



## Freedom of Information (FOI) Program

**Name of Agency** : **DEPARTMENT OF JUSTICE (DOJ)**  
**Address** : Padre Faura Street, Ermita, Manila

**FOI Decision Maker** : **Undersecretary Raul T. Vasquez**  
*FOI Decision Maker*

**FOI Receiving Officers** : **Irenea C. Dulin / Monica Marie E. Ramos / Bernard V. Tan**

**Contact Details** : (02) 8523-6826 / [communications@doj.gov.ph](mailto:communications@doj.gov.ph)

### Basic Procedures:

#### Step 1

Visit the FOI platform at [www.foi.gov.ph](http://www.foi.gov.ph) to your browser's home address.



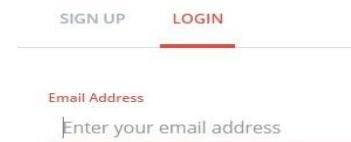
#### Step 2

Click the **Sign Up** button (if you do not have an account) and provide ALL the required fields. You will also be required to attach a valid identification card (ID) to create an account.



OR

Click **Log-In** (if you already have an account) and provide your log-in details.



#### Step 3

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



#### Step 4

Click the **Make a Request** button and select **DEPARTMENT OF JUSTICE** from the list of agencies



#### Step 5

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



#### Step 6

The Department will evaluate your request and will notify you within 15 calendar days.



#### Step 7

The FOI Receiving Officer will acknowledge your request and prepare the information for release, based on your desired format. It will be sent to you depending on the receipt preference.



### Mode of request

#### Standard Request



**Submit Request Form with ID and other necessary documents**

OR

#### eFOI Request



**Lodge a request through the eFOI Portal ([www.foi.gov.ph](http://www.foi.gov.ph))**

**Appeals Mechanism:** If the requesting party is dissatisfied with the response to his/her FOI request, the same may be appealed to the Central FOI Committee thru [communications@doj.gov.ph](mailto:communications@doj.gov.ph) or the Regional FOI Committee thru their respective prosecution offices – provided that the written appeal must be filed by the same requesting party within 15 calendar days from the notice of denial or from lapse of the period to respond to the request. The appeal shall be decided by the Secretary or Regional Prosecutor based on the recommendation of the Central and/or Regional FOI Committee, respectively, within 30 calendar days from the filing of said appeal.