

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 releasing such information, 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)

COMMUNICATIONS AND INFORMATION SERVICE

Section 3. Coverage

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

Section 4. DTI Attached agencies and corporations

The following attached agencies and corporations under the DTI shall each have their respective FOI Manual which will be published on their respective website for public information:

- 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 (IPOPHL)
- 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 the following functions:

- 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 concerning FOI matters;
- 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 responsible for accepting requests filed through the eFOI portal (<https://www.foi.gov.ph/requests/dti/>) and email (foi@dti.gov.ph). Requests can also be filed at the Public Assistance Desk (PAD), 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 shall adhere to the following guidelines:

- 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. The completely filled up form should be sent to foi@dti.gov.ph.
- 6.3** Requests whether in writing or via email, must include 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. The FRO will then document the request 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 or through the eFOI portal (<https://www.foi.gov.ph/requests/dti/>) and email (foi@dti.gov.ph). The request shall be logged by the DTI receiving officer, indicating the date and time of the receipt of the written request.
 - b. The requesting party should expect a response from DTI within fifteen (15) working days from the date the request is received. A working day is any day is defined as any day except Saturday, Sunday or a national public holiday in the Philippines.
 - c. If further details are needed to identify or locate the requested information, the fifteen (15) working days will commence the day after it receives the necessary 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.

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)

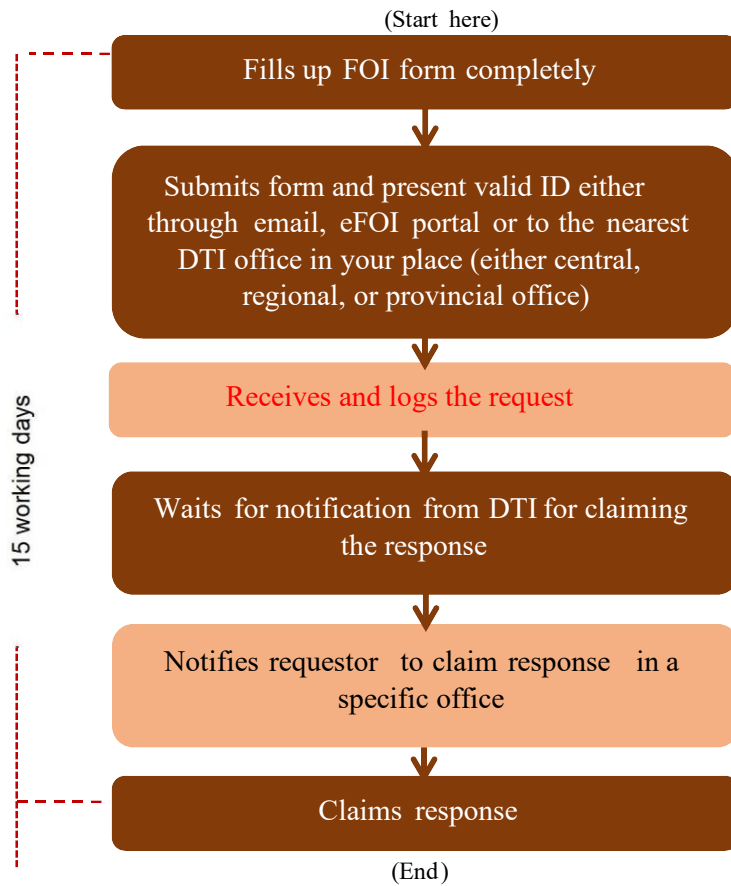
B – FOI Request Form

C – No Wrong Door Policy Flowchart

D – Exceptions to Right of Access to Information

E – DTI FOI Receiving Officers Directory

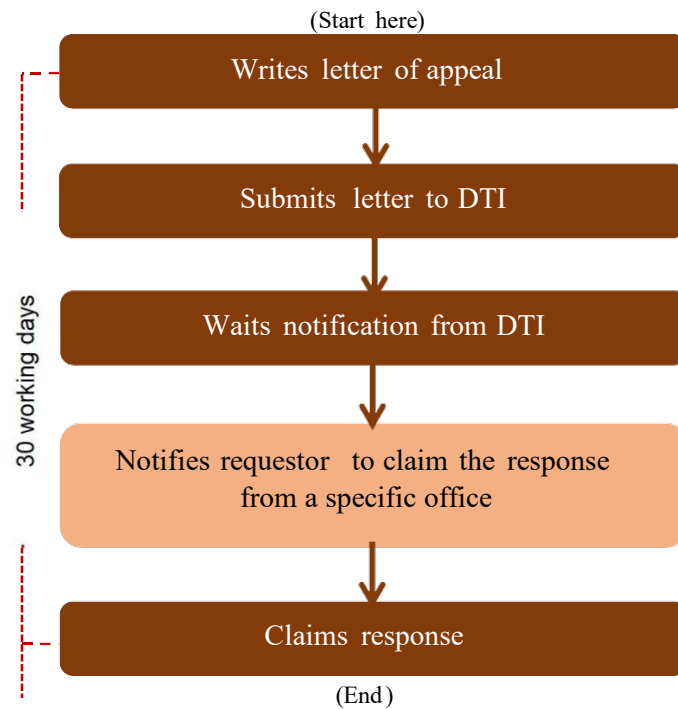
FOI Request Flow Chart



Legend:

- FOI Requestor
- DTI

FOI Appeal Flow



- Legend:
- FOI Requestor
 - DTI

FOI Request Form



DEPARTMENT OF TRADE AND INDUSTRY
TRADE AND INFORMATION REQUEST FORM
 FY _____

FORM	Code	FM-TI-01
	Revision	0
	Date	February 03, 2025

REQUESTING PARTY

Complete Name of the Requestor: _____
Title/Prefix First Name Middle Name Last Name Suffix

Address: _____
House/Building No./Building Name Street Name Barangay

_____ City/Municipality Province Region Country Zip Code

Contact Details: _____
Telephone No. Mobile No. Fax No. Email Address

Sex: Male Female **Citizenship:** _____

Social Classification: Able Differently-abled Indigenous Person
 Senior Citizen Youth Out-of-school Youth

Proof of Valid Identification: Passport SSS/GSIS ID Voter's ID
(Please attach copy) Driver's License Postal ID Others (Please specify: _____)

Preferred Mode of Communication: Landline Fax Email Mobile

Preferred Mode of Receiving Requested Information: Email Registered Mail Private courier
 Fax Pick-up at DTI (If your request is successful, we will be sending the documents to you in this manner)

REPRESENTATIVE/GUARDIAN (if applicable)

Complete Name of Representative/ Guardian: _____
Title/Prefix First Name Middle Name Last Name Suffix

Proof of Valid Identification: _____ **Valid Proof of Authority:** _____
(please attach copy) (please attach copy)

REQUESTED INFORMATION

Title of Document Requested : Photocopy Softcopy

Note: Please provide as much detail as you can

Date/Period Covered _____
(DD/MM/YYYY – DD/MM/YYYY):

Specific Purpose (Please be as specific as possible): _____

Note: The following general overviews 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

UNDERTAKING

Privacy Notice: 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:
- The undersigned whose name and signature appears here and all the information provided in this form are complete and correct;
 - 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;
 - 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;
 - I assure the notification of DTI should there be any amendment in my personal information;
 - The requested information shall only be used for the stated purpose and that I will not misuse any information obtained from this Office;
 - I have read the privacy notice and understand that the DTI may collect, use, disclose and process personal information contained in this request;
 - I have provided the necessary proof/s of identity (government ID), authority (if applicable) and at least one (1) contact detail; and
 - I shall pay the necessary fees for reproduction, copying, certification and/or mailing if applicable under the circumstance.

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.

Signature Over Printed Name Date Accomplished (DD/MM/YYYY) Please affix right thumbmark if unable to write

FOI RECEIVING OFFICER (For Internal use only) **Tracking Number:** _____

Received by: _____ **Date received:** _____
(Last Name, First Name, Middle Name) (DD/MM/YYYY)

ARTA | 3 days 7 days 20 days | FOI

Action/s Taken: _____

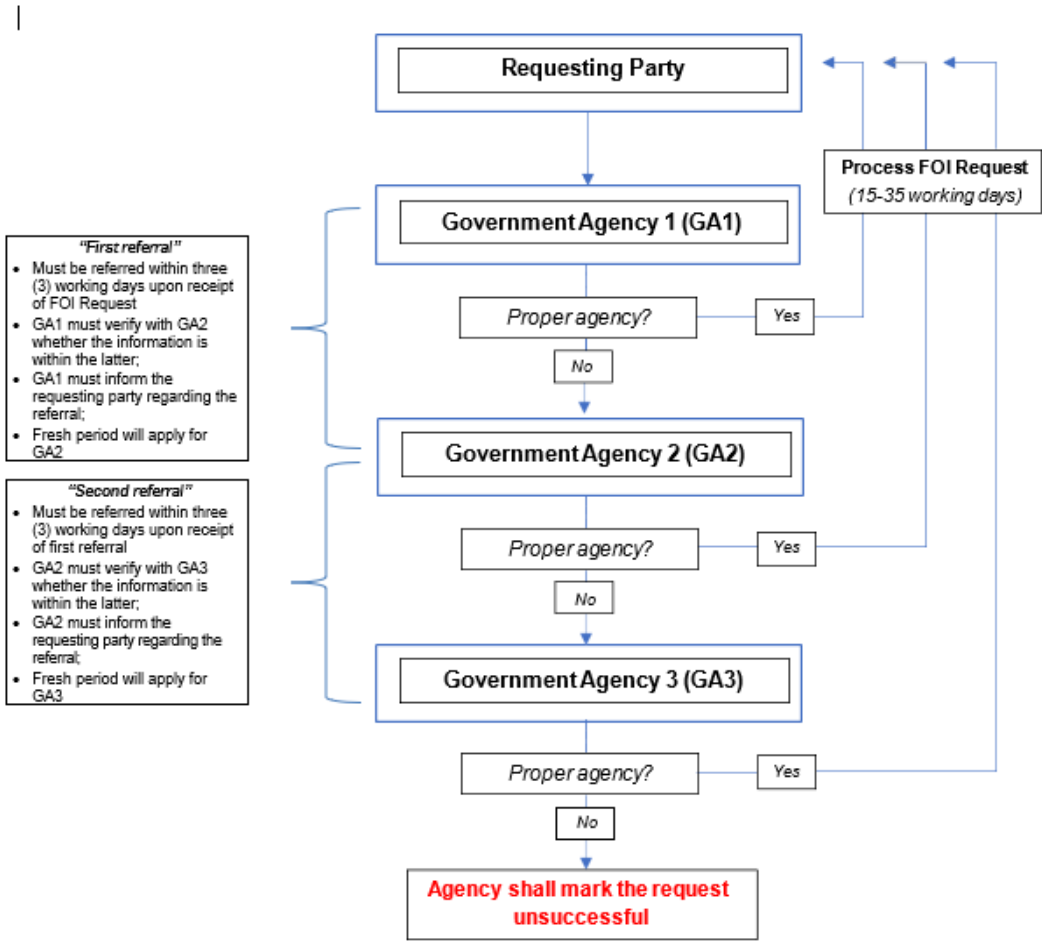
REVIEW and APPROVAL: The Trade and Industry Information is accurate with no typographical, grammatical and factual error

Reviewed By: _____ **Approved By:** _____

Name & Signature Position

Name & Signature Position

**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

Annex D

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.

Annex E

Updated as of 24 January 2025

	NAME OF BUREAU/OFFICE	LOCATION OF THE FOI RECEIVING OFFICER	ASSIGNED FOI RECEIVING OFFICER	EMAIL ADDRESS OF 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	cresencianopar@dti.gov.ph
	B. FROs for Central Office Bureaus			
2	Office of the Secretary	14F Filinvest Bldg., 387 Sen. Gil J. Puyat Ave., Makati City, Philippines 1200	Shiela Araya	ShielaAraya@dti.gov.ph
3	Bureau of Competitive Development	2F HPGV Building 395 Sen. Gil Puyat Ave. Makati City 1200	Ma. Sheryl Santos	masherylsantos@dti.gov.ph
4	Bureau of Market Development, Promotions, and OTOP	8F Filinvest Bldg., 387 Sen. Gil J. Puyat Ave., Makati City	KateArrieta@dti.gov.ph	KateArrieta@dti.gov.ph
5	Bureau of Import Services	7F Filinvest Bldg., 387 Sen. Gil J. Puyat Ave., Makati City	Lyndon Ivan C. Merestela	lyndonivanmerestela@dti.gov.ph
6	Bureau of International Trade Relations	4F DTI International Building 375 Sen. Gil J. Puyat Ave., Makati City	Atty. Dior Velasquez	DiorellaVelasquez@dti.gov.ph
7	Bureau of Philippine Standards	3F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	Catherine R. Antonio	catherineantonio@dti.gov.ph
8	Bureau of Small and Medium Enterprise Development	8F Filinvest Bldg., 387 Sen. Gil J. Puyat Ave., Makati City	Jean Resurreccion	JeanResurreccion@dti.gov.ph
9	Bureau Policy Research and Innovation	6F Filinvest Bldg., 387 Sen. Gil J. Puyat Ave., Makati City	Emmanuel Roy M. Aquino	emmanuelroyaquinodti@dti.gov.ph
10	CARP-National Program Office	8F Filinvest Bldg., 387 Sen. Gil J. Puyat Ave., Makati City	Francis Carlo M. Roa	franciscarlo@dti.gov.ph

	NAME OF BUREAU/OFFICE	LOCATION OF THE FOI RECEIVING OFFICER	ASSIGNED FOI RECEIVING OFFICER	EMAIL ADDRESS OF FOI RECEIVING OFFICER
11	Creative Industry Development Office	GF HPGV Building 395 Sen. Gil J. Puyat Ave., Makati City	Josephine M. Virrey	josephinevirrey@dti.gov.ph
12	Consumer Protection and Advocacy Bureau	2F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	Marilen D. Montañez	marilenmontanez@dti.gov.ph
13	E-Commerce Bureau	6F Trade and Industry Bldg., 361 Sen. Gil J. Puyat Ave., Makati City	Denise Layla P. Miram	deniselaylamiram@dti.gov.ph
14	Export Marketing Bureau	15F Filinvest Bldg., 387 Sen. Gil J. Puyat Ave., Makati City	Kit S. Andaya	kristinanoel leandaya@dti.gov.ph
15	Fair Trade Enforcement Bureau	4-5F Trade and Industry Bldg., 361 Sen. Gil J. Puyat Ave., Makati City	Kristina D. Javier	kristinajavier@dti.gov.ph
16	Financial Service	10F Filinvest Bldg., 387 Sen. Gil J. Puyat Ave., Makati City	Gemma Manlangit	gemma manlangit@dti.gov.ph
17	Foreign Trade Service Corps	11F Filinvest Bldg., 387 Sen. Gil J. Puyat Ave., Makati City	Lesly Kray M. Cortez	leslykraycortez@dti.gov.ph
18	Human Resource and Administrative Service	9F Filinvest Bldg., 387 Sen. Gil J. Puyat Ave., Makati City	Marie Eden Villena	marieedenvillena@dti.gov.ph
19	Information Systems Management Service	10F Filinvest Bldg., 387 Sen. Gil J. Puyat Ave., Makati City	Jenny Rose C. Lansangan	jennyroselansangan@dti.gov.ph
20	Internal Audit Service	3F Trade and Industry Bldg. 361 Sen. Gil Puyat Ave., Makati City	Riza Milagros Pangilinan	rizamilagros pangilinan@dti.gov.ph
21	Communications and Information Service	12F Filinvest Bldg., 387 Sen. Gil J. Puyat Ave., Makati City	Cresenciano Par	cresenciano par@dti.gov.ph
22	Legal Service	3F Trade and Industry Bldg. 361 Sen. Gil Puyat Ave., Makati City	Atty. Stephanie Garay	stephanieg aray@dti.gov.ph
23	Negosyo Centers Program Management Office-Business Name Registration Division	8F Filinvest Bldg., 387 Sen. Gil J. Puyat Ave., Makati City	Mary Joy Yngoc	maryjoyyngoc@dti.gov.ph

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24	Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products	12F Filinvest Bldg., 387 Sen. Gil J. Puyat Ave., Makati City	Mikaela Gabrielle De Castro	OSMV@dti.gov.ph
25	Philippine Accreditation Bureau	2F, Trade and Industry Bldg., 361 Sen. Gil Puyat Avenue, Makati City	Japhet Celis	japhetcelis@dti.gov.ph
26	Planning and Management Service	9F Filinvest Bldg., 387 Sen. Gil J. Puyat Ave., Makati City	Mary Francis Sierra	maryfrancissierra@dti.gov.ph
27	Resource Generation and Management Service	2F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	Jerome Jovellanos	jeromejovellanos@dti.gov.ph
28	Strategic Trade Management Office	11F Filinvest Bldg., 387 Sen. Gil J. Puyat Ave., Makati City	Elsie Raquino	elsieraquino@dti.gov.ph
29	C. FROs for Regional and Provincial Offices			
30	DTI-CAR	2F Pine Lake View Building, No. 9 Otek St. cor Rizal Park 2600, Baguio City	Glonica Joyce Favorito	GlonicaJoyceFavorito@dti.gov.ph
31	DTI-Abra	J & I Commercial Building National Highway, UbbogLipcan 2800 Bangued, Abra	Norvelyn Bicara	norvelynbicera@dti.gov.ph
32	DTI-Apayao	National Government Center Provincial Capitol Cmpd. San Isidro Sur Luna, Apayao	Gabriel Jr. Dulnunan	GabrielDulnunan@dti.gov.ph
33	DTI-Benguet	Jesnor 1 Building, Cariño St., Baguio City	Jessie Cris Lahboy	JessieCrisLahboy@dti.gov.ph
34	DTI-Ifugao	3F Bab Commercial Bldg., Yakal St., Poblacion East, Lagawe, Ifugao	Atlea Buyuccan-Kimmayong	AtleaBuyuccan@dti.gov.ph

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35	DTI-Kalinga	2-3F Lua Annex Bldg., Poblacion 3800 Tabuk City, Kalinga	Junefri Macaranas	mjunefri@gmail.com
36	DTI-Mountain Province	2F Walter Clapp Centrum, Loc-ong, Poblacion 2616 Bontoc, Mt. Province	Janus Cooper Piluden	januscooperiluden@dti.gov.ph
37	DTI-Region 1	4F Juanita Commercial Bldg., Quezon Ave., San Fernando City, La Union	Joyce Ann Segui-Sabado	JoyceAnnSegui@dti.gov.ph
38	DTI-Ilocos Norte	JOMEL Bldg., Siazon Rd. cor. D. Samonte St. Brgy. 14 Laoag City, Ilocos Norte	Maria Corazon Racela	mariacoronracela@dti.gov.ph
39	DTI-Ilocos Sur	Judy Chiu Bldg., Mabini St., Brgy. 1 Poblacion, Vigan City, Ilocos Sur	Maria Consolacion Añes	mariaconsolacionanes@dti.gov.ph
40	DTI-La Union	AJ Realty, National Highway Madayegdeg San Fernando City	Christine Joy Gonzales	ChristineJoyGonzales@dti.gov.ph
41	DTI-Pangasinan	2F Star Bldg., Arellano St. 2400 Dagupan City, Pangasinan	Ruth Salazar	ruthsalazar@dti.gov.ph
42	DTI-Region 2	11 Dalan na Pappabalo Regional Gov't. Center, Carig Sur, Tuguegarao City, Cagayan	Michelle Ann Caban	r2_idd@dti.gov.ph
43	DTI-Batanes	Aberilla Bldg., National Road Basco, Batanes	Reymart S. Menor	r02.batanes@dti.gov.ph
44	DTI-Cagayan	11 Dalan na Pappabalo, Regional Gov't. Center, Carig Sur, Tuguegarao City, Cagayan	Cherryl Dumayag	cherryldumayag@dti.gov.ph
45	DTI-Isabela	Jeremy Bldg., National Highway, Alibagu Ilagan City, Isabela	Hainrich Kevin Unite	hainrichkevinunite.dti.r2@gmail.com
46	DTI-Nueva Vizcaya	GF Rosalina L. Lo Bldg., National Highway, Sta. Rosa, Bayombong, Nueva Vizcaya	Robelyn Mae Lising	jerickgalace@dti.gov.ph

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47	DTI-Quirino	Cayetano Arellano Street, Purok 1, Andres Bonifacio 3401 Diffun, Quirino	Amira Aliado	amiraaliado.dtir2@gmail.com
48	DTI-Region 3	Malikhain St., cor. Maagap St. Diosdado Macapagal Government Center Maimpis City, San Fernando, Pampanga	Carla Cunanan-Pangan	carlacunanpanangan@dti.gov.ph
49	DTI-Aurora	Cordial Bldg., National Highway Brgy. Suklayin, Baler, 3200 Aurora	Pacita P. Bandilla	pacitabandilla@dti.gov.ph
50	DTI-Bataan	3F Crizelda Marie Bldg., Capitol Drive San Jose, Balanga City, 2100 Bataan	Joyce Yambao	JoyceYambao@dti.gov.ph
51	DTI-Bulacan	2F HT JRP Bldg., MacArthur Highway, Sumapang Matanda, Malolos City, Bulacan	Judith Dela Cruz	JudithDelaCruz@dti.gov.ph
52	DTI-Nueva Ecija	2F CAL Bldg., 113 Gen. Tinio St., Brgy. Dimasalang, Cabanatuan City, Nueva Ecija	Honeylen Marie Fernando	HoneylenMarieFernando@dti.gov.ph
53	DTI-Pampanga	2F ABN Plaza, MacArthur Highway, Sindalan San Fernando City, Pampanga	Rhia Laxa	RhiaLaxa@dti.gov.ph
54	DTI-Tarlac	2F Anita Bldg., Zamora St., San Roque Tarlac City, Tarlac	Grace Helena Lugtu	gracehelenalugtu@dti.gov.ph
55	DTI-Zambales	1055 Rizal Avenue, West Tapinac Olongapo City	Ernalyn Ecura	ErnaEcura@dti.gov.ph
56	DTI-Region 4A	3F Marcelita Bldg., Brgy. Real Calamba City, Laguna	Mia Angeline C. Barrot	miaangelinbarrot@dti.gov.ph
57	DTI-Cavite	2F Government Center Bldg., Capitol Compound, Trece Martires City, Cavite	Kristine M. Diaz	kristinediaz@dti.gov.ph
58	DTI-Laguna	Varimco Bldg., Brgy. BancaBanca, Victoria, Laguna	Ivylou Flores	christiantedtungohan@dti.gov.ph
59	DTI-Batangas	NACIDA Bldg., Old City Hall Compound, B. Morada Ave., Lipa City, Batangas	Karla Teressa Carig	karlateressayapyuco@dti.gov.ph
60	DTI-Quezon	2F Grand Central Terminal, Ibabang Dupay, Lucena City, Quezon	Regine Avellano	RegineAvellano@dti.gov.ph

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61	DTI-Rizal	2F Altica Arcade, 83 Circumferential Road Brgy. San Jose, Antipolo City, Rizal	Sep Garchelee Anjelon Laurel	SepGarcheleeAnjelonLaurel@dti.gov.ph
62	DTI-Region 4B	5F Oppen Bldg. 349 Sen. Gil J. Puyat Ave., Makati City	Bianca Alyana Zamora	biancaalyanzamora@dti.gov.ph
63	DTI-Marinduque	JMP Realty Bldg., Pamintuan St., Brgy Isok I, Boac, Marinduque	Rochelle Clamor	rochellemalaylay@dti.gov.ph
64	DTI-Occidental Mindoro	SME Center, Municipal Compound, San Jose, Occidental Mindoro	Mylene G. Parilla	mylenegaudier@dti.gov.ph
65	DTI-Oriental Mindoro	Roxas Drive corner Gov. Ignacio St., Lumangbayan, Calapan City, Oriental Mindoro	Marvin L. Macaladlad	marvinmacalad@dti.gov.ph
66	DTI-Palawan	4th Floor ERZ Plaza National Highway, Brgy. San Pedro, Puerto Princesa City	Francis Ian Uapal	persivalnarbonita@dti.gov.ph
67	DTI-Romblon	G/F LFH Suite Promenade, J.P. Laurel St., Barangay Dapawan, Odiongan, Romblon	Maricris F. Tambalque	maricristambalque@dti.gov.ph
68	DTI-Region 5	Regional Center Site, Rawis, Legazpi City 4500	Jamelle A. Trillanes	jamelleazurin@dti.gov.ph
69	DTI-Albay	3F, DBP building Quezon avenue extension Brgy. Dinagaan, Legazpi City	Senen Briones	senenb2000@gmail.com
70	DTI-Camarines Norte	Carlos Segundo St., Daet	Marian Pearl I. Mendoza	marianpearlibasco.dticnpo@gmail.com
71	DTI-Camarines Sur	2F Old DBP Bldg., Panganiban Drive Naga City, Camarines Sur	Madel Alacar	madelalacarr.dti@gmail.com
72	DTI-Catanduanes	Catanduanes State Colleges Compound Calatagan, Virac, Catanduanes	Geraldine Bagadiong	geraldinebagadiong.dti@gmail.com
73	DTI-Masbate	DTI Building, Capitol Drive Masbate City, Masbate	Girle G. Fruelda	gmgrfrueda2330@gmail.com
74	DTI-Sorsogon	2F Benjamin Ty Bldg., cor. Vera & Quezon Sts. Sorsogon City, Sorsogon	Lourdes Marmol	LourdesMarmol@dti.gov.ph

	NAME OF BUREAU/OFFICE	LOCATION OF THE FOI RECEIVING OFFICER	ASSIGNED FOI RECEIVING OFFICER	EMAIL ADDRESS OF FOI RECEIVING OFFICER
75	DTI-Region 6	3F DTI Bldg., J.M. Basa & Peralta Sts., Iloilo City	Judy Mae M. Sajo	judymaesajo@dti.gov.ph
76	DTI-Guimaras	2F MAVIKKS Bldg., New Site, San Miguel Jordan, Guimaras	Fe Tumangan	r06.guimaras@dti.gov.ph
77	DTI-Iloilo	3F DTI Bldg., J.M. Basa & Peralta Sts., Iloilo City	Kurt Maurice Tugaff	kurtmaurice_tugaff@dti.gov.ph
78	DTI-Capiz	Sacred Heart of Jesus Ave., Pueblo de Panay, Brgy. Lawaan, Roxas City	Roxanne Arbatin	RoxanneArbatin@dti.gov.ph
79	DTI-Antique	2F Business Park Bldg. Governor Villavert St., San Jose	Ma. Bianka Lou Ayon	mabiankalouayon@dti.gov.ph
80	DTI-Aklan	JSM Bldg., Veterans Ave., Kalibo	Dessa Anh Flores	DessaAnhFlores@dti.gov.ph
81	DTI-Negros Occidental	2F East Two Corporate Center Cor. Circumferential Rd.-Diola St. Villamonte, Bacolod City	Frauline Bautista	fraulinebautista@dti.gov.ph
82	DTI-Region 7	3F Rm. 311 WDC Bldg., Osmeña Blvd. Cebu City	Kyle Adrian Durano	KyleAdrianDurano@dti.gov.ph
83	DTI-Bohol	2F FCB Bldg., CPG Ave., Tagbilaran City, Bohol	Alvin Acosta	viernaligan@dti.gov.ph
84	DTI-Siquijor	CF Bldg., Legaspi St., Poblacion Siquijor, Siquijor	Anne Jade Verano	AnneJadeVerano@dti.gov.ph
85	DTI-Cebu	DTI Bldg., Osmena Blvd. cor. Lapulapu St. Cebu City	Jhoma Isoto	jhomaeisoto@dti.gov.ph
86	DTI-Negros Oriental	2F Uymatiao Bldg., San Jose St. Dumaguete City	Shawn Kemp Ramirez	negrosoriental.dti@negosyocenter.gov.ph
87	DTI-Region 8	2F Leyte Academic Center, Gov't. Center, Pawing, Palo, Leyte	Anthea Aivi Borbon-Ancheta	antheaaviborbonancheta@dti.gov.ph
88	DTI-Biliran	2F R. Kho Bldg., cor. Caneja & Castin Sts. 6543 Naval, Biliran	Lelibeth Sison	Naval.LGU@negosyocenter.gov.ph

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89	DTI-Eastern Samar	GF Wheelers Bldg., Baybay 5, Songco Borongan City, Eastern Samar	Ligaya Catuday	ligayacatuday@dti.gov.ph
90	DTI-Leyte	2F Himalayan Bldg., Brgy 78, Marasbaras, Tacloban City, Leyte	Diana Quiza	dianaquiza@dti.gov.ph
91	DTI-Northern Samar	Luisa Angley Bldg., Rizal St., 6400 Catarman, Northern Samar	Joemarie Gallano	joemariegalano@dti.gov.ph
92	DTI-Samar	2F Moratal Bldg., cor. Mabini Ave. & San Francisco St., Catbalogan, Samar	Cyril Roy Lomentigar	CyrilRoyLomentigar@dti.gov.ph
93	DTI-Southern Leyte	2F SJC Bldg., cor. T. Oppus and E. Cabrera Sts. Tungatunga, Maasin, Southern Leyte	Wencel Marie Laroa	wencelmarielaroa@dti.gov.ph
94	DTI-Region 9	4F VHW Bldg., Veterans Ave., Zamboanga City	Don Patrick Dalid	donpatrickdalid@dti.gov.ph
95	DTI-Zamboanga del Norte	Government Center Sta. Isabel, Dipolog City	Alecsi Guile Andri Khio	alecsiguileandrikhio@dti.gov.ph
96	DTI-Zamboanga del Sur	NACIDA Bldg., Capitol Complex, Pagadian City, Zamboanga del Sur	May Arbonida	mayarbonida@dti.gov.ph
97	DTI-Zamboanga Sibugay	2F Montebello Bldg., National Highway, Poblacion, Ipil, Zamboanga Sibugay	Julijon Jo	JulijonJo@dti.gov.ph
98	DTI-Zamboanga City	2F Vicente Wee Bldg., Veterans Ave. Zamboanga City	Joe Darryl Jaron	joedarryljaron@dti.gov.ph
99	DTI-Isabela City	City Hall Bldg., Sunrise, Isabela City, Basilan	Alecsi Guile Andri Khio	alecsiguileandrikhio@dti.gov.ph
100	DTI-Region 10	NACIDA Bldg., Corrales Ave. cor. Antonio Luna St. 9000 Cagayan de Oro City	Julie Nieva	julienieva@dti.gov.ph
101	DTI-Bukidnon	Manuel Bldg., San Isidro St. 8700 Malaybalay City, Bukidnon	Arabella Baltazar	arabellabaltazar@dti.gov.ph
102	DTI-Misamis Oriental	Antolin Building, Tiano-, Akut Sts. 9000 Cagayan de Oro City, Misamis Oriental	Andrebeth Bolipata	andrebethbolipata@dti.gov.ph

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103	DTI-Camiguin	DBP Bldg., cor. Gen. B. Aranas & J.P. Rizal Sts. 9100 Mambajao, Camiguin	Zita Abellare	
104	DTI-Lanao del Norte	0171 PM Durias Bldg., Quezon Ave. Ext. Pala-o, 9200 Iligan City, Lanao del Norte	Ara Arian Garay	AraArianGaray@dti.gov.ph
105	DTI-Misamis Occidental	1F Dajao Bldg., cor. RizalPastrano Sts., Poblacion I, 7207 Oroquieta City	Reeya Mara Aguirre	ReeyaMaraAguirre@dti.gov.ph
106	DTI-Region 11	3F Mintrade Bldg., Monteverde Ave. cor. Sales St., Davao City	Jenny Grace Mendoza	jennygracemendoza@dti.gov.ph
107	DTI- Davao City	2F Mintrade Bldg., Monteverde Ave. cor. Sales St.	Ethel Gelbolingo	gelbolingo.ethel@gmail.com
108	DTI-Davao de Oro	Jienos Bldg., Agoncillo St. Poblacion, Nabunturan, Compostela Valley	Erica Anne Dulay	ericaannedulay@dti.gov.ph
109	DTI-Davao del Norte	Gov't. Center, Brgy. Mankilam Tagum City, Davao del Norte	Erick Cezar O. Elipian	erickcezarelipian@dti.gov.ph
110	DTI-Davao del Sur	2F Medic Pharma Bldg., cor. Doña Aurora & Corregidor Sts., Digos City, Davao del Sur	Gladys Joy Liño	gladysjoylino@dti.gov.ph
111	DTI-Davao Occidental	Door 2 Mutya and Matt Bldg. Geverola St. Poblacion, Malita, Davao Occidental	Jay Pee A. Lascaña	jaypeelascaña@dti.gov.ph
112	DTI-Davao Oriental	2F Valles Bldg., Rizal St. Mati City, Davao Oriental	Jireh E. Malinuca	JirehMalinuca@dti.gov.ph
113	DTI-Region 12	Prime Regional Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato	Roxanne Jane S. Facurib	roxannejanefacurib@dti.gov.ph
114	DTI-South Cotabato	2F del Rosario Bldg., Gensan Drive cor. Zulueta St., 9506 Koronadal City, South Cotabato	Januel King Vertido	JanuelKingVertido@dti.gov.ph
115	DTI-North Cotabato	Singao Road, Apo Sandawa Homes Phase III, 9400 Kidapawan City, North Cotabato	Mark Nikko Manginsay	MarkNikkoManginsay@dti.gov.ph
116	DTI-Cotabato City	GF Kutang Bato Masonic Temple Bldg. Sinsuat Avenue, Cotabato City	Sarah Jane Toledo	sarahjanetoledo@dti.gov.ph

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117	DTI-General Santos City	Mezzanine Flr., R.A. Bldg., South Osmeña St. 9500 General Santos City	Mina Perlas	minaperlas@dti.gov.ph
118	DTI-Sultan Kudarat	2F FJK Bldg., Nat'l Highway Tacurong City	Marilou Mana-ay	maloumana-ay@dti.gov.ph
119	DTI-Sarangani	2-3F National Agency Bldg. Capitol Compound Alabel 9501 Sarangani Province	Hazel Daze Flores	hazeldazefflores@dti.gov.ph
120	DTI-CARAGA	West Wing, 3F D&V Plaza Bldg., J.C. Aquino Ave., 8600 Butuan City, Agusan del Norte	Ariel Plaza	mikearielplaza@dti.gov.ph
121	DTI-Agusan del Norte	Rudy Tiu Bldg., KM. 2, J.C. Aquino Ave., 8600 Butuan City, Agusan del Norte	Shellah Robles	shellahjoyrobles@dti.gov.ph
122	DTI-Agusan del Sur	Faustino A. Asis Bldg., Gov. D.O. Plaza Gov't. Center, Prosperidad, Agusan del Sur	Cerila Inson	cerilainson@dti.gov.ph
123	DTI-Dinagat Islands	Cotanda Bldg. P-2 Brgy. Sta. Cruz, San Jose Province of Dinagat Island	Elmer General	elmergeneral@dti.gov.ph
124	DTI-Surigao del Norte	2F Simtoco Bldg., Burgos Sat. 8440 Surigao City, Surigao del Norte	Ranah Mae Martines	ranahmaymartinez@dti.gov.ph
125	DTI-Surigao del Sur	2F JTP Bldg., Donasco St., Tandag City Surigao del Sur	Sarah Estrada	sarahestrada@dti.gov.ph
126	DTI-NCRO	2F Metro House Bldg. 345 Sen. Gil J. Puyat Ave., Makati City	Paul Jerome A. Sañez	PaulJeromeSanez@dti.gov.ph

APPROVED BY:


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