www.foi.gov.ph



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





Mode of Requests

Electronic Request

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

- Click the Sign-Up button and provide all 2 the required fields. Attach a valid ID.
- Once logged in, you will be directed to 3 your Dashboard. The Dashboard contains all the FOI requests of the account owner
- Click the Make a Request button then 4 select the name of the agency you wish to ask.
- You will now be directed to the Make a 5 Request Page. Accomplish all fields then click Send My Request
- The agency will evaluate your request 6 and will notify you within 15 working days
- The agency will prepare the information for release, based on your desired 7 format. It will be sent to you depending on the receipt of preferenc







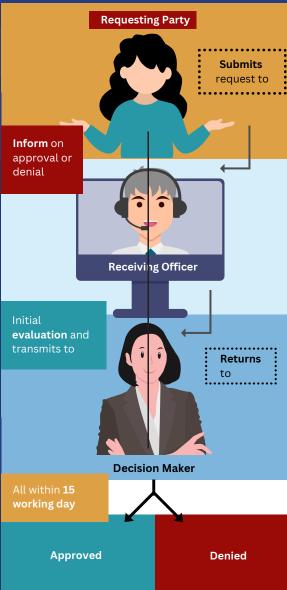








Standard Request Requesting Party



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.