Freedom of Information Program

(as of January 2025)

I Name of Agency:

Department of Social Welfare and Development - Field Office III

II Receiving Office:

Diosdado Macapagal Government Center Maimpis, City of San Fernando, Pampanga, 2000

III SWD FO FOI Receiving Officer:

DIVINA M. GALANG
OIC- Section Chief
Records and Archives ManagementSection
Contact No: (045) 961-2143 local112
Email: records.fo3@dswd.gov.ph

IV Basic Procedures:

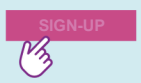
Mode of Request: eFOI Request and Standard Request

A.eFOIRequest- Online requests through FOI Portal

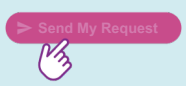
Step 1:
Visit the eFOI website:
https://www.foi.gov.ph

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

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

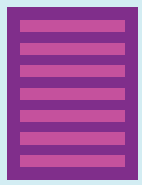


Step 4:
Click the Sign-up button and provide all the required field. Attach a copy of government issued I.D. or school I.D. (for registered students) with photo and signature, create an account



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