

Freedom of Information (FOI) Program



Government Procurement Policy Board – Technical Support Office (GPPB-TSO)

Unit 2504 Raffles Corporate Center, F. Ortigas, Jr. Road, Ortigas Center, Pasig City



FOI Receiving Officer: Atty. Vanessa Q. Garingo
Designation: Procurement Management Officer
Contact Nos.: 7-900-6741 up to 44 Email: gppb@gppb.gov.ph

Mode
of
Request :



mail



FOI portal



email

Step 1



FOI Receiving Officer acknowledges receipt of the FOI request from the FOI portal or from email or stamps “Received” on the physical FOI letter request from the Requesting Party



1 - 5 days

Step 2



FOI Receiving Officer reviews the FOI request



Step 3



FOI Receiving Officer endorses its recommendations on the FOI request to the FOI Decision Maker whether to grant or deny the FOI request



1 - 5 days

Step 4



FOI Receiving Officer drafts the appropriate reply to the FOI request based on the instructions of the FOI Decision Maker and sends it to the Requesting Party



1 - 5 days



Appeals:

If you are not satisfied with the response to your FOI request, you may write an appeal within fifteen (15) calendar days from receipt of said response to the Executive Director and email it at foi-dm@gppb.gov.ph stating the reason for dissatisfaction. The GPPB-TSO will respond within thirty (30) calendar days from the date of receipt of said appeal.