

## DEPARTMENT OF TRADE AND INDUSTRY FREEDOM OF INFORMATION (FOI) PEOPLE'S MANUAL

### Section 1. Overview

- 1.1. Purpose.** The purpose of this FOI Manual is to guide the public in requesting for information from the Department of Trade and Industry (DTI) as prescribed under Executive Order (EO) No. 2 (s. 2016).
- 1.2. Policy Statement.** In line with the constitutional mandate upholding the right to freedom of information and implementation of full public disclosure of all its transactions involving public interest, the DTI is committed to release information to the public involving public interest, subject to limitations as provided by the Constitution, applicable laws, rules, regulations and procedures, such as Republic Act (RA) No. 10173, otherwise known as the "Data Privacy Act," and the List of Exceptions approved by the Office of the President, among others.

### Section 2. Scope

This Manual includes the following information:

- 2.1.** The rules and procedures on the following:
  - a. Receipt of Request for Information (Annex A-1)
  - b. Appeal for Request for Information (Annex A-2)
- 2.2.** FOI Request Form (Annex B)
- 2.3.** List of Exceptions (Annex C)
- 2.4.** Directory of Bureaus and Offices at the Central and Regional Offices (Annex D)
- 2.5.** The location and contact information of the officers to handle requests related to Freedom of Information (Annex E)

### **Section 3. Coverage**

This Manual covers all requests for information directed to the DTI Central Office, including the Regional and Provincial Offices. These Offices are provided in the attached Annex D.

### **Section 4. DTI Attached agencies and corporations**

The following attached agencies and corporations of DTI shall have their respective FOI Manual and published on their website for information of the public:

- a. Board of Investments (BOI)
- b. Construction Industry Authority of the Philippines (CIAP)
- c. Cooperative Development Authority (CDA)
- d. Design Center of the Philippines (DCP)
- e. Philippine Trade Training Center (PTTC)
- f. Center for International Trade Expositions and Missions (CITEM)
- g. Film Development Council of the Philippines (FDCP)
- h. Intellectual Property Office of the Philippines (IPOP HL)
- i. National Development Company (NDC)
- j. Philippine Economic Zone Authority (PEZA)
- k. Philippine International Trading Corporation (PITC)
- l. Philippine Pharma Procurement Incorporated (PPPI)
- m. Small Business Corporation (SB Corp.)

### **Section 5. Duties and Responsibilities**

The DTI Central Office and Regional Offices shall designate their respective FOI Receiving Officers (FROs) and FOI Decision Makers (FDMs).

**5.1. FOI Receiving Officer (FRO).** The FRO shall, among others, perform to:

- Receive on behalf of DTI all requests for information and facilitate such requests;
- Ensure that the FOI request form is completely accomplished;
- Provide assistance and support with regard to FOI;
- Process all requests and forward to the concerned office (within and outside DTI) as may be appropriate; and
- Provide assistance in ensuring all requests are responded to within the prescribed time.

**5.1.1. FOI Receiving Officer (FRO) for Central Office.** The designated FOI Receiving Officer (FRO) at the Central Office is the Public Assistance Desk (PAD) Officer of the Day, with the following address:

The Public Assistance Desk (PAD)  
Ground Floor, Trade and Industry Building  
361 Sen. Gil Puyat Avenue, Makati City

**5.1.2. FRO for the Regions.** The designated FRO for the regional and provincial offices are provided in Annex E.

## **Section 6. Guidelines on the Request for Information**

All requests for information must be guided as follows:

- 6.1** Requests must be in writing and filled up using the prescribed FOI Request Form (Annex B).
- 6.2** Requests may also be coursed through email. A copy of the FOI Request Form can be downloaded from the DTI website at [www.dti.gov.ph/foi](http://www.dti.gov.ph/foi). The completely filled up form should be sent to [foi@dti.gov.ph](mailto:foi@dti.gov.ph).
- 6.3** Requests whether in writing or email must contain the name and contact information of the requesting party and be submitted with an acceptable proof of identification (i.e. government ID with photo).
- 6.4** In case the requesting party is unable to make a written request because of illiteracy or due to being a person with disability, he or she may make an oral request to the concerned FRO, which the FRO shall put in writing using the prescribed form, to be signed by the requesting party.

## **Section 7. Standard Procedure**

### **7.1. Receipt of Request for Information**

- a. The requesting party shall fill up and submit the FOI Request Form (Annex B) to the nearest DTI office.
- b. The request shall be stamped received by DTI, indicating the date and time of the receipt of the written request.
- c. The requesting party must expect a response from DTI within fifteen (15) working days following the date of receipt of the request. A working day is any day other than a Saturday, Sunday or a day which is declared a national public holiday in the Philippines.
- d. Should the requested information need further details to identify or locate, the fifteen (15) working days will commence the day after it receives the required clarification from the requesting party. In such cases, the requesting party shall be informed by DTI.

- 7.2. Request for an Extension of Time.** If the information requested requires extensive search of the government's office records facilities, examination of voluminous records, the occurrence of fortuitous events or other analogous cases, the requesting party shall be informed by the DTI.

The requesting party shall be informed of the extension, setting forth the reasons for such extension. In no case shall the extension exceed twenty (20) working days on top of the mandated fifteen (15) working days to act on the request, unless exceptional circumstances warrant a longer period.

- 7.3. Notifying the Requesting Party of the Approval/Denial of the Request.** Once the DTI approves or denies the request, the requesting party shall be notified by DTI either in writing or by email.
- 7.4. Approval of Request.** In case of approval, the DTI shall ensure that all records that have been retrieved and considered be checked for possible exemptions, prior to actual release. The DTI shall prepare the letter or email informing the requesting party within the prescribed period that the request was granted.
- 7.5. Denial of Request.** In case of denial of the request wholly or partially, the requesting party shall be notified by the DTI, within the prescribed period, of the denial in writing. The notice shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based.

## **Section 8. Remedies in case of Denial**

- 8.1.** A person whose request for access to information has been denied may avail himself of the remedy set forth below.
  - a. For the Central Office, a written appeal must be filed by the requestor within fifteen (15) days from receipt of the notice of denial
  - b. The request for appeal must be addressed to and contain the subject FOI:  
  
The Public Assistance Desk  
Ground Floor, DTI Main Building  
361 Sen. Gil Puyat Avenue, Makati City  
Attention: The Director  
Knowledge Management and Information Service  
Subject: FOI Appeal
  - c. For requests denied at the Regional Office, the appeal must be submitted by the requestor to the concerned Regional Director.
- 8.2.** The appeal shall be decided within thirty (30) working days from the filing of said written appeal.
- 8.3.** The decision of the appeals authority shall be final.

- 8.4. The requesting party may file a case in the proper courts upon exhaustion of administrative remedies.

### **Section 9. Fees**

The requesting party shall not be charged with any fee for submitting requests for access to information.

### **Section 10. No Wrong Door Policy**

In compliance with FOI-MC No. 21-05 or the Guidelines on the Referral of Requested Information, Official Record/s and Public Record/s to the Appropriate Government Agency, otherwise known as the “No Wrong Door Policy for FOI,” the DTI will not deny FOI requests for information and/or records not under its possession but instead refer the request to the appropriate government agency which is the proper repository or custodian of the requested information or records, or have control over the said information or records (See Annex C).

### **Section 11. Administrative Liability**

DTI’s failure to comply with the provisions of this Manual shall be deemed a violation of reasonable office rules and regulations.

The Revised Rules on Administrative Cases in the Civil Service shall be applicable in this case.

### **Annexes**

A – Flow Charts

- FOI Request Flow Chart (Annex A-1)
- FOI Appeal Process (Annex A-2)

B – FOI Request Form

C – No Wrong Door Policy Flowchart

D – Exceptions to Right of Access to Information

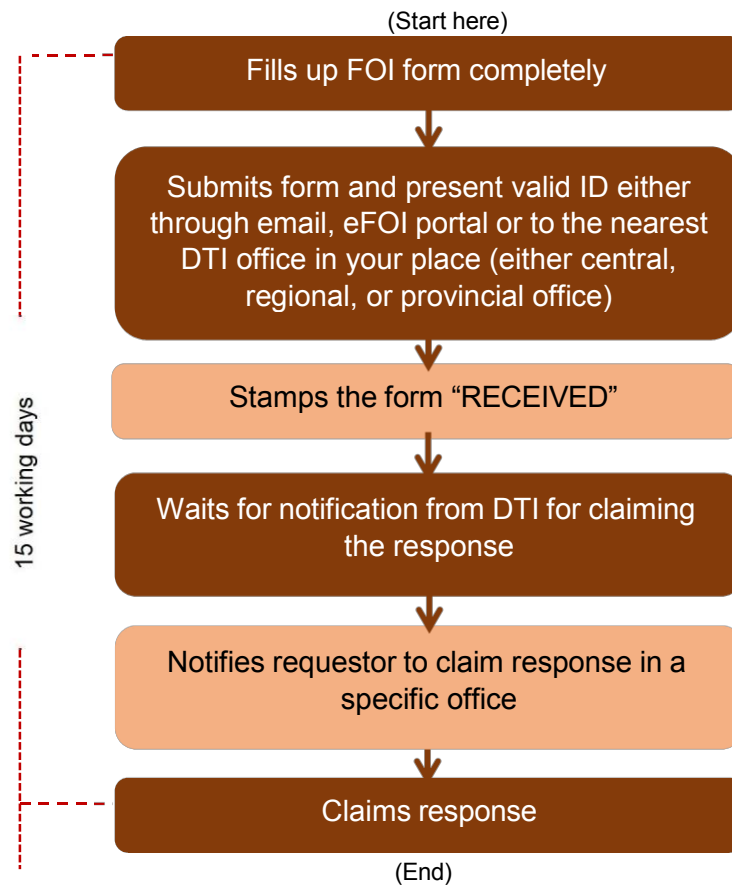
E – List of addresses of DTI Bureaus and Offices

F – DTI FOI Receiving Officers Directory

G – Schedule of Fees

H – Inventory of DTI Frontline Services

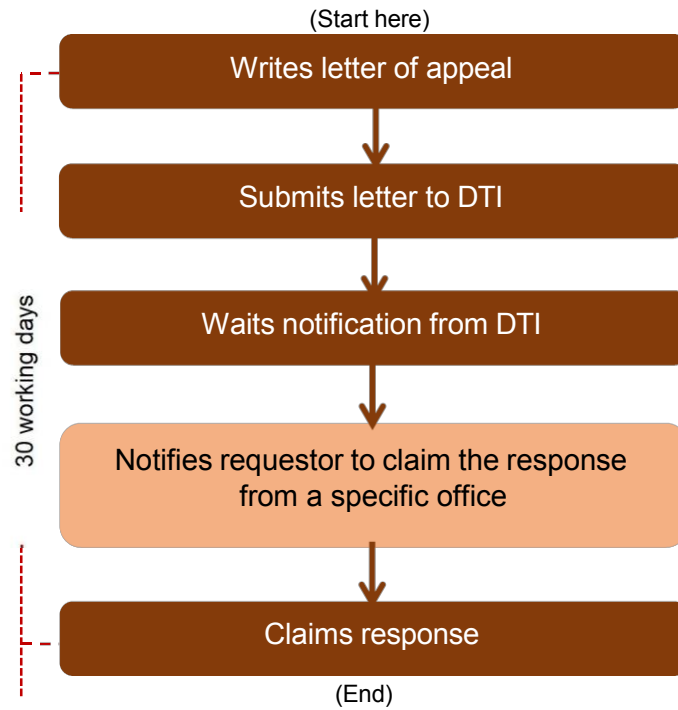
### FOI Request Flow Chart



Legend:

- FOI Requestor
- DTI

### FOI Appeal Flow



Legend:

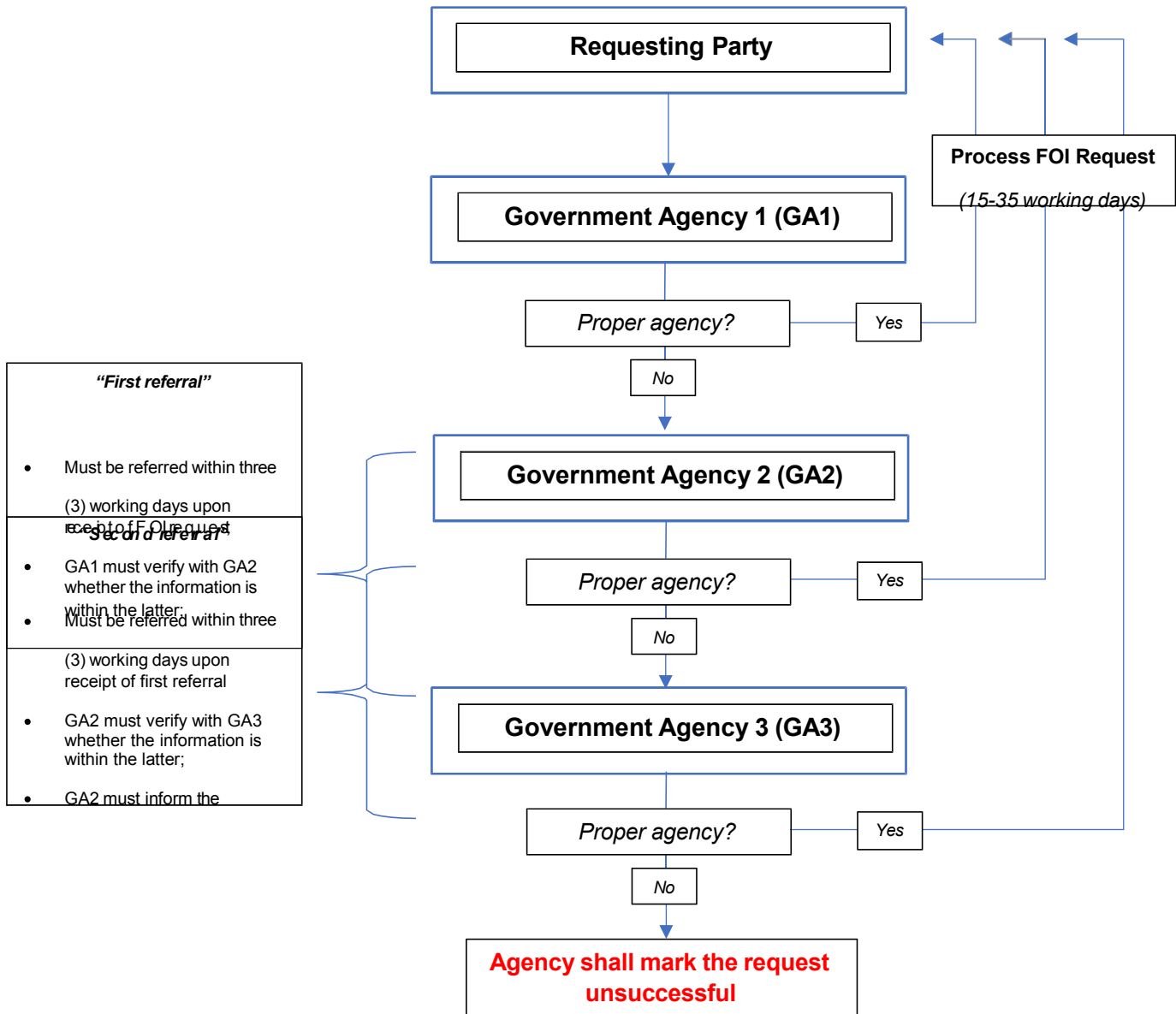
- FOI Requestor
- DTI

# Freedom of Information (FOI) Request Form

| REQUESTING PARTY   |  |   |  |                      |                 |
|--|--|---|--|----------------------|-----------------|
| <b>Complete Name of the Requestor:</b>   | <i>Title/Prefix</i>  | <i>First Name</i>   | <i>Middle Name</i>   | <i>Last Name</i>     | <i>Suffix</i>   |
| <b>Address:</b>  | <i>House/Building No./Building Name</i>                              | <i>Street Name</i>  |  | <i>Barangay</i>      |                 |
|  | <i>City/Municipality</i>   | <i>Province</i>   | <i>Region</i>  | <i>Country</i>       | <i>Zip Code</i> |
| <b>Contact Details:</b>  | <i>Telephone No.</i>   | <i>Mobile No.</i>   | <i>Fax No.</i>   | <i>Email Address</i> |                 |
| <b>Sex:</b>  | Male   | Female  | <b>Citizenship:</b> _____  |                      |                 |
| <b>Social Classification:</b>  | Abled  | Differently-abled   | Indigenous Person  |                      |                 |
|  | Senior Citizen   | Youth   | Out-of-school Youth  |                      |                 |
| <b>Proof of Valid Identification:</b><br><i>(Please attach copy)</i>   | Passport   | SSS/GSIS ID   | Voter's ID   |                      |                 |
|  | Driver's License   | Postal ID   | Others (Please specify: _____)   |                      |                 |
| <b>Preferred Mode of Communication:</b>  | Landline   | Fax   | Email  | Mobile               |                 |
| <b>Preferred Mode of Receiving Requested Information:</b>  | Email  | Registered Mail   | Private courier  |                      |                 |
|  | Fax  | Pick-up at DTI  | <i>(If your request is successful, we will be sending the documents to you in this manner)</i> |                      |                 |
| REPRESENTATIVE/GUARDIAN <i>(if applicable)</i>   |  |   |  |                      |                 |
| <b>Complete Name of Representative/ Guardian:</b>  | <i>Title/Prefix</i>  | <i>First Name</i>   | <i>Middle Name</i>   | <i>Last Name</i>     | <i>Suffix</i>   |
| <b>Proof of Valid Identification:</b><br><i>(please attach copy)</i>   | _____  |   | <b>Valid Proof of Authority:</b><br><i>(please attach copy)</i>                                |                      |                 |
| REQUESTED INFORMATION  |  |   |  |                      |                 |
| <b>Title of Document Requested :</b>   | <input type="checkbox"/> Photocopy <input type="checkbox"/> Softcopy |   |  |                      |                 |
| <i>Note: Please provide as much detail as you can</i>  |  |   |  |                      |                 |
| <b>Date/Period Covered</b><br><i>(DD/MM/YYYY – DD/MM/YYYY):</i>  | _____  |   |  |                      |                 |
| <b>Specific Purpose</b> <i>(Please be as specific as possible):</i>  | _____  |   |  |                      |                 |
| <i>Note: The following general averments of the purpose such as "for information," "for research," "for legal purposes" or other similarly worded purpose shall not be considered to have met the requirement of specificity.</i>  |  |   |  |                      |                 |
| UNDERTAKING  |  |   |  |                      |                 |
| <b>Privacy Notice:</b> All personal data collected herein shall be processed according to the provisions of the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulations (IRR), and related issuances.   |  |   |  |                      |                 |
| I declare and certify under oath that:   |  |   |  |                      |                 |
| <ul style="list-style-type: none"> <li>• The undersigned whose name and signature appears here and all the information provided in this form are complete and correct;</li> <li>• I hereby agree and consent to the collection and processing of my personal data, as provided through this form, for the purpose of evaluating the validity of my request for information;</li> <li>• I understand that my personal information may be shared across DTI for the purpose of monitoring and evaluation; the use of which shall be governed by the Data Privacy Act of 2012 and related laws and issuances;</li> <li>• I assure the notification of DTI should there be any amendment in my personal information;</li> <li>• The requested information shall only be used for the stated purpose and that I will not misuse any information obtained from this Office;</li> <li>• I have read the privacy notice and understand that the DTI may collect, use, disclose and process personal information contained in this request;</li> <li>• I have provided the necessary proof/s of identity (government ID), authority (if applicable) and at least one (1) contact detail; and</li> <li>• I shall pay the necessary fees for reproduction, copying, certification and/or mailing if applicable under the circumstance.</li> </ul> |  |   |  |                      |                 |
| I understand that any violation of this Undertaking will result in the denial of my request. I likewise understand and I am aware that the giving of false or misleading information or using forged documents is a criminal offense that is punishable under the law.   |  |   |  |                      |                 |
| _____<br>Signature Over Printed Name   | _____<br>Date Accomplished (DD/MM/YYYY)                              | <div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div> <i>Please affix right thumbmark if unable to write</i> |  |                      |                 |
| FOI RECEIVING OFFICER <i>(For internal use only)</i>   |  |   | Tracking Number: _____   |                      |                 |
| Received by:<br><i>(Last Name, First Name, Middle Name)</i>  |  |   | Date received:<br><i>(DD/MM/YYYY)</i>  |                      |                 |
| Action/s Taken:  |  |   |  |                      |                 |



**NO WRONG DOOR POLICY  
FLOWCHART**



**NOTE:**

If GA1 fails to refer the request within three (3) working days upon its receipt, the FOI Receiving Officer (FRO) shall act on it within the remaining period to respond pursuant to EO No. 2, s. 2016. No

**Exceptions to Right of Access to Information**

For the guidance of all government offices and instrumentalities covered by EO No. 2 (s. 2016) and the general public, the following are the exceptions to the right of access to information, as recognized by the Constitution, existing laws, or jurisprudence:

1. Information covered by executive privilege;
2. Privileged information relating to national security, defense, or international relations;
3. Information concerning law enforcement and protection of public and personal safety;
4. Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims or crimes, or the accused;
5. Information, documents or records known by reason of official capacity and are deemed as confidential, including those submitted or disclosed by entities to government agencies, tribunals, boards or officers, in relation to the performance of their functions, or to inquiries or investigation conducted by them in the exercise of their administrative, regulatory, or quasi-judicial powers;
6. Prejudicial premature disclosure;
7. Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged;
8. Matters considered confidential under banking and finance laws, and their amendatory laws; and
9. Other exceptions to the right to information under laws, jurisprudence, rules, and regulations.

*Source: Memorandum from the Office of the Executive Secretary with subject: Inventory of Exceptions to Executive Order No. 2 (s. 2016), release 24 November 2015, also attached in this Order.*

*Updated as of 30 January 2024*

|                                    | NAME OF BUREAU/OFFICE              | LOCATION OF THE FOI RECEIVING OFFICER                                      | ASSIGNED FOI RECEIVING OFFICER |
|------------------------------------|------------------------------------|--|--------------------------------|
| A. FRO for the Central Office      |                                    |  |                                |
| 1                                  | Public Assistance Desk             | GF Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City      | Cresenciano Par                |
| B. FROs for Central Office Bureaus |                                    |  |                                |
| 2                                  | Office of the Secretary            | 5F Industry & Investments Building 385 Sen. Gil J. Puyat Ave., Makati City | Christine Joy Sernicula        |
| 3                                  | Bureau of Domestic Trade Promotion | GF Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City       | Rossana Pontevedra             |

|    | NAME OF BUREAU/OFFICE                             | LOCATION OF THE FOI RECEIVING OFFICER                                      | ASSIGNED FOI RECEIVING OFFICER     |
|----|---|--|------------------------------------|
| 4  | Bureau of Import Services                         | 3F Tara Building 389 Sen. Gil J. Puyat Ave., Makati City                   | Lyndon Ivan C. Merestela           |
| 5  | Bureau of International Trade Relations           | 4F DTI International Building 375 Sen. Gil J. Puyat Ave., Makati City      | Dir. Angelo Salvador M. Benedictos |
| 6  | Bureau of Philippine Standards                    | 3F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City       | Catherine Antonio-Paguinto         |
| 7  | Bureau of Small and Medium Enterprise Development | 2F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City       | Jaworski Rifareal                  |
| 8  | Bureau of Trade and Industrial Policy Research    | 2F HPGV Building 395 Sen. Gil J. Puyat Ave., Makati City                   | Maria Crispina S. Reodica          |
| 9  | CARP-National Program Office                      | 3F Oppen Building 349 Sen. Gil Puyat Ave. Makati City 1200                 | Luisa Libranda                     |
| 10 | Competitiveness Bureau                            | 2F HPGV Building 395 Sen. Gil Puyat Ave. Makati City 1200                  | Eurmajesty P. Roque                |
| 11 | Consumer Protection and Advocacy Bureau           | 2F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City       | Maria Entong                       |
| 12 | Export Marketing Bureau                           | 1-2F DTI International Building 375 Sen. Gil J. Puyat Ave., Makati City    | Kit Andaya                         |
| 13 | Fair Trade Enforcement Bureau                     | UPRC Bldg., 315 Sen. Gil J. Puyat Ave., Makati City                        | Claire Coballes                    |
| 14 | Financial Service                                 | 4F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City       | Gemma Manlangit                    |
| 15 | Foreign Trade Service Corps                       | 3F DTI International Building 375 Sen. Gil J. Puyat Avenue, Makati City    |                                    |
| 16 | Human Resource and Administrative Service         | 4F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City       | Marie Eden Villena                 |
| 17 | Information Systems Management Service            | 5F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City       | Hazel Nicolas                      |
| 18 | Internal Audit Service                            | 4F Industry & Investments Building 385 Sen. Gil J. Puyat Ave., Makati City | Riza Milagros Pangilinan           |

|   | NAME OF BUREAU/OFFICE                        | LOCATION OF THE FOI RECEIVING OFFICER   | ASSIGNED FOI RECEIVING OFFICER |
|---|--|---|--------------------------------|
| 19  | Knowledge Management and Information Service | 3F DTI International Bldg 375 Sen. Gil J. Puyat Ave., Makati City               | Cresenciano Par                |
| 20  | Legal Service                                | 2F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City            | Atty. Stephanie Garay          |
| 21  | Philippine Accreditation Bureau              | 3F Tara Building 389 Sen. Gil J. Puyat Ave., Makati City                        | Japhet Celis                   |
| 22  | Planning and Management Service              | 5F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City            | Mary Francis Sierra            |
| 23  | Resource Generation and Management Service   | 2F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City            | Caress Tolentino               |
| 24  | Strategic Trade Management Office            | 3F Tara Building 389 Sen. Gil J. Puyat Ave., Makati City                        | Jerome San Jose                |
| C. FROs for Regional and Provincial Offices |  |   |                                |
| 25  | DTI-CAR                                      | 2F Pine Lake View Building, No. 9 Otek St. cor Rizal Park 2600, Baguio City     | Glonica Joyce Favorito         |
| 26  | DTI-Abra                                     | J & I Commercial Building National Highway, UbbogLipcan 2800 Bangued, Abra      | Marvin T. Arcangel             |
| 27  | DTI-Apayao                                   | National Government Center Provincial Capitol Cmpd. San Isidro Sur Luna, Apayao | Gabriel Dulnuan                |
| 28  | DTI-Benguet                                  | 3F Pine Lake View Bldg. No. 9 Otek St. Rizal Park, Baguio City                  | Ralph B. Altiyen               |
| 29  | DTI-Ifugao                                   | 2F ABC Bldg., Rizal Ave., Poblacion West 3600 Lagawe, Ifugao                    | Atlea B. Buyuccan              |
| 30  | DTI-Kalinga                                  | 2-3F Lua Annex Bldg., Poblacion 3800 Tabuk City, Kalinga                        | Maria Cecilia T. Baral         |
| 31  | DTI-Mountain Province                        | 2F Walter Clapp Centrum, Loc-ong, Poblacion 2616 Bontoc, Mt. Province           | Margaret Gayodan               |
| 32  | DTI-Region 1                                 | 4F Juanita Commercial Bldg., Quezon Ave., San Fernando City, La Union           | Joyce Ann Segui                |
| 33  | DTI-Ilocos Norte                             | JOMEL Bldg., Siazon Rd. cor. D. Samonte St. Brgy. 14 Laoag City, Ilocos Norte   | Maria Corazon Racela           |

|    | NAME OF BUREAU/OFFICE | LOCATION OF THE FOI RECEIVING OFFICER  | ASSIGNED FOI RECEIVING OFFICER |
|----|-----------------------|--|--------------------------------|
| 34 | DTI-Ilocos Sur        | Judy Chiu Bldg., Mabini St., Brgy. 1 Poblacion, Vigan City, Ilocos Sur                                   | Amelia Galvez                  |
| 35 | DTI-La Union          | AJ Realty, National Highway Madayegdeg San Fernando City   | Mark Joseph Alonen             |
| 36 | DTI-Pangasinan        | 2F Star Bldg., Arellano St. 2400 Dagupan City, Pangasinan  | Ruth Salazar                   |
| 37 | DTI-Region 2          | 11 Dalan na Pappabalo Regional Gov't. Center, Carig Sur, Tuguegarao City, Cagayan                        | Vanessa Ross Tuddao            |
| 38 | DTI-Batanes           | Aberilla Bldg., National Road Basco, Batanes   | Reymart S. Menor               |
| 39 | DTI-Cagayan           | 11 Dalan na Pappabalo, Regional Gov't. Center, Carig Sur, Tuguegarao City, Cagayan                       | Mar Anthony Alan               |
| 40 | DTI-Isabela           | Jeremy Bldg., National Highway, Alibagu Ilagan City, Isabela   | Rae Kyle Bilgera               |
| 41 | DTI-Nueva Vizcaya     | GF Rosalina L. Lo Bldg., National Highway, Sta. Rosa, Bayombong, Nueva Vizcaya                           | Robelyn Mae Lising             |
| 42 | DTI-Quirino           | Cayetano Arellano Street, Purok 1, Andres Bonifacio 3401 Diffun, Quirino                                 | Jenny Diaz                     |
| 43 | DTI-Region 3          | Malikhain St., cor. Maagap St. Diosdado Macapagal Government Center Maimpis City, San Fernando, Pampanga | Nerson Ray Romero              |
| 44 | DTI-Aurora            | Cordial Bldg., National Highway Brgy. Suklayin, Baler, 3200 Aurora                                       | Pacita P. Bandilla             |
| 45 | DTI-Bataan            | 3F Crizelda Marie Bldg., Capitol Drive San Jose, Balanga City, 2100 Bataan                               | Teresita Magtanong             |
| 46 | DTI-Bulacan           | 2F HT JRP Bldg., MacArthur Highway, Sumapang Matanda, Malolos City, Bulacan                              | Emmanuel D. Calleon            |
| 47 | DTI-Nueva Ecija       | 2F CAL Bldg., 113 Gen. Tinio St., Brgy. Dimasalang, Cabanatuan City, Nueva Ecija                         | Richard Simangan               |

|    | NAME OF BUREAU/OFFICE  | LOCATION OF THE FOI RECEIVING OFFICER  | ASSIGNED FOI RECEIVING OFFICER |
|----|------------------------|--|--------------------------------|
| 48 | DTI-Pampanga           | 2F ABN Plaza, MacArthur Highway, Sindalan San Fernando City, Pampanga            | Rhia Laxa                      |
| 49 | DTI-Tarlac             | 2F Anita Bldg., Zamora St., San Roque Tarlac City, Tarlac                        | Grace Helena Lugtu             |
| 50 | DTI-Zambales           | 1055 Rizal Avenue, West Tapinac Olongapo City                                    | Enrique Tacbad                 |
| 51 | DTI-Region 4A          | 3F Marcelita Bldg., Brgy. Real Calamba City, Laguna                              | Mia Angeline C. Barrot         |
| 52 | DTI-Cavite             | 2F Government Center Bldg., Capitol Compound, Trece Martires City, Cavite        | Kristine M. Diaz               |
| 53 | DTI-Laguna             | Varimco Bldg., Brgy. BancaBanca, Victoria, Laguna                                | Christian Ted Tungohan         |
| 54 | DTI-Batangas           | NACIDA Bldg., Old City Hall Compound, B. Morada Ave., Lipa City, Batangas        | Karla Teresa Carig             |
| 55 | DTI-Quezon             | 2F Grand Central Terminal, Ibabang Dupay, Lucena City, Quezon                    | Jaryz Eden J. Lloce            |
| 56 | DTI-Rizal              | 2F Altica Arcade, 83 Circumferential Road Brgy. San Jose, Antipolo City, Rizal   | Joanna Caldito                 |
| 57 | DTI-Region 4B          | 5F Oppen Bldg. 349 Sen. Gil J. Puyat Ave., Makati City                           | Bianca Alyana Zamora           |
| 58 | DTI-Marinduque         | JMP Realty Bldg., Pamintuan St., Brgy Isok I, Boac, Marinduque                   | Rochelle A. Malaylay           |
| 59 | DTI-Occidental Mindoro | SME Center, Municipal Compound, San Jose, Occidental Mindoro                     | Mylene G. Parilla              |
| 60 | DTI-Oriental Mindoro   | Roxas Drive corner Gov. Ignacio St., Lumangbayan, Calapan City, Oriental Mindoro | Marvin L. Macaladlad           |
| 61 | DTI-Palawan            | 4th Floor ERZ Plaza National Highway, Brgy. San Pedro, Puerto Princesa City      | Persival T. Narbonita          |
| 62 | DTI-Romblon            | G/F LFH Suite Promenade, J.P. Laurel St., Barangay Dapawan, Odiongan, Romblon    | Maricris F. Tambalque          |
| 63 | DTI-Region 5           | Regional Center Site, Rawis, Legazpi City 4500                                   | Jamelle A. Trillanes           |
| 64 | DTI-Albay              | 3F, DBP building Quezon avenue extension Brgy. Dinagaan, Legazpi City            | Theresa Plaza                  |

|    | NAME OF BUREAU/OFFICE | LOCATION OF THE FOI RECEIVING OFFICER  | ASSIGNED FOI RECEIVING OFFICER |
|----|-----------------------|--|--------------------------------|
| 65 | DTI-Camarines Norte   | Carlos Segundo St., Daet   | Marian Pearl I. Mendoza        |
| 66 | DTI-Camarines Sur     | 2F Old DBP Bldg., Panganiban Drive Naga City, Camarines Sur                              | Madel Alacar                   |
| 67 | DTI-Catanduanes       | Catanduanes State Colleges Compound Calatagan, Virac, Catanduanes                        | Geraldine Bagadiong            |
| 68 | DTI-Masbate           | DTI Building, Capitol Drive Masbate City, Masbate  | Girlie G. Fruelda              |
| 69 | DTI-Sorsogon          | 2F Benjamin Ty Bldg., cor. Vera & Quezon Sts. Sorsogon City, Sorsogon                    | Lourdes D. Marmol              |
| 70 | DTI-Region 6          | 3F DTI Bldg., J.M. Basa & Peralta Sts., Iloilo City                                      | Judy Mae M. Sajo               |
| 71 | DTI-Guimaras          | 2F MAVIKKS Bldg., New Site, San Miguel Jordan, Guimaras                                  | Melecia Pait                   |
| 72 | DTI-Iloilo            | 3F DTI Bldg., J.M. Basa & Peralta Sts., Iloilo City                                      | Kurt Maurice Tugaff            |
| 73 | DTI-Capiz             | Sacred Heart of Jesus Ave., Pueblo de Panay, Brgy. Lawaan, Roxas City                    | Marjorie Tendras               |
| 74 | DTI-Antique           | 2F Business Park Bldg. Governor Villavert St., San Jose                                  | Selbia Quilino                 |
| 75 | DTI-Aklan             | JSM Bldg., Veterans Ave., Kalibo   | Amiel Sumait                   |
| 76 | DTI-Negros Occidental | 2F East Two Corporate Center Cor. Circumferential Rd.-Diola St. Villamonte, Bacolod City | Romel Amihan                   |
| 77 | DTI-Region 7          | 3F Rm. 311 WDC Bldg., Osmeña Blvd. Cebu City   | Jojisilia Villamor             |
| 78 | DTI-Bohol             | 2F FCB Bldg., CPG Ave., Tagbilaran City, Bohol   | Vierna Teresa Ligan            |
| 79 | DTI-Siquijor          | CF Bldg., Legaspi St., Poblacion Siquijor, Siquijor                                      | Jebe Mag-usara, Jr.            |
| 80 | DTI-Cebu              | DTI Bldg., Osmena Blvd. cor. Lapu-lapu St. Cebu City                                     | Shirelyn Villamor              |
| 81 | DTI-Negros Oriental   | 2F Uymatiao Bldg., San Jose St. Dumaguete City   | Krystel Jade Bato              |
| 82 | DTI-Region 8          | 2F Leyte Academic Center, Gov't. Center, Pawing, Palo, Leyte                             | Anthea Aivi Borbon-Ancheta     |
| 83 | DTI-Biliran           | 2F R. Kho Bldg., cor. Caneja & Castin Sts. 6543 Naval, Biliran                           | Ronelo Jamin                   |

|    | NAME OF BUREAU/OFFICE   | LOCATION OF THE FOI RECEIVING OFFICER  | ASSIGNED FOI RECEIVING OFFICER |
|----|-------------------------|--|--------------------------------|
| 84 | DTI-Eastern Samar       | GF Wheelers Bldg., Baybay 5, Songco Borongan City, Eastern Samar                   | Ligaya Catuday                 |
| 85 | DTI-Leyte               | 2F Himalayan Bldg., Brgy 78, Marasbaras, Tacloban City, Leyte                      | Diana Quiza                    |
| 86 | DTI-Northern Samar      | Luisa Angley Bldg., Rizal St., 6400 Catarman, Northern Samar                       | Joemarie Gallano               |
| 87 | DTI-Samar               | 2F Moratal Bldg., cor. Mabini Ave. & San Francisco St., Catbalogan, Samar          | Anna Eunice Baylen             |
| 88 | DTI-Southern Leyte      | 2F SJC Bldg., cor. T. Oppus and E. Cabrera Sts. Tungatunga, Maasin, Southern Leyte | Wencel Marie Larao             |
| 89 | DTI-Region 9            | 4F VHW Bldg., Veterans Ave., Zamboanga City  | Don Patrick Dalid              |
| 90 | DTI-Zamboanga del Norte | Government Center Sta. Isabel, Dipolog City  | Raymunda Biolango              |
| 91 | DTI-Zamboanga del Sur   | NACIDA Bldg., Capitol Complex, Pagadian City, Zamboanga del Sur                    | Iria Guatno                    |
| 92 | DTI-Zamboanga Sibugay   | 2F Montebello Bldg., National Highway, Poblacion, Ipil, Zamboanga Sibugay          | Jeanette Borja                 |
| 93 | DTI-Zamboanga City      | 2F Vicente Wee Bldg., Veterans Ave. Zamboanga City                                 | Joe Darryl Jaron               |
| 94 | DTI-Isabela City        | City Hall Bldg., Sunrise, Isabela City, Basilan                                    | Gyver Amazon                   |
| 95 | DTI-Region 10           | NACIDA Bldg., Corrales Ave. cor. Antonio Luna St. 9000 Cagayan de Oro City         | Geraldine Casas                |
| 96 | DTI-Bukidnon            | Manuel Bldg., San Isidro St. 8700 Malaybalay City, Bukidnon                        | Jose Maureal                   |
| 97 | DTI-Misamis Oriental    | Antolin Building, Tiano-, Akut Sts. 9000 Cagayan de Oro City, Misamis Oriental     | Andrebeth Bolipata             |
| 98 | DTI-Camiguin            | DBP Bldg., cor. Gen. B. Aranas & J.P. Rizal Sts. 9100 Mambajao, Camiguin           | Zita Abellare                  |
| 99 | DTI-Lanao del Norte     | 0171 PM Durias Bldg., Quezon Ave. Ext. Pala-o, 9200 Iligan City, Lanao del Norte   | Maria Lourdes Tiongco          |



|     | NAME OF BUREAU/OFFICE   | LOCATION OF THE FOI RECEIVING OFFICER  | ASSIGNED FOI RECEIVING OFFICER |
|-----|-------------------------|--|--------------------------------|
| 100 | DTI-Misamis Occidental  | 1F Dajao Bldg., cor. RizalPastrano Sts., Poblacion I, 7207 Oroquieta City                | Methusael Lumantas             |
| 101 | DTI-Region 11           | 3F Mintrade Bldg., Monteverde Ave. cor. Sales St., Davao City                            | Jenny Grace Mendoza            |
| 102 | DTI- Davao City         | 2F Mintrade Bldg., Monteverde Ave. cor. Sales St.  | Mae Flor G. Caminade           |
| 103 | DTI-Davao de Oro        | Jienos Bldg., Agoncillo St. Poblacion, Nabunturan, Compostela Valley                     | Erica Anne C. Dulay            |
| 104 | DTI-Davao del Norte     | Gov't. Center, Brgy. Mankilam Tagum City, Davao del Norte                                | Erick Cezar O. Elipian         |
| 105 | DTI-Davao del Sur       | 2F Medic Pharma Bldg., cor. Doña Aurora & Corregidor Sts., Digos City, Davao del Sur     | Gladys Joy Liño                |
| 106 | DTI-Davao Occidental    | Door 2 Mutya and Matt Bldg. Geverola St. Poblacion, Malita, Davao Occidental             | Jay Pee A. Lascaña             |
| 107 | DTI-Davao Oriental      | 2F Valles Bldg., Rizal St. Mati City, Davao Oriental                                     | Jireh E. Malinuca              |
| 108 | DTI-Region 12           | Prime Regional Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato              | Joven Quiriones                |
| 109 | DTI-South Cotabato      | 2F del Rosario Bldg., Gensan Drive cor. Zulueta St., 9506 Koronadal City, South Cotabato | Januel King Vertido            |
| 110 | DTI-North Cotabato      | Singao Road, Apo Sandawa Homes Phase III, 9400 Kidapawan City, North Cotabato            | Mark Nikko Manguinsay          |
| 111 | DTI-Cotabato City       | GF Kutang Bato Masonic Temple Bldg. Sinsuat Avenue, Cotabato City                        | Sarah Jane Toledo              |
| 112 | DTI-General Santos City | Mezzanine Flr., R.A. Bldg., South Osmeña St. 9500 General Santos City                    | Mina Perlas                    |
| 113 | DTI-Sultan Kudarat      | 2F FJK Bldg., Nat'l Highway Tacurong City  | Marilou Manay                  |
| 114 | DTI-Sarangani           | 2-3F National Agency Bldg. Capitol Compound Alabel 9501 Sarangani Province               | Hazel Daze Flores              |
| 115 | DTI-CARAGA              | West Wing, 3F D&V Plaza Bldg., J.C. Aquino Ave., 8600 Butuan City, Agusan del Norte      | Ariel Plaza                    |

|     | NAME OF BUREAU/OFFICE | LOCATION OF THE FOI RECEIVING OFFICER  | ASSIGNED FOI RECEIVING OFFICER |
|-----|-----------------------|--|--------------------------------|
| 116 | DTI-Agusan del Norte  | Rudy Tiu Bldg., KM. 2, J.C. Aquino Ave., 8600 Butuan City, Agusan del Norte        | Shellah Robles                 |
| 117 | DTI-Agusan del Sur    | Faustino A. Asis Bldg., Gov. D.O. Plaza Gov't. Center, Prosperidad, Agusan del Sur | Cerila Inson                   |
| 118 | DTI-Dinagat Islands   | Cotanda Bldg. P-2 Brgy. Sta. Cruz, San Jose Province of Dinagat Island             | Elmer General                  |
| 119 | DTI-Surigao del Norte | 2F Simtoco Bldg., Burgos Sat. 8440 Surigao City, Surigao del Norte                 | Ranah Mae Martines             |
| 120 | DTI-Surigao del Sur   | 2F JTP Bldg., Donasco St., Tandag City Surigao del Sur                             | Sarah Estrada                  |
| 121 | DTI-NCRO              | 2F Metro House Bldg. 345 Sen. Gil J. Puyat Ave., Makati City                       | Princess Sara B. Fulo          |

APPROVED BY:



**ANNALYN J. FLORES**

OIC, DTI-Knowledge Management and Information Service