

Name of Agency : BUREAU OF BROADCAST SERVICES  
Address : 4/F PIA Media Center Bldg., Visayas Ave., Quezon City  
Receiving Officer : Ms. Marizel B. Navarro  
Executive Assistant II  
Contact Details : 8772-7702/pbsbbsdirector@gmail.com

## Procedure

### 1. Submit Request

- a. The request may be made in writing, through email or BBS eFOI portal (foi.gov.ph) provided that the requesting [party attached a scanned copy of the FOI application request and a copy of valid government ID with photo;
- b. The request should indicate the name and contact information of the requesting party and reasonably describe the information requested, and the purpose of the request.

### 2. Evaluation of Request

- a. Upon receipt, the FOI Receiving Officer shall evaluate the contents of the request. If the requested information is within the safekeeping or under the jurisdiction of BBS, the Bureau shall process within the reglementary period of 15 working days. If the request is complicated and require more time for preparation, the Bureau may advise the requesting party for additional time and an extension to answer the query.
- b. When the requested information is not in the possession of BBS (Government Agency No. 1 or GA1), but is available in another government agency (Government Agency No. 2 or GA2) under the executive branch, the request shall be immediately referred by GA1 to GA2 through the most expeditious manner but not exceeding three (3) working days from the receipt of the request.

## FOI Appeals

If you are not satisfied with the response to your FOI request, you may ask us to carry out an internal review of the response by writing to pbsbbsdirector@gmail.com. Your review request 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 of the receipt of your review request.