



FREEDOM OF INFORMATION PROGRAM

Agency: **DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**

Receiving Officer: Richard Bayron J. Hermosa

Designation: Administrative Officer 1

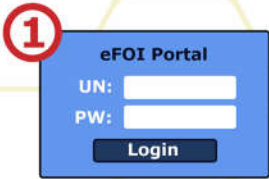
Office: Admin. Service, Gen. Services Division, Records Section

Receiving Office: 10th Floor, Records Section, DILG-NAPOLCOM Center Bldg.,
EDSA cor. Quezon Ave., Quezon City

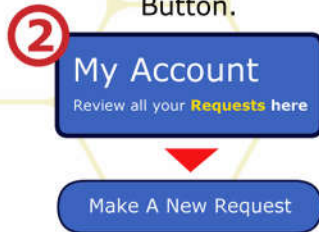
Contact Nos.: (02)8876-3747, local 5121, 5113

ONLINE REQUESTS

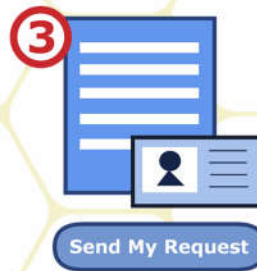
Log-in or Sign up for an Account at www.foi.gov.ph



Go to the My **Account Page** and click the **Make a Request** Button.



Properly fill out the form and click the **Send My Request** Button

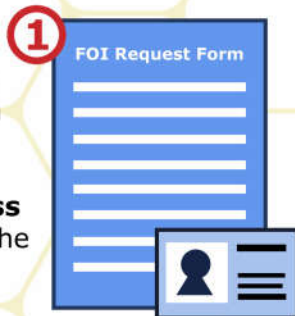


The Agency will evaluate the request and will notify you within **15 Working days**. Information will be sent depending on the preferred receipt method.



STANDARD REQUESTS

Download and fill up the **FOI Request Form** from www.foi.gov.ph/help and send it to the **Receiving Office Address** or personally deliver it to the Agency Address.



Agency will then evaluate the request. Readily available documents will be **reproduced*** and presented to the requestor. Otherwise, a proper response will be provided within **15 working days**.



*If the number of pages of the requested documents exceeds 50, a fee of **Php 3.00** per page for reproduction and additional **Php 2.00** for Authentication

FOI Appeals

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response by writing to Sec. Eduardo Año, DILG-NAPOLCOM Center, Quezon Ave., Quezon City. Your review request should explain why you are dissatisfied with this 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 review request.

Be **Informed**. Be **Engaged**. Know your Government Better.