

*FOI RESPONSE TEMPLATE – NOTICE OF DENIAL FOR REASON THAT DOCUMENT IS AVAILABLE ONLINE*

DATE \_\_\_\_\_

Dear \_\_\_\_\_,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

Your request :

You asked for <quote request exactly, unless it is too long/complicated>.

Response to your request :

[Some/Most/All] of the information you have requested is already available online from <add details of where that specific information can be obtained e.g. nfa.gov.ph, data.gov.ph, foi.gov.ph >.

Your right to request a review :

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response, by writing to <insert NFA Central Appeals and Review Committee with postal / e-mail address>. Your review request should explain why you are dissatisfied with this response, and should be made within 15 working days from the date when you received this letter. We will complete the review and tell you the result, within 30 working days from the date when we receive your review request.

If you are not satisfied with result of the review, you then have the right to file a Motion for Reconsideration (MR) to the same Appeals and Review Committee within 15 working days from the receipt of the review result. The committee will then answer your MR within 15 working days from the date when we receive your MR.

If you are still not satisfied with the answer to the MR , you have the right to appeal to the Office of the President under Administrative Order No. 22 (s. 2011).

Thank you.

Respectfully,

\_\_\_\_\_

Administrator / Regional Director / Provincial Manager

*FOI RESPONSE TEMPLATE – NOTICE OF DENIAL FOR REASON THAT DOCUMENT IS NOT AVAILABLE*

DATE \_\_\_\_\_

Dear \_\_\_\_\_,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

Your request :

You asked for <quote request exactly, unless it is too long/complicated>.

Response to your request :

While our aim is to provide information whenever possible, in this instance this Office does not have [some of]\* the information you have requested. However, you may wish to contact <insert name of other authority/organization> at<insert contact details. Who may be able to help you.

Your right to request a review :

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response, by writing to <insert NFA Central Appeals and Review Committee with postal / e-mail address>. Your review request should explain why you are dissatisfied with this response, and should be made within 15 working days from the date when you received this letter. We will complete the review and tell you the result, within 30 working days from the date when we receive your review request.

If you are not satisfied with result of the review, you then have the right to file a Motion for Reconsideration (MR) to the same Appeals and Review Committee within 15 working days from the receipt of the review result. The committee will then answer your MR within 15 working days from the date when we receive your MR.

If you are still not satisfied with the answer to the MR , you have the right to appeal to the Office of the President under Administrative Order No. 22 (s. 2011).

Thank you.

Respectfully,

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Administrator / Regional Director / Provincial Manager

*FOI RESPONSE TEMPLATE – NOTICE OF DENIAL FOR REASON THAT INFORMATION IS UNDER EXCEPTIONS*

DATE \_\_\_\_\_

Dear \_\_\_\_\_,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

Your request :

You asked for <quote request exactly, unless it is too long/complicated>.

Response to your request :

While our aim is to provide information whenever possible, in this instance we are unable to provide [some of]\* the information you have requested because an exception(s) under section(s) <insert specific section number(s) of the List of Exceptions applies to that information>.

Your right to request a review :

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response, by writing to <insert NFA Central Appeals and Review Committee with postal / e-mail address>. Your review request should explain why you are dissatisfied with this response, and should be made within 15 working days from the date when you received this letter. We will complete the review and tell you the result, within 30 working days from the date when we receive your review request.

If you are not satisfied with result of the review, you then have the right to file a Motion for Reconsideration (MR) to the same Appeals and Review Committee within 15 working days from the receipt of the review result. The committee will then answer your MR within 15 working days from the date when we receive your MR.

If you are still not satisfied with the answer to the MR , you have the right to appeal to the Office of the President under Administrative Order No. 22 (s. 2011).

Thank you.

Respectfully,

\_\_\_\_\_

Administrator / Regional Director / Provincial Manager

*FOI RESPONSE TEMPLATE – NOTICE OF DENIAL FOR REASON THAT IT IS AN IDENTICAL REQUEST*

DATE \_\_\_\_\_

Dear \_\_\_\_\_,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

Your request You asked for <quote request exactly, unless it is too long/complicated>.

Response to your request :

While our aim is to provide information whenever possible, in this instance we are unable to provide the information you have requested because it is substantially similar or identical to a previous request that you made on <insert date of previous request>, which we responded to on <insert date of response>.

Your right to request a review :

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response, by writing to <insert NFA Central Appeals and Review Committee with postal / e-mail address>. Your review request should explain why you are dissatisfied with this response, and should be made within 15 working days from the date when you received this letter. We will complete the review and tell you the result, within 30 working days from the date when we receive your review request.

If you are not satisfied with result of the review, you then have the right to file a Motion for Reconsideration (MR) to the same Appeals and Review Committee within 15 working days from the receipt of the review result. The committee will then answer your MR within 15 working days from the date when we receive your MR.

If you are still not satisfied with the answer to the MR, you have the right to appeal to the Office of the President under Administrative Order No. 22 (s. 2011).

Thank you.

Respectfully,

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Administrator / Regional Director / Provincial Manager