



Freedom of Information Program



AGENCY
DEPARTMENT OF TRADE
AND INDUSTRY



ADDRESS
387 Filinvest Bldg., Sen. Gil J.
Puyat Ave., 1200 Makati City,
Philippines



FOI RECEIVING OFFICER
CRESENCIANO PAR



CONTACT DETAILS
7791-3238



EMAIL
foi@dti.gov.ph

Mode of Requests

Electronic Request

1 Go to www.foi.gov.ph to your browser's home address.



2 Click the **Sign-Up** button and provide all the required fields. **Attach a valid ID.**



3 Once logged in, you will be directed to your Dashboard. The **Dashboard** contains all the FOI requests of the account owner

Dashboard

4 Click the **Make a Request** button then select the name of the agency you wish to ask.

Make a Request

5 You will now be directed to the **Make a Request Page**. Accomplish all fields then click **Send My Request**

Send my Request

6 The agency will evaluate your request and will notify you within **15 working days**



7 The agency will prepare the information for release, based on your desired format. It will be sent to you depending on the receipt of preference



Standard Request

Requesting Party

Submits
request to

Inform on
approval or
denial

Receiving Officer

Initial
evaluation
and
transmits to

Returns
to

Decision Maker

All within 15
working day

Approved

Denied

Appeals Mechanism

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 **KMIS@dti.gov.ph**. Your review request 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 received your appeal.