

Freedom of Information Program

Agency: DANGEROUS DRUGS BOARD

FOI receiving officer: Ms. Rebecca F. Arambulo

Designation: Assistant Chief

Office: Policy Studies, Research and Statistics Division

Receiving Office: 3rd Floor DDB-PDEA Bldg., National Government Center, NIA Road, Brgy. Pinyahan, Quezon City

Contact Nos: 8255-7994

Email Address: rfarambulo@ddb.gov.ph



File the request for information which shall state the name and contact information of the requesting party. The request can be made through email, provided that the requesting party shall attach in the email a scanned copy of the FOI application request, and a copy of a duly recognized government ID with photo.



The FOI receiving officer shall receive the request, evaluate its contents and notify the FOI decision maker of such request.



The FOI decision maker shall assess and clarify the request if necessary. He shall ensure that the information requested will be submitted to the FOI receiving officer within 10 days upon receipt of request.



The FOI receiving officer shall transmit the information to the requesting party within 15 working days upon receipt of the request.

In case of denial of request:

File a written appeal to the DDB Central Appeals and Review Committee within 15 calendar days from the notice of denial or from the lapse of the period to respond to the request.

- It shall be decided by the DDB Chairman
- upon recommendation of the
- Committee within 30 working days from
- the filing of the appeal. Failure to decide
- within the 30-day period shall be
- deemed denial of the appeal.

- Upon exhaustion of
- administrative appeal
- remedies, the requesting
- party may file the
- appropriate judicial
- action in accordance
- with the Rules of Court.

