



## **RTVM FOI AGENCY MANUAL**

The purpose of this Freedom of Information (FOI) PBS-RTVM Agency Manual is to provide the process, and to guide and assist the Agency in dealing with requests of information under Executive Order (E.O.) No. 2 FOI. It sets out the rules and procedures to be followed by PBS-RTVM when a request for access to information is received.

### **A. The Agency shall be guided by the following standard procedures or the 'FOI flowchart':**

1. The FOI Receiving Officer (FRO) shall receive the request for information from the requesting party and check compliance of the following requirements: it must be in writing; it must state the name and contact number of the requesting party; proof of identification or authorization.
2. After the receipt of the request for information, the FRO shall evaluate the contents of the request.
3. The FRO shall notify the FOI Decision Maker (FDM) of such request. The copy should be forwarded to the FDM within one (1) day from receipt of the request.
4. Upon receipt from the FRO, the FDM shall assess and clarify the request if necessary. It should be ensured that the complete information requested be submitted to the FRO within ten (10) days upon receipt of such request.
5. The FRO shall then ensure and collate that the information is complete. The FOR shall attach a cover/transmittal letter signed by the FDM to be transmitted to the requesting party within fifteen (15) days upon receipt of the request of information.
6. If the information requested requires extensive search of the government's office records, the FDM should inform the FRO.
7. Once the FDM approved or denied the request, he/she shall immediately notify the FRO who shall prepare the response to the requesting party either by writing or email.
8. In case of approval, the FRO shall ensure that all records that have been retrieved and considered be checked for possible exemptions, prior to actual release.
9. In case of denial of request, wholly or partially, the FRO shall notify the requesting party within the prescribed period.

### **B. Requesting parties who may want to access information from the Agency can do so through the following modes:**

1. Create an account via the Electronic Freedom of Information dashboard (eFOI) at [foi.gov.ph](http://foi.gov.ph).
2. Submit a written request at RTVM Building, J.P. Laurel St., San Miguel, Manila.

### **C. Appeals Mechanism**

In case of denied request of information, the requesting party shall file a written appeal addressed to the assigned FOI Receiving Officer and/or Decision Maker acting as point persons of the Agency for the Central Appeals and Review Committee (CARC). Requestor should send it to RTVM's email [eo@rtvm.gov.ph](mailto:eo@rtvm.gov.ph) or through [niko.llamoso@rtvm.gov.ph](mailto:niko.llamoso@rtvm.gov.ph).