

BuCor Freedom of Information Program

Agency: BUREAU OF CORRECTIONS

Receiving Officer: Mr. Manuel L. Sescar Jr.

Designation: Chief, BuCor Anti Red-Tape Act Section (ARTA)

Office: ARTA Section Office

**Receiving Office: ARTA Section Office, Administrative Building NBP Reservation
Poblacion, Muntlupa City**

Contact Numbers: (8) 856-6015 Email: artabucor@gmail.com

Step 1

The BuCor FOI Receiving Officer will check for any FOI request logged at the BuCor FOI Manual.

Step 2

Check for the completeness and validity of the FOI request (Valid ID, Details of Request).

Step 3

Accepts and evaluates FOI Request and forwards it to the FOI Decision Maker (client will be notified within 15 days).

Step 4

FOI DM will evaluate the FOI request whether approved or denied. In case the request is denied, inform requester immediately. Approved request will be forwarded to the concerned office for appropriate response.

Step 5

Prepares response and inform the requester.

Mode of Request

Standard Request

Submit request form with ID and other necessary documents

eFOI Request

Lodge a request through the eFOI Portal (foi.gov.ph)

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 artabucor@gmail.com. Your review should explain why you are dissatisfied with the 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 receive your appeal.

“Reforming Lives, Community Thrives”