



# Philippine Institute for Development Studies Freedom of Information Program

**Agency:** Philippine Institute for Development Studies

**Receiving Officer:** Ms. Novie D. Salcedo

**Designation:** Administrative Officer V

**Department:** Administrative and Finance Department

**Receiving Office:** PIDS Office, 18th Floor, Three Cyberpod Centris-North Tower EDSA  
corner Quezon Avenue, Quezon City

**Contact Details:** (02) 8 877-4000/nsalcedo@mail.pids.gov.ph



## STEP 1

Go to  
**www.foi.gov.ph**  
to your browser's  
home address.



## STEP 2

Click the **Sign Up**  
button and provide all  
the required fields.  
Attach a **valid ID** to  
create an account.

**SIGN UP**



## STEP 3

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

**My Account**

Review all your **request**  
here.

## STEP 4

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

**MAKE A 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 PIDS will evaluate your  
request and will notify you  
within **15 working days**.



## STEP 7

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



## ≡ MODE OF REQUEST

### 1. Accomplished the FOI Request Form



Submit request  
form with ID  
and other  
necessary  
documents

### 2. eFOI request

Lodge a request through  
the eFOI Portal

**www.foi.gov.ph**



## FOI Appeals

In case of denial of FOI request, a written appeal must be filed by the party to the PIDS Central Appeals and Review Committee (composed of the Management Committee) within 15 calendar days from the notice of denial or from the lapse of the period to respond to the request. Appeals may be sent to nsalcedo@mail.pids.gov.ph. The committee shall decide within 30 working days from the filing of said written appeal. (Source: Section 5 of PIDS People's FOI Manual)



**FREEDOM OF INFORMATION  
Philippines**

Be **informed**. Be **engaged**. Know your government better.