



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

[DATE]

[NAME]
[CONTACT INFO]
[ADDRESS]

NOTICE OF DENIAL BY THE FRO

Dear Sir/Ma'am:

This is in connection with your request for information, with reference number xxx-xxx-xxx, for the following: _____.

After careful consideration, we resolve to deny your request due to the following reason/s:

<input type="checkbox"/> The form of the request is incomplete <ul style="list-style-type: none"> <input type="checkbox"/> No purpose or purpose lacks specificity <input type="checkbox"/> Incomplete name, contact number or address <input type="checkbox"/> Lacks valid proof of identification / authorization / board resolution / corporate secretary's certificate <input type="checkbox"/> Others: _____ 	<input type="checkbox"/> The requesting party made material misrepresentations in his request. <ul style="list-style-type: none"> <input type="checkbox"/> Bureau does not have custody of the information requested and the information is not known to be in the custody of another agency under the Executive Branch. <input type="checkbox"/> The request is a vexatious FOI request <input type="checkbox"/> The request falls outside the scope of the FOI program (i.e. the request is a front-line/government service of the agency, etc.)
Remarks: _____	

Please be informed that you have the right to appeal the decision of the undersigned with fifteen (15) days from receipt of this Notice of Denial. For your further guidance, please refer to the Revised People's Freedom of Information Manual for the Bureau of Internal Revenue, circularized through Revenue Memorandum Circular No. _____, which is available for download at the Bureau's Official Website or www.bir.gov.ph. Thank you for availing our services.

[NAME OF FRO]
FOI Receiving Officer
[Name of Division/Office]

10:45 Am
JAN 10 2024
CORDOVA



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

[DATE]

[NAME]
[CONTACT INFO]
[ADDRESS]

NOTICE OF APPROVAL BY THE FDM

Dear Sir/Ma'am:

This is in connection with your request for information, with reference number xxx-xxx-xxx, for the following: _____.

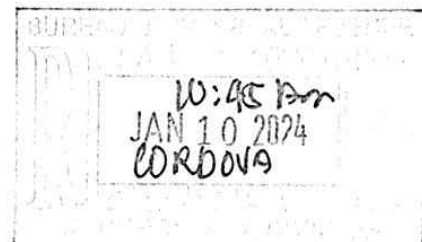
After careful consideration, we resolve to grant your request. Please see attached the information requested.

Remarks: _____

For your further guidance, please refer to the Revised People's Freedom of Information Manual for the Bureau of Internal Revenue, circularized through Revenue Memorandum Circular No. _____, which is available for download at the Bureau's Official Website or www.bir.gov.ph.

Thank you for availing our services.

[NAME OF FDM]
FOI Decision Maker
[Name of Division/Office]





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

[DATE]

[NAME]

[CONTACT INFO]

[ADDRESS]

NOTICE OF DENIAL BY THE FDM

Dear Sir/Ma'am:

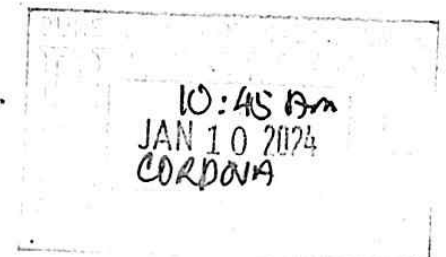
This is in connection with your request for information, with reference number xxx-xxx-xxx, for the following: _____

After careful consideration, we resolve to deny your request due to the following reason/s:

<ul style="list-style-type: none"> <input type="checkbox"/> 60-day period to provide clarification has lapsed. <input type="checkbox"/> Requesting party made material misrepresentations in his request. <input type="checkbox"/> Bureau does not have custody of the information requested and the information is not known to be in the custody of another agency under the Executive Branch. <input type="checkbox"/> The request is a vexatious FOI request <input type="checkbox"/> The request falls outside the scope of the FOI program (i.e. the request is a front-line/government service of the agency, etc.) <input type="checkbox"/> Covered by Executive privilege <input type="checkbox"/> Privileged information relating to national security, defense or international relations <input type="checkbox"/> Concerns law enforcement and protection of public and personal safety <input type="checkbox"/> Confidential for the protection of privacy of persons, minors, victims of crimes, or the accused 	<ul style="list-style-type: none"> <input type="checkbox"/> Contains Sensitive Personal Information protected by the Data Privacy Act of 2012 <input type="checkbox"/> Confidential and known by reason of official capacity, including those submitted or disclosed by entities to government agencies, tribunals, boards, or officers, in relation to the performance of their functions, or to inquiries or investigation conducted by them in the exercise of their administrative, regulatory or quasi-judicial powers. <input type="checkbox"/> Considered confidential under banking and finance laws and their amendatory laws <input type="checkbox"/> Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged. <input type="checkbox"/> Prejudicial premature disclosure <input type="checkbox"/> Covered by Section 270 of the NIRC, as amended. <input type="checkbox"/> Other exceptions to the right of information under laws, jurisprudence, rules and regulations
Remarks:	

Please be informed that you have the right to appeal the decision of the undersigned with fifteen (15) days from receipt of this Notice of Denial. For your guidance, please refer to the Revised People's Freedom of Information Manual for the Bureau of Internal Revenue, circularized through Revenue Memorandum Circular No. _____, which is available for download at the Bureau's Official Website or www.bir.gov.ph. Thank you for availing our services.

[NAME OF FDM]
FOI Decision Maker
[Name of Division/Office]





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

[DATE]

[NAME]
[CONTACT INFO]
[ADDRESS]

NOTICE OF PARTIAL APPROVAL BY THE FDM

Dear Sir/Ma'am:

This is in connection with your request for information with reference number xxx-xxxx-xxx.

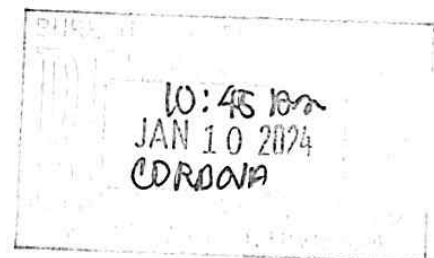
After careful consideration, we resolve to grant your request as to the following information: _____ . Please see attached the information requested.

However, based on the reason/s enumerated below, we resolve to deny your request as to the following information: _____, due to the following reason/s:

<ul style="list-style-type: none"> <input type="checkbox"/> 60-day period to provide clarification has lapsed. <input type="checkbox"/> Requesting party made material misrepresentations in his request. <input type="checkbox"/> Bureau does not have custody of the information requested and the information is not known to be in the custody of another agency under the Executive Branch. <input type="checkbox"/> The request is a vexatious FOI request <input type="checkbox"/> The request falls outside the scope of the FOI program (i.e. the request is a front-line/government service of the agency, etc.) <input type="checkbox"/> Covered by Executive privilege <input type="checkbox"/> Privileged information relating to national security, defense or international relations <input type="checkbox"/> Concerns law enforcement and protection of public and personal safety <input type="checkbox"/> Confidential for the protection of privacy of persons, minors, victims of crimes, or the accused 	<ul style="list-style-type: none"> <input type="checkbox"/> Contains Sensitive Personal Information protected by the Data Privacy Act of 2012 <input type="checkbox"/> Confidential and known by reason of official capacity, including those submitted or disclosed by entities to government agencies, tribunals, boards, or officers, in relation to the performance of their functions, or to inquiries or investigation conducted by them in the exercise of their administrative, regulatory or quasi-judicial powers. <input type="checkbox"/> Considered confidential under banking and finance laws and their amendatory laws <input type="checkbox"/> Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged. <input type="checkbox"/> Prejudicial premature disclosure <input type="checkbox"/> Covered by Section 270 of the NIRC, as amended <input type="checkbox"/> Other exceptions to the right of information under laws, jurisprudence, rules and regulations
<p>Remarks:</p>	

Please be informed that you have the right to appeal the decision of the undersigned with fifteen (15) days from receipt of this Notice of Partial Approval. For your further guidance, please refer to the Revised People's Freedom of Information Manual for the Bureau of Internal Revenue, circularized through Revenue Memorandum Circular No. _____, which is available for download at the Bureau's Official Website or www.bir.gov.ph. Thank you for availing our services.

[NAME OF FDM]
FOI Decision Maker
[Name of Division/Office]





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

[DATE]

[NAME]
[CONTACT INFO]
[ADDRESS]

REQUEST FOR CLARIFICATION

Dear Sir/Ma'am:

This is in connection with your request for information, with reference number xxx-xxx-xxx, for the following: _____.

In order to identify or locate the requested information, we are seeking for further clarification specifically: _____

_____.

If no clarification is received from you after sixty (60) calendar days, the request shall be deemed denied and considered closed and terminated.

For your guidance, please refer to the Revised People's Freedom of Information Manual for the Bureau of Internal Revenue, circularized through Revenue Memorandum Circular No. _____, which is available for download at the Bureau's Official Website or www.bir.gov.ph.

Thank you for availing our services.

[NAME OF FRO/FDM]
FOI Receiving Officer / FOI Decision Maker
[Name of Division/Office]

10:45 am
JAN 10 2024
CORDONA



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

[DATE]

[NAME]

[CONTACT INFO]

[ADDRESS]

REQUEST FOR EXTENSION OF TIME

Dear Sir/Ma'am:

This is in connection with your request for information, with reference number xxx-xxx-xxx, for the following: _____.

Considering that the information requested requires extensive search of the Bureau's office records facilities, examination of voluminous records, the occurrence of fortuitous event or other analogous cases, we are to inform you that in order to fulfill your request, we will need:

- an additional twenty (20) working days on top of the mandated fifteen (15) working days to act on your request; or
- an additional _____ working days on top of the 15 days due to the exceptional _____ circumstance/s _____ of _____.

We appreciate your consideration. For your further guidance, please refer to the Revised People's Freedom of Information Manual for the Bureau of Internal Revenue, circularized through Revenue Memorandum Circular No. _____, which is available for download at the Bureau's Official Website or www.bir.gov.ph.

Thank you for availing our services.

[NAME OF FDM]
FOI Decision Maker
[Name of Division/Office]

BUREAU OF INTERNAL REVENUE
10:45 AM
JAN 10 2024
CORPORATE



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

[DATE]

[NAME]
[CONTACT INFO]
[ADDRESS]

NOTICE OF REFERRAL

Dear Sir/Ma'am:

This is in connection with your request for information, with reference number xxx-xxx-xxx, for the following: _____.

Please be informed that the information you requested is not in the possession of the Bureau, but is available with another government office/agency. In accordance with Presidential Communications Operations Office (PCOO) FOI - Memorandum Circular No. 21-05, we have transferred your request to their office. Please see below the details of the transfer:

Transferee government office/agency:	
Office address:	
Contact details:	
Date of transfer:	
Other remarks:	

You may continue all your communications (e.g. follow-ups, receipt of information) concerning your request with the above office.

For your guidance, please refer to the Revised People's Freedom of Information Manual for the Bureau of Internal Revenue, circularized through Revenue Memorandum Circular No. _____, which is available for download at the Bureau's Official Website or www.bir.gov.ph.

Thank you for availing our services.

[NAME OF FRO/FDM]
FOI Receiving Officer / FOI Decision Maker
[Name of Division/Office]

10:45 Am
JAN 10 2024
CORDOVA