

## **FREEDOM OF INFORMATION (FOI) PROGRAM**

SSS BUILDING EAST AVENUE, DILIMAN, QUEZON CITY

FOI Receiving Officer: Marie Grace V. Antiga

Public Affairs and Special Events Division

Email: [antigamv@sss.gov.ph](mailto:antigamv@sss.gov.ph)

Phone Number: 8709.7198 loc 5320

**STEP 1:** Lodge your request through eFOI portal [www.foi.gov.ph](http://www.foi.gov.ph).

**STEP 2:** SSS will send acknowledgement to valid requests. Invalid requests will be denied or referred to the correct agency. SSS will reply in 15 working days and will add 20 working days for complex requests.

**STEP 3:** SSS shall evaluate the request. No request shall be denied except if it is found to be contrary to the law, existing rules and regulation, or included in the Inventory of Exceptions.

SSS will inform the requester that requested data is incomplete/vague or requested information is not for public disclosure.

SSS will inform requested to get information from the SSS website, SSS social media accounts and by accessing their own My.SSS accounts, if available online.

### **APPEALS**

“For denied request, the requestor must appeal to the FOI Central Appeals and Review Committee, which shall in turn recommend to the concerned FOI Champion the appropriate action on the appeal.

The FOI Champion shall act on the appeal within 30 working days from the filing of the appeal.

In case of denial by the concerned FOI Champion, the requested may further appeal such denial to the Office of the President of the Philippines.”