

FREEDOM OF INFORMATION (FOI) PROGRAM

Agency: **OVERSEAS WORKERS WELFARE
ADMINISTRATION (OWWA)**



Receiving Officer: Ma. Cynthia DM. Erum

Chief, Records Management Division

Decision Makers: Emma V. Sinclair

Deputy Administrator for Administration & Fund Management

Atty. Mary Melanie H. Quiño

Deputy Administrator for Operation

Receiving Office: Records Management Division 3rd Floor OWWA Center Building
7th Street Corner F.B. Harrison St, Pasay City

MODE OF REQUEST

MANUAL REQUEST

Step 1

Accomplish a eFOI Request Form; must state your complete name, contract 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.

E-FOI REQUEST

Step 1

Visit the eFOI <https://www.foi.gov.ph>

STEP 2

Click the sign up. Fill out all the required fields and upload one (1) valid ID to create an account.

STEP 3

Once logged-in you will be directed to your Dashboard. It contains all request done by the account owner.

Step 4

Click the **Make a Request** button the select the name of the agency

Step 5

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

Step 6

OWWA will evaluate your request and will notify you within **15 working days**.

Step 7

OWWA will prepare the information for **release based on your desired format**. It will be sent to you depending on the receipt of preference.

FOI APPEALS

If you are not satisfied with the response to your FOI request, you may ask us to carry out an internal review of the response by writing to foi@owwa.gov.ph. Your review request should explain why you are dissatisfied with the 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 receive your appeal.



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PARAAN NG PAGHILING

MANUAL REQUEST

Hakbang 1: Punan ang FOI Request Form; kailangang ilagay ang iyong kumpletong pangalan, impormasyon sa pakikipag ugnayan, at layunin ng iyong kahilingan.

Hakbang 2: Maglakip ng photocopy ng government issued I.D. o school I.D. (para sa mga rehistradong estudyante) na may larawan at lagda.

Hakbang 3: Ipasa ang FOI Request Form sa Receiving Officer.

E-FOI REQUEST

Hakbang 1: Magtungo sa www.foi.gov.ph gamit ang home address ng iyong browser.

Hakbang 2: I-click ang Sign Up at ibigay ang mga hinihinging impormasyon. Maglakip ng valid ID.

Step 3: Kapag nakapag-log in na, dadalhin ka sa iyong Dashboard. Ang Dashboard ay naglalaman ng lahat ng mga kahilingan FOI ng may ari ng account.

Hakbang 4: I-click ang Make a Request at piliin ang pangalan ng ahensiyang nais hingan ng impormasyon

Hakbang 5: Dadalhin ka ngayon sa pahinang Make a Request. Sagutan ang lahat ng patlang at i-click and Send My Request

Hakbang 6: Susuriin ng ahensiya ang iyong kahilingan at padadalhan ka ng pabatid sa loob ng 15 araw ng trabaho

Hakbang 7: Ihahanda ng ahensiya ang impormasyong ilalabas ayon sa nais mong format. Ipadalala ito batay sa iyong napiling paraan ng pagtanggap

MEKANISMO NG PAG-APELA:

Kung hindi ka nasiyahan sa naging tugon sa iyong kahilingang FOI, maaring hilingin sa amin na magsagawa ng internal review sa tugon sa pamamagitan ng pagliham sa foi@owwa.gov.ph. Kailangang lpaliwanag sa iyong hiling na review kung bakit hindi ka nasisiyahan sa tugon, at dapat na isumite ito sa loob ng 15 araw muna sa petsa ng pagkakatanggap ng liham na ito. Isasagawa naming ang review at ipapabatid sa iyo ang resulta sa loob ng 30 araw mula sa petsa ng pagkakatanggap sa iyong apela.



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