



FREEDOM OF INFORMATION (FOI)

External Services

2. REQUEST FOR PUBLIC INFORMATION	
<i>Freedom of Information was rolled out for implementation on November 25, 2016 in compliance to the Executive Order No. 2 signed by President Rodrigo R. Duterte on July 23, 2016 "Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies to Full Public Disclosure & Transparency in the Public Service & Providing Guidelines Therefor". EO 2 aims to promote openness in the government by providing a clear, uniform and speedy procedure for access of information.</i>	
Office or Division:	Freedom of Information (FOI) Compliance and Monitoring Unit
Classification:	Complex (EO No. 2 s 2016)
Type of Transaction:	Government-to-Business (G2B), Government-to-Government (G2G); Government-to-Citizen (G2C)
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>(For walk in clients original copy of ID to be presented and photocopied - 1 copy only. For email requests, submit scanned copy of 2 IDs)</i>	
1. Letter-Request (signed by the requestee stating their contact information and purpose of the request) or Accomplished NHA FOI Request Form	Secure Form from the FOI CMU or thru NHA website at http://nha.gov.ph/foi/
2. Government-issued picture IDs such as: (at least 2 ID)	
- Driver's License	Land Transportation Office (LTO)
- Passport	Department of Foreign Affairs
- GSIS/SSS/PHILHEALTH/PAG-IBIG	GSIS/SSS/PHILHEALTH/PAG-IBIG
- Government Office ID	Government office where applicant works
- BIR (digitized)	Bureau of Internal Revenue (BIR)
- Voter's ID	Commission on Elections (COMELEC)
- PRC/IBP/OWWA	PRC/IBP/OWWA
- Senior Citizen's ID	Local Office of the Senior Citizen Affairs (OSCA)
- Solo Parent ID	City or Municipal Social Welfare and Development
- Persons with Disabilities (PWD)	Office of the Mayor and/or Office of the Barangay Captain
3. Student ID or Registration Card (for student-researchers)	State Universities or Colleges presently enrolled at



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit written request or accomplished NHA FOI Request Form or send via e-mail at nhafoi2017@yahoo.com	<p>1.1 Receives and Evaluates request.</p> <p>1.1.1. If information is readily available, immediately released to requesting party</p> <p>1.1.2. If the information needs further evaluation and review, request will be endorsed to the concerned Department /Project /Regional Offices</p> <p>1.1.3. If requested information and data needs more time to gather and clearance, request for an extension of time to the requesting party either thru email, text, phone and other possible channels.</p> <p>1.1.3. In cases of denials of request, EO No. 2 s 2016 will be adopted</p>	None	<p>1 day</p> <p>1 day</p> <p>Per EO 2 within the prescribed 15 working days</p> <p>Not to exceed Additional 20 working days</p>	Designated Freedom of Information (FOI) Receiving Officer
		<p>1.2. Approval or denial of request</p> <p><i>1.2.1 If approved:</i></p> <p>1.2.1.1. To be released by the designated Receiving Officer. Reply letters signed by the Decision Makers and/or Authorized Signatories</p>		<p>Per EO 2 within the prescribed 15 working days</p> <p>At an average, NHA responded to all requests for information within 7 working days</p>	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.2.1.2. Informs requesting party of applicable fees, as per NHA MC No. 1279 s 1997</p>	<p>Certified Copies: First Page - 20.00 Additional Pages - 3.00/page Certification: First Page - 20.00 Additional Pages - 3.00/page Reproduction: 1.25/page</p>		
	<p><i>1.2.2. If denied:</i> Within 15 working days from the receipt <i>Note: * Denial of any request for access to information may be appealed to the person or office next higher in authority within 15 days from the notice of denial (Section 13 EO</i> <i>* Appealed requests must be acted upon for a maximum period of 30 working days</i></p>		<p>Within 15 days from the notice of denial</p> <p>Within the prescribed 30 working days</p>	<p>Designated FOI NHA Central Appeals and Review Committee per Office Order No. 5458 dated March 8, 2019</p>



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2	Release of the Requested Information	2.1 Updates records/database 2.2 Coordinates with requesting party the schedule of pick up of documents 2.3 Client pays fees at the Treasury Department (at the NHA Main Office) or at any concerned collection offices within NHA District and Regional Offices	Depends on the number of pages per NHA MC No. 1279 s 1997		Designated FOI Receiving Officer/s Treasury Department and/or collection offices
TOTAL			Certified Copies: First Page - 20.00 Additional Pages - 3.00/page Certification: First Page - 20.00 Additional Pages - 3.00/page Reproduction: 1.25/page	65 days	