

# Freedom of Information Program

(as of January 2025)

## I Name of Agency:

**DSWD FIELD OFFICE XII**

## II Receiving Office:

**DSWD XII Regional Office, Brgy. Carpenter Hills,  
Koronadal City, South Cotabato, 9506**

## III DSWD FOI Receiving Officer:

**HEARTY MAE C. LORETIZO**

Administrative Officer IV/ FOI Receiving Officer

**Contact No:** 0927-677-7415

**Email:** hmcloretizo.fo12@dswd.gov.ph

## IV Basic Procedures:

**Mode of Request:** eFOI Request and Standard Request

### A. eFOI Request- Online requests through FOI Portal

#### Step 1:



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



**Step 2:**  
Select **Department of Social Welfare and Development**



**Step 3:**  
Click on **Write My Request**. Ensure all the mandatory fields are filled out



**Step 4:**  
Click the Sign-up button and provide all the required field. Attach a copy of government issued I.D. or school I.D. (for registered students) with photo and signature, create an account



**Step 5:**  
On make a request page accomplish all fields then click **Send My Request**

### B. Standard Request- Submit request form with ID and other necessary documents



#### Step 1:

Accomplish a FOI Request Form; must state your complete name, contact 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

## V

### Appeals Mechanism:

**FOI Appeals:** If you are unhappy with the response to your FOI request, you may ask us to carry out an internal review of the response by writing to the Secretary. Your review request should explain why you are dissatisfied with this 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 received your review request. Kindly send the review request through mail address DSWD-Central Office, IBP Road Batasan Pambansa Complex, Constitution Hills, Quezon City or through e-mail [records@dswd.gov.ph](mailto:records@dswd.gov.ph)

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## I Pangalan ng Ahensya

### KAGAWARAN NG KAGALINGAN AT PAGPAPAUNLAD PANLIPUNAN REHIYON XII

#### Receiving Office:

DSWD XII Regional Office, Brgy. Carpenter Hills,  
Koronadal City, South Cotabato, 9506

#### DSWD FOI Receiving Officer:

**HEARTY MAE C. LORETIZO**

Administrative Officer IV/ FOI Receiving Officer

**Contact No:** 0927-677-7415

**Email:** hmcloretizo.fo12@dswd.gov.ph

## IV Pangunahing Pamamaraan:

**Paraan ng Paghiling:** Electronic FOI Request and Standard Request

### A. eFOI Request- Online na kahilingan sa Pamamagitan ng eFOI Portal



#### Step 1:

Magtungo sa [www.foi.gov.ph](https://www.foi.gov.ph) gamit ang home address ng inyong browser.



#### Step 2:

Piliin ang **Department of Social Welfare and Development**

#### Step 3:

i-click ang **Write My Request**. Tiyaking napunan ang lahat ng kinakailangang bahagi.



#### Step 4:

I-click ang Sign-up button at punan ang lahat ng kinakailangang impormasyon. Maglakip ng kopya ng isang government-issued I.D. o school I.D. (para sa mga rehistradong estudyante) na may larawan at lagda, at gumawa ng account.



#### Step 5:

Sa pahina ng "Make a Request," punan ang lahat ng mga kinakailangang bahagi at pagkatapos ay i-click ang "Send My Request."



### B. Standard Request- Ipasa request form kasama ang ID at iba pang kinakailangang dokumento.



#### Step 1:

Punan ang FOI Request Form; kailangang ilagay ang inyong kumpletong pangalan, impormasyon sa pakikipag-ugnayan, at layunin ng inyong kahilingan.



#### Step 2:

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



#### Step 3:

Ipasa ang FOI Request Form sa Receiving Officer.

## V Mekanismo ng Pag-apela

Kung hindi ka nasiyahan sa naging tugon sa iyong kahilingang FOI, maaaring hilingin sa amin na magsagawa ng internal review sa aming naging tugon sa pamamagitan ng pagliham sa kalihim ng DSWD.

Kailangang ipaliwanag sa iyong hiling na review kung bakit hindi ka nasisiyahan sa tugon, at dapat na isumite ito sa loob ng 15 araw mula sa petsa ng pagkakatanggap ng aming tugon sa iyong kahilingang FOI. Isasagawa namin ang review at ipababatid sa iyo ang resulta sa loob ng 30 araw mula sa petsa ng pagkakatanggap ng iyong apela. Paki-send ang review request sa pamamagitan ng mail sa address na DSWD-Central Office, IBP Road Batasan Pambansa Complex, Constitution Hills, Quezon City o sa pamamagitan ng e-mail sa [records@dswd.gov.ph](mailto:records@dswd.gov.ph).