

# ONE-PAGE FOI MANUAL

Name of Agency :

**Dr. Jose Fabella Memorial Hospital**

Head of Agency and Designation :

**Esmeraldo T. Ilem, MD**

*Medical Center Chief II*

Office Address :

**Lope de Vega St., Sta Cruz, Manila**

FOI Receiving Officer/Focal Person :

**Teresita N. Amar**

Contact Details of FOI Receiving Officer / Focal Person :

**09293413369 / djfmh.pacu@gmail.com**

# Standard Operating Procedure (SOP) on Freedom of Information (FOI) Request

- ▶ 1. Receives Freedom of Information (FOI) request from Department of Health (DOH) FOI thru KMITS.
- ▶ 2. Verify information to the office concerned.
- ▶ 3. Refer to the office concerned.