**Step 4:**  
Click the Sign-up button and provide all the required field. Attach a copy of government issued I.D. or school I.D. (for registered students) with photo and signature, create an account



**Step 5:**  
On Make a request page Accomplish all fields then click **Send My Request**

### B. Standard Request- Submit request form with ID and other necessary documents



**Step 1:**  
Accomplish a FOI Request Form; must state your complete name, contact information and purpose of your request



**Step 2:**  
Attach a photocopy of government-issued I.D. or school I.D. (for registered students) with photo and signature



**Step 3:**  
Submit FOI Request form to the Receiving Officer

## V Appeals Mechanism:

**FOI Appeals:** If you are unhappy with the response to your FOI request, you may ask us to carry out an internal review of the response by writing to Secretary Rolando Joselito D. Bautista. Your review request should explain why you are dissatisfied with this response and should be made within 15 calendar days from the date when you received this letter. We will complete the review and tell you the result within 30 calendar days from the date when we received your review request.

Kindly send the review request through mail address DSWD-Central Office, IBP Road Batasan Pambansa Complex, Constitution Hills, Quezon City or through e-mail [records@dswd.gov.ph](mailto:records@dswd.gov.ph)