



BAGONG PILIPINAS

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Designation: Information Officer III
Office: Public Information and Education Division

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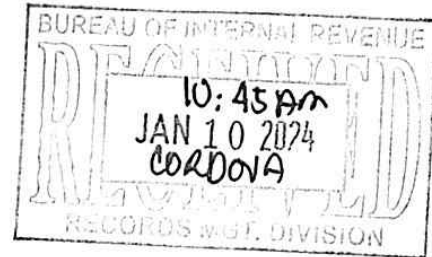
Annex 3

FOR MANUAL REQUEST:

- ✓ **Step 1** – **A**ccomplish the BIR FOI Request Form found at the counter of the Revenue District Offices or at Rm. 101 G/F Public Information and Education Division BIR National Office Bldg.
- ✓ **Step 2** – **S**ubmit the BIR FOI Request Form together with two (2) valid government-issued IDs and other pertinent documents to the concerned BIR office/owner of the requested information.
- ✓ **Step 3** – **K**now the result of your request within fifteen (15) working days

FOR REQUEST THROUGH eFOI PORTAL:

- ✓ **Step 1** – **A**ccess the portal through <https://www.foi.gov.ph>
- ✓ **Step 2** – **C**lick the Make a New Request link
- ✓ **Step 3** – **T**ag the concerned agency
- ✓ **Step 4** – **A**ccomplish the FOI Request Form
- ✓ **Step 5** – **G**enerate an account
- ✓ **Step 6** – **A**ccomplish other details
- ✓ **Step 7** – **D**etermine the result of your request within fifteen (15) working days

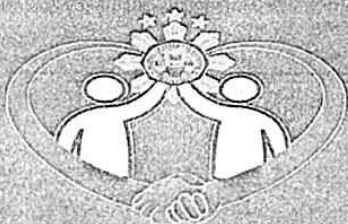


FOI Appeals

If you are not satisfied with the response on your FOI request, you may file an appeal within fifteen (15) days.

For denied FOI request, the requesting party shall manually file or may email his or her appeal with the FRO of the concerned office. (Please refer to the contact details of BIR FROs listed under Revenue Memorandum Circular No. 2 - 2023)

For more information, please access the BIR FOI Manual under the Transparency Seal tab in the BIR website <https://www.bir.gov.ph>



**TULONG-TULONG SA PAGBANGON.
KAPIT KAMAY SA PAG-AHON.
BUWIS NA WASTO, ALAY PARA SA PILIPINO.**