



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 (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 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. The completely filled up form should be sent to 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

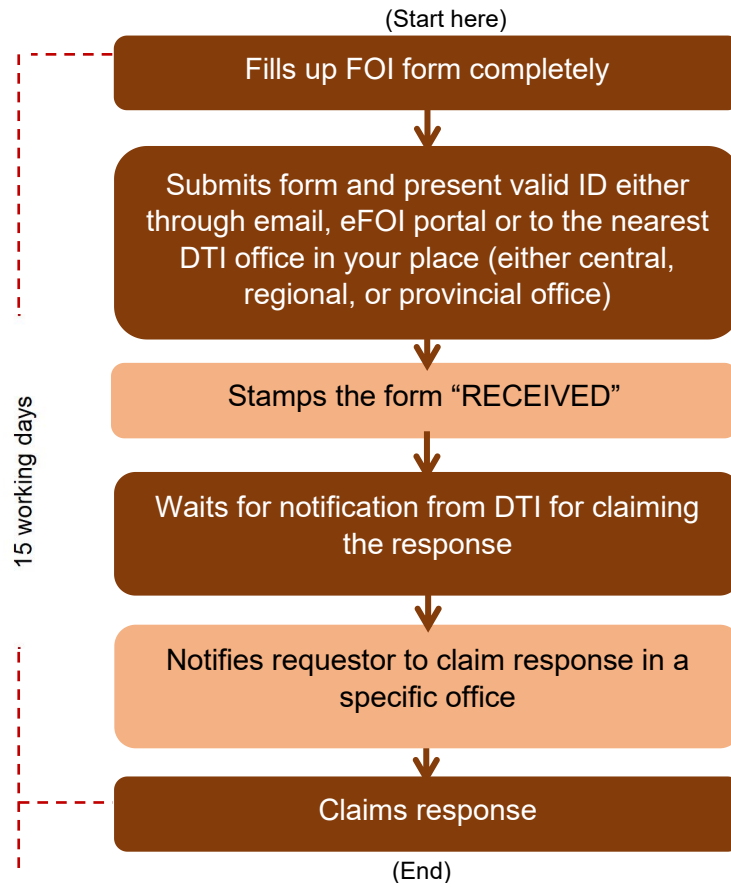
E – List of addresses of DTI Bureaus and Offices

F – DTI FOI Receiving Officers Directory

G – Schedule of Fees

H – Inventory of DTI Frontline Services

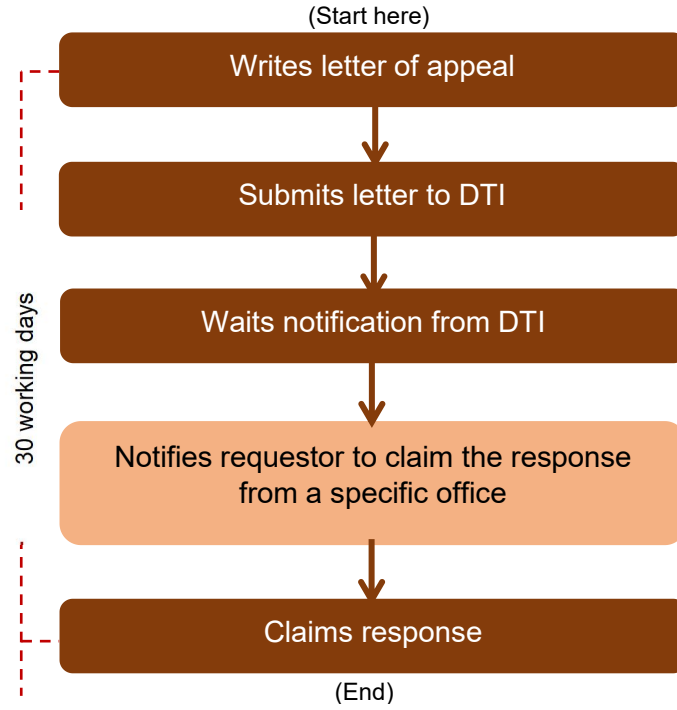
FOI Request Flow Chart



Legend:

- FOI Requestor
- DTI

FOI Appeal Flow



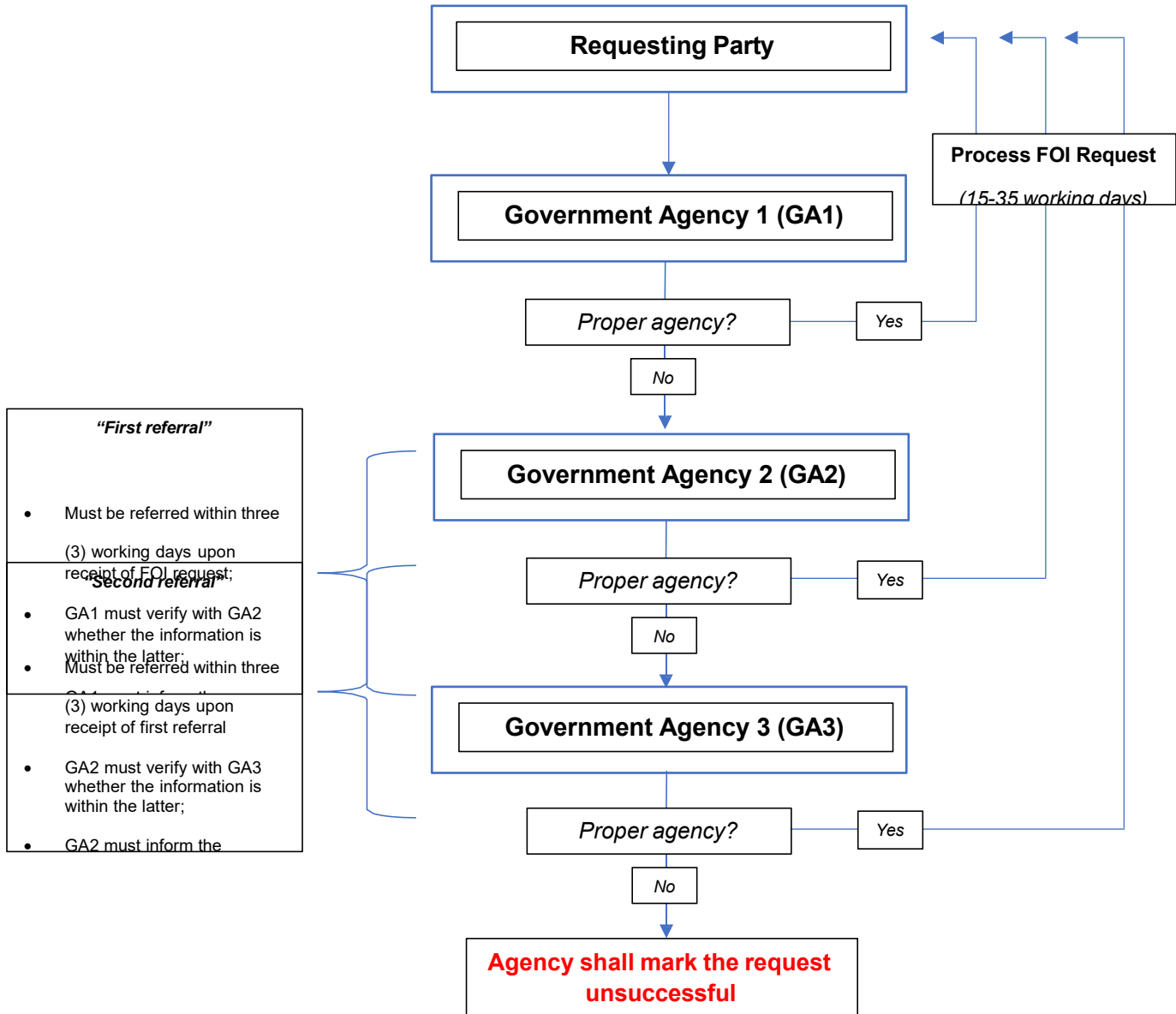
Legend:

- FOI Requestor
- DTI

Freedom of Information (FOI) Request Form

REQUESTING PARTY					
Complete Name of the Requestor:					
	<i>Title/Prefix</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Last Name</i>	<i>Suffix</i>
Address:					
	<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>
Contact Details:					
	<i>Telephone No.</i>	<i>Mobile No.</i>	<i>Fax No.</i>	<i>Email Address</i>	
Sex:					
	Male	Female	Citizenship: _____		
Social Classification:					
	Abled	Differently-abled	Indigenous Person		
	Senior Citizen	Youth	Out-of-school Youth		
Proof of Valid Identification: <i>(Please attach copy)</i>					
	Passport	SSS/GSIS ID	Voter's ID		
	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	<i>(If your request is successful, we will be sending the documents to you in this manner)</i>		
REPRESENTATIVE/GUARDIAN <i>(if applicable)</i>					
Complete Name of Representative/ Guardian:					
	<i>Title/Prefix</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Last Name</i>	<i>Suffix</i>
Proof of Valid Identification: <i>(please attach copy)</i>					
Valid Proof of Authority: _____ <i>(please attach copy)</i>					
REQUESTED INFORMATION					
Title of Document Requested : <input type="checkbox"/> Photocopy <input type="checkbox"/> Softcopy					
<i>Note: Please provide as much detail as you can</i>					
Date/Period Covered <i>(DD/MM/YYYY – DD/MM/YYYY):</i>					
Specific Purpose <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					
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:					
<ul style="list-style-type: none"> • 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.					
_____			_____		<div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div>
Signature Over Printed Name			Date Accomplished <i>(DD/MM/YYYY)</i>		<i>Please affix right thumbmark if unable to write</i>
FOI RECEIVING OFFICER <i>(For internal use only)</i>			Tracking Number: _____		
Received by: <i>(Last Name, First Name, Middle Name)</i>			Date received: <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.

List of addresses of DTI Bureaus and Offices

NAME OF BUREAU/OFFICE	LOCATION
Central Office	
Office of the Secretary	5F Industry & Investments Building, 385 Sen. Gil J. Puyat Ave., Makati City
Bureau of Domestic Trade Promotion	GF Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City
Bureau of Import Services	3F Tara Building, 389 Sen. Gil J. Puyat Ave., Makati City
Bureau of International Trade Relations	4F DTI International Building, 375 Sen. Gil J. Puyat Ave., Makati City
Bureau of Philippine Standards	3F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City
Bureau of Small and Medium Enterprise Development	2F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City
Bureau of Trade and Industrial Policy Research	4F Industry & Investments Building, 385 Sen. Gil J. Puyat Ave., Makati City
Competitiveness Bureau	2F HPGV Building, 3395 Sen. Gil J. Puyat Ave., Makati City
Consumer Protection and Advocacy Bureau	2F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City
Export Marketing Bureau	2F DTI International Building, 375 Sen. Gil J. Puyat Ave., Makati City
Fair Trade Enforcement Bureau	2F UPRC Building, 315 Sen. Gil J. Puyat Ave., Makati City
Financial Management Service	4F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City
Foreign Trade Service Corps	3F DTI International Building, 375 Sen. Gil J. Puyat Avenue
Human Resource and Administrative Service	4F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City
Information Systems Management Service	5F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City
Internal Audit Service	3F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City
Knowledge Management and Information Service	5F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City
Legal Service	2F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City
Liaison Office for Legislative Affairs	3F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City
National Capital Regional Office	2F Metro House Bldg. 345 Sen. Gil J. Puyat Ave., Makati City
Planning and Management Service	5F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City
Philippine Accreditation Bureau	3F Tara Building, 389 Sen. Gil J. Puyat Ave., Makati City
Resource Generation and Management Service	4F Industry & Investments Building, 385 Sen. Gil J. Puyat Ave., Makati City
Regional and Provincial Offices	
DTI CAR Regional Office	DTI-CAR Regional Office 2F Pine Lake View Building, No. 9 Otek St. cor Rizal Park 2600, Baguio City

NAME OF BUREAU/OFFICE	LOCATION
DTI Abra	J & I Commercial Building, National Highway, Ubbog-Lipcan, 2800 Bangued, Abra
DTI Apayao	National Government Center, Provincial Capitol Cmpd., San Isidro Sur, 3813 Luna, Apayao
DTI Benguet	3F Pine Lake View Bldg., No. 9 Otek St. corner Rizal Park 2600 Baguio City
DTI Ifugao	2F ABC Bldg., Rizal Ave., Poblacion West, 3600 Lagawe, Ifugao
DTI Kalinga	2-3F Lua Annex Bldg., Poblacion, 3800 Tabuk City, Kalinga
DTI Mountain Province	2F Walter Clapp Centrum, Loc-ong, Poblacion, 2616 Bontoc, Mt. Province
DTI Region 1 Regional Office	4F Juanita Bldg., Quezon Ave., San Fernando City, La Union
DTI Ilocos Norte	JOMEL Bldg., Siazon Rd. cor. D. Samonte St., Brgy. 14 Laoag City, Ilocos Norte
DTI Ilocos Sur	Judy Chiu Bldg., Mabini St., Brgy. 1, Poblacion, Vigan City, Ilocos Sur
DTI La Union	AJ Realty, National Highway Madayegdeg, San Fernando City, La Union
DTI Pangasinan	2F Star Bldg., Arellano St., 2400 Dagupan City, Pangasinan
DTI Region 2 Regional Office	11 Dalan na Pappabalo, Regional Gov't. Center, Carig Sur, Tuguegarao City, Cagayan
DTI Batanes	Aberilla Bldg., National Road, Basco, Batanes
DTI Cagayan	11 Dalan na Pappabalo, Regional Gov't. Center, Carig Sur, Tuguegarao City, Cagayan
DTI Isabela	Jeremy Bldg., National Highway, Alibagu, Ilagan City, Isabela
DTI Nueva Vizcaya	GF Rosalina L. Lo Bldg., National Highway, Sta. Rosa, Bayombong, Nueva Vizcaya
DTI Quirino	Cayetano Arellano St., Purok 1, Andres Bonifacio, Diffun, Quirino
DTI Region 3 Regional Office	Malikhain St., cor. Maagap St., Diosdado Macapagal Government Center, Maimpis City, San Fernando, 2000
DTI Aurora	Cordial Bldg., National Highway, Brgy. Suklayin, Baler, 3200 Aurora
DTI Bataan	3F Crizelda Marie Bldg., Capitol Drive, San Jose, Balanga City, 2100 Bataan
DTI Bulacan	2F BFCCI Bldg., MacArthur Highway, Sumapang Matanda, Malolos City, 3000 Bulacan
DTI Nueva Ecija	2F CAL Bldg., 113 Gen. Tinio St., Brgy. Dimasalang, Cabanatuan City, 3100 Nueva Ecija
DTI Pampanga	2F ABN Plaza, MacArthur Highway, Brgy. Del Rosario, San Fernando City, 2000
DTI Tarlac	2F Anita Bldg., Zamora St., San Roque, Tarlac City, Tarlac
DTI Zambales	1055 Rizal Ave., Olongapo City, 2200 Zambales
DTI Region 4A Regional Office	3F Marcelita Bldg., Brgy. Real, Calamba City, Laguna
DTI Batangas	NACIDA Bldg., Old City Hall Compound, B. Morada Ave., Lipa City, Batangas

NAME OF BUREAU/OFFICE	LOCATION
DTI Cavite	2F Government Center Bldg., Capitol Compound, Trece Martires City, Cavite
DTI Laguna	Varimco Bldg., Brgy. Banca-Banca Victoria, Laguna
DTI Quezon	2F Grand Central Terminal, Ibabang Dupay, Lucena City, Quezon
DTI Rizal	2F Altica Arcade, 83 Circumferential Road Brgy. San Jose, Antipolo City, Rizal
DTI Region 4B Regional Office	5F Oppen Building, 349 Sen. Gil J. Puyat Ave., Makati City
DTI Marinduque	GF Monta Bldg., R. Magsaysay St., Brgy. Isok I, Boac, Marinduque
DTI Occidental Mindoro	SME Center, Municipal Compound, San Jose, Occidental Mindoro
DTI Oriental Mindoro	Provincial Capitol Complex, Brgy. Camilmil, Calapan City, 5200 Oriental Mindoro
DTI Palawan	4F ERC Plaza Commercial Bldg., National Highway, Brgy. San Pedro, Puerto Princesa City, Palawan
DTI Romblon	GF LFH Suite, Promenade, J.P. Rizal St., Cocoville, Dapawan, Odiongan, 5505 Romblon
DTI Region 5 Regional Office	3F Capitol Annex Bldg., Old Albay District, Legaspi City
DTI Albay	2F DBP Bldg., Quezon Ave., Legaspi City, 4500 Albay
DTI Camarines Norte	Merchant's Ave., Central Plaza Complex, Lag-on, Daet, Camarines Norte
DTI Camarines Sur	2F Old DBP Bldg., Panganiban Drive, Naga City, Camarines Sur
DTI Catanduanes	Catanduanes State Colleges Compound, Calatagan, Virac, Catanduanes
DTI Masbate	DTI Building, Capitol Drive, Masbate City, Masbate
DTI Sorsogon	2F Benjamin Ty Bldg., cor. Vera & Quezon Sts., Sorsogon City, Sorsogon
DTI Region 6 Regional Office	3F DTI Building, J.M. Basa & Gen. Macario Peralta Sts. Iloilo City
DTI Aklan	JSM Bldg., Veterans Ave., Kalibo, Aklan
DTI Antique	2F Business Park Bldg., Governor Villavert St., San Jose, Antique
DTI Capiz	Sacred of Jesus Ave., Pueblo de Panay, Brgy. Lawaan, Roxas City
DTI Guimaras	2F MAVIKSS Bldg., New Site, San Miguel, Jordan, Guimaras
DTI Iloilo	GF DTI Building, J.M. Basa & Gen. Macario Peralta Sts. Iloilo City
DTI Region 7 Regional Office	3F Rm. 311 WDC Bldg., Osmeña Blvd., Cebu City
DTI Bohol	2F FCB Bldg., CPG Ave., Tagbilaran City, Bohol
DTI Cebu	DTI Bldg., Osmena Blvd. cor. Lapu-lapu St. Cebu City
DTI Negros Oriental	2F Uymatiao Bldg., San Jose St., Dumaguete City, Negros Oriental
DTI Siquijor	CF Bldg., Legaspi St., Poblacion, Siquijor, Siquijor

NAME OF BUREAU/OFFICE	LOCATION
DTI Region 8 Regional Office	2F Leyte Academic Center, Gov't. Center, Pawing, Palo, Leyte
DTI Biliran	2F R. Kho Bldg., cor. Caneja & Castin Sts. 6543 Naval, Biliran
DTI Eastern Samar	GF Wheelers Bldg., Baybay 5, Songco, Borongan City, Eastern Samar
DTI Leyte	2F Himalayan Bldg., Brgy 78, Marasbaras, Tacloban City, Leyte
DTI Northern Samar	Luisa Angley Bldg., Rizal St., 6400 Catarman, Northern Samar
DTI Samar	WSM Bldg. cor. McKinley St. and Del Rosario St. Extension, Maharlika Highway Catbalogan, Samar 6700
DTI Southern Leyte	2F SJC Bldg., cor. T. Oppus and E. Cabrera Sts., Tunga-tunga, Maasin, Southern Leyte
DTI Region 9 Regional Office	4F VHW Bldg., Veterans Ave., Zamboanga City
DTI Zamboanga City	2F Vicente Wee Bldg., Veterans Ave., Zamboanga City
DTI Zamboanga del Norte	Government Center, Sta. Isabel, Dipolog City
DTI Zamboanga del Sur	NACIDA Bldg., Capitol Complex, Pagadian City, Zamboanga del Sur
DTI Zamboanga Sibugay	2F Montebello Bldg., National Highway, Poblacion, Ipil, Zamboanga Sibugay
DTI Region 10 Regional Office	NACIDA Bldg., Corrales Ave. cor. Antonio Luna St., 9000 Cagayan de Oro City
DTI Bukidnon	Manuel Bldg., San Isidro St., 8700 Malaybalay City, Bukidnon
DTI Camiguin	DBP Bldg., cor. Gen. B. Aranas & J.P. Rizal Sts., 9100 Mambajao, Camiguin
DTI Lanao del Norte	0171 PM Durias Bldg., Quezon Ave. Ext., Pala-o, 9200 Iligan City, Lanao del Norte
DTI Misamis Occidental	1F Dajao Bldg., cor. Rizal-Pastrano Sts., Poblacion I, 7207 Oroquieta City, Misamis Occidental
DTI Misamis Oriental	GF State Investment Trust Incorporated Bldg., Tiano-Hayes Sts., 9000 Cagayan de Oro City, Misamis Oriental
DTI Region 11 Regional Office	3F Mintrade Bldg., Monteverde Ave. cor. Sales St., Davao City
DTI Compostela Valley	Jienos Bldg., Agoncillo St., Poblacion, Nabunturan, Compostela Valley
DTI Davao City	2F Mintrade Bldg., Monteverde Ave. cor. Sales St., Davao City
DTI Davao del Norte	Gov't. Center, Brgy. Mankilam, Tagum City, Davao del Norte
DTI Davao del Sur	2F Medic Pharma Bldg., cor. Doña Aurora & Corregidor Sts., Digos City, Davao del Sur
DTI Davao Oriental	2F Valles Bldg., Rizal St., Mati City, Davao Oriental
DTI Davao Occidental	Door 2 Mutya and Matt Bldg., Geverola St. Poblacion, Malita, Davao Occidental
DTI Region 12 Regional Office	3-4F De Luz Bldg., Gensan Drive cor. Aquino St., 9506 Koronadal City, South Cotabato
DTI Cotabato City	GF Kutang Bato Masonic Temple Bldg., Sinsuat Avenue,

NAME OF BUREAU/OFFICE	LOCATION
	Cotabato City
DTI General Santos City	Mezzanine Flr., R.A. Bldg., South Osmeña St., 9500 General Santos City
DTI North Cotabato	Singao Road, Apo Sandawa Homes Phase III, 9400 Kidapawan City, North Cotabato
DTI Sarangani	2-3F National Agency Bldg., Capitol Compound Alabel, 9501 Sarangani Province
DTI South Cotabato	2F del Rosario Bldg., Gensan Drive cor. Zulueta St., 9506 Koronadal City, South Cotabato
DTI Sultan Kudarat	2F Quality Appliance Bldg., Alunan Highway, 9800 Tacurong City, Sultan Kudarat
DTI CARAGA Regional Office	West Wing, 3F D&V Plaza Bldg., J.C. Aquino Ave., 8600 Butuan City, Agusan del Norte
DTI Agusan del Norte	Rudy Tiu Bldg., KM. 2, J.C. Aquino Ave., 8600 Butuan City, Agusan del Norte
DTI Agusan del Sur	Faustino A. Asis Bldg., Gov. D.O. Plaza, Gov't. Center, Prosperidad, Agusan del Sur
DTI Surigao del Norte	2F Simtoco Bldg., Burgos St., 8440 Surigao City, Surigao del Norte
DTI Surigao del Sur	2F JTP Bldg., Donasco St., Tandag City, Surigao del Sur
DTI Province of Dinagat Island	Cotanda Bldg., P-2 Brgy. Sta. Cruz, San Jose, Province of Dinagat Island
Overseas Offices	
China	
<ul style="list-style-type: none"> Beijing, People's Republic of China 	Embassy of the Philippines JD16-1-081, Jianguomenwai DRC No. 1 Xiushuijie, Chaoyang District Beijing, 100600, China
<ul style="list-style-type: none"> Shanghai, People's Republic of China 	Consulate General of the Philippines 3F MetroBank Plaza, 1160 Yan'an West Road Shanghai 200052
<ul style="list-style-type: none"> Guangzhou, People's Republic of China 	Consulate General of the Philippines Rm. 713, Main Tower, Guangdong International Bldg., 339 Huanshi Donglu Guangzhou 510098, PROC
East Asia	
<ul style="list-style-type: none"> Tokyo, Japan 	1F Mita 43 MT Building Mita, Minato-ku, Tokyo 108-0073, Japan
<ul style="list-style-type: none"> Osaka, Japan 	Consulate General of the Philippines 5F Osaka Chamber of Commerce & Industry Bldg. 2-8 Honmachibashi, Chuo-ku
<ul style="list-style-type: none"> Seoul, South Korea 	Embassy of the Philippines Rm. 401, 5-1 Itaewon2-dong, Yongsan-gu Seoul 140-857, Korea
<ul style="list-style-type: none"> Taipei, Taiwan/Republic of China 	Manila Economic and Cultural Office–Philippine Representative Office in Taiwan 11F No. 176 Chang Chun Road, Taipei City, Republic of China
ASEAN/ANZ	

NAME OF BUREAU/OFFICE	LOCATION
• Singapore, Singapore	Embassy of the Philippines 07-234 Faber House, 230 Orchard Road, Singapore 238854
• Kuala Lumpur, Malaysia	Embassy of the Philippines 19-9-3A (Office Suite) UOA Centre 50450 Kuala Lumpur
• Jakarta, Indonesia	Embassy of the Philippines No. 8 Jalan Imam Bonjol Menteng, Jakarta, Indonesia
• Bangkok, Thailand	Embassy of the Philippines 760 Sukhumvit Road Bangkok 10110, Thailand
• Sydney, Australia	Consulate General of the Philippines Suite 905, Level 9, St. Martins Tower 31 Market Street, Sydney NSW 2000
South Asia	
• New Delhi, India	Embassy of the Philippines 50-N Nyaya Marg, Chanakyapuri New Delhi 110021, India
Middle East & Africa	
• Dubai, United Arab Emirates	Consulate General of the Philippines Rm. 3712, 37F Churchill Executive Tower, Business Bay, Dubai, United Arab Emirates
• Jeddah, Saudi Arabia	Consulate General of the Philippines No. 4664 Fajer Street, Al-Rehab District 6 Jeddah, Kingdom of Saudi Arabia, 21412
Europe	
• Berlin, Germany	Embassy of the Philippines Rankestr. 26, Berlin 10789, Germany
• Brussels, Belgium	Embassy of the Philippines 207 Ave. Louise, Box 5 Brussels 1050, Belgium
• Paris, France	Embassy of the Philippines 19 rue de l'Amiral d'Estang 75116 Paris, France
• Geneva, Switzerland	Philippine Permanent Mission to the World Trade Organization Rue de Lausanne 80 1202 Geneva, Switzerland
• London, United Kingdom	Embassy of the Philippines 1A Cumberland House, Kensington Court London W8 5NX England
• Moscow, Russian Federation	Consulate General of the Philippines Karmanitsky Pereulok 6/8, 121099 Moscow
• Stockholm, Sweden	Consulate General of the Philippines Nybrogatan 12 SE-114 39 Stockholm, Sweden
Americas	
• Washington D.C., United States of America	Embassy of the Philippines 1600 Massachusetts Ave., Northwest Washington, D.C. 20036

NAME OF BUREAU/OFFICE	LOCATION
<ul style="list-style-type: none"> New York, United States of America 	Consulate General of the Philippines Philippine Center Level 1M 556 Fifth Ave., New York 10036
<ul style="list-style-type: none"> Silicon Valley, CA, United States of America 	447 Sutter Street, Suite 405 San Francisco, California 94108
<ul style="list-style-type: none"> Los Angeles, CA, United States of America 	Consulate General of the Philippines Suite 602, 3250 Wilshire Boulevard Los Angeles, California 90010
<ul style="list-style-type: none"> Mexico City, Mexico 	Embassy of the Philippines Anatole France No. 26, Oficina 1, Polanco Chapultepec, Delegación Miguel Hidalgo, C.P. 11560 Ciudad de México
<ul style="list-style-type: none"> Toronto, Canada 	Philippine Consulate General - Toronto 80 Richmond Street West, Suite 903 Toronto, Ontario M5H 2A4

DTI FOI Receiving Officers Directory

NAME OF BUREAU/OFFICE	LOCATION OF THE FOI RECEIVING OFFICER	DESIGNATED FOI RECEIVING OFFICER
A. FRO for the Central Office		
Public Assistance Desk	GF Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City	Cresenciano Par
B. FROs for Central Office Bureaus		
Bureau of Domestic Trade Promotion	GF Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City	Rossana Pontevedra
Bureau of Import Services	3F Tara Building, 389 Sen. Gil J. Puyat Ave., Makati City	Lyndon Ivan C. Merestela
Bureau of International Trade Relations	4F DTI International Building, 375 Sen. Gil J. Puyat Ave., Makati City	Rosalynn Tongohan
Bureau of Philippine Standards	3F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City	Catherine Antonio-Paguinto
Bureau of Small and Medium Enterprise Development	2F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City	Jaworski Rifareal
Bureau of Trade and Industrial Policy Research	4F Industry & Investments Building, 385 Sen. Gil J. Puyat Ave., Makati City	Alyanna Victoria Rivera
Competitiveness Bureau	2F HPGV Building, 3395 Sen. Gil J. Puyat Ave., Makati City	Ma. Grace Angela Aquino
Consumer Protection and Advocacy Bureau	2F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City	Maria Entong
Export Marketing Bureau	2F DTI International Building, 375 Sen. Gil J. Puyat Ave., Makati City	Kit Andaya
Fair Trade Enforcement Bureau	2F UPRC Building, 315 Sen. Gil J. Puyat Ave., Makati City	Claire Coballes
Financial Management Service	4F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City	Gemma Manlangit
Foreign Trade Service Corps	3F DTI International Building, 375 Sen. Gil J. Puyat Avenue	Louise Paula E. Quiñones
Human Resource and Administrative Service	4F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City	Neven Rivera
Information Systems Management Service	5F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City	Jenny Rose E. Lansangan
Internal Audit Service	3F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City	Riza Milagros Pangilinan
Knowledge Management and Information Service	5F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City	Ric Kagahastian
Legal Service	2F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City	Atty. Stephanie Garay
Liaison Office for Legislative Affairs	3F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City	Francis Sune
National Capital Regional Office	2F Metro House Bldg. 345 Sen. Gil J. Puyat Ave., Makati City	Atty. Carina Panos
Planning and Management Service	5F Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City	Mary Francis Sierra
Philippine Accreditation	3F Tara Building, 389 Sen. Gil J.	Japhet Celis

NAME OF BUREAU/OFFICE	LOCATION OF THE FOI RECEIVING OFFICER	DESIGNATED FOI RECEIVING OFFICER
Bureau	Puyat Ave., Makati City	
Resource Generation and Management Service	4F Industry & Investments Building, 385 Sen. Gil J. Puyat Ave., Makati City	Caress L. Tolentino
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		
DTI CAR Regional Office	DTI-CAR Regional Office, 2F Pine Lake View Building, No. 9 Otek St. cor Rizal Park 2600, Baguio City	Glonica Joyce Favorito
DTI Abra	J & I Commercial Building, National Highway, Ubbog-Lipcan, 2800 Bangued, Abra	Vanessa Villanueva
DTI Apayao	National Government Center, Provincial Capitol Cmpd., San Isidro Sur, 3813 Luna, Apayao	Gabriel Dulnuan
DTI Benguet	3F Pine Lake View Bldg., No. 9 Otek St. corner Rizal Park 2600 Baguio City	Sheila Rose Cayanan
DTI Ifugao	2F ABC Bldg., Rizal Ave., Poblacion West, 3600 Lagawe, Ifugao	Lorna Allaga
DTI Kalinga	2-3F Lua Annex Bldg., Poblacion, 3800 Tabuk City, Kalinga	Maria Cecilia Baral
DTI Mountain Province	2F Walter Clapp Centrum, Loc-ong, Poblacion, 2616 Bontoc, Mt. Province	Margaret Gayodan
DTI Region 1 Regional Office	4F Juanita Bldg., Quezon Ave., San Fernando City, La Union	Joyce Ann Segui
DTI Ilocos Norte	JOMEL Bldg., Siazon Rd. cor. D. Samonte St., Brgy. 14 Laoag City, Ilocos Norte	Maria Corazon Racela
DTI Ilocos Sur	Judy Chiu Bldg., Mabini St., Brgy. 1, Poblacion, Vigan City, Ilocos Sur	Amelia Galvez
DTI La Union	AJ Realty, National Highway Madayegdeg, San Fernando City, La Union	Mark Joseph Alonen
DTI Pangasinan	2F Star Bldg., Arellano St., 2400 Dagupan City, Pangasinan	Ruth Salazar
DTI Region 2 Regional Office	11 Dalan na Pappabalo, Regional Gov't. Center, Carig Sur, Tuguegarao City, Cagayan	Vanessa Ross Tuddao
DTI Batanes	Aberilla Bldg., National Road, Basco, Batanes	Jean Darelle Malupa
DTI Cagayan	11 Dalan na Pappabalo, Regional Gov't. Center, Carig Sur, Tuguegarao City, Cagayan	Mar Anthony Alan
DTI Isabela	Jeremy Bldg., National Highway, Alibagu, Ilagan City, Isabela	Donica Aura Ginez
DTI Nueva Vizcaya	GF Rosalina L. Lo Bldg., National Highway, Sta. Rosa, Bayombong, Nueva Vizcaya	Maria Grazhiella
DTI Quirino	Cayetano Arellano St., Purok 1, Andres Bonifacio, Diffun, Quirino	Jenny Diaz

NAME OF BUREAU/OFFICE	LOCATION OF THE FOI RECEIVING OFFICER	DESIGNATED FOI RECEIVING OFFICER
DTI Region 3 Regional Office	Malikhain St., cor. Maagap St., Diosdado Macapagal Government Center, Maimpis City, San Fernando, 2000	Rowena Miranda
DTI Aurora	Cordial Bldg., National Highway, Brgy. Suklayin, Baler, 3200 Aurora	Floro Verial Jr.
DTI Bataan	3F Crizelda Marie Bldg., Capitol Drive, San Jose, Balanga City, 2100 Bataan	Teresita Magtanong
DTI Bulacan	2F BFCCI Bldg., MacArthur Highway, Sumapang Matanda, Malolos City, 3000 Bulacan	Faye Ann Lejarde
DTI Nueva Ecija	2F CAL Bldg., 113 Gen. Tinio St., Brgy. Dimasalang, Cabanatuan City, 3100 Nueva Ecija	Richard Simangan
DTI Pampanga	2F ABN Plaza, MacArthur Highway, Brgy. Del Rosario, San Fernando City, 2000	Rhia Laxa
DTI Tarlac	2F Anita Bldg., Zamora St., San Roque, Tarlac City, Tarlac	Lunabelle Sison
DTI Zambales	1055 Rizal Ave., Olongapo City, 2200 Zambales	Enrique Tacbad
DTI Region 4A Regional Office	3F Marcelita Bldg., Brgy. Real, Calamba City, Laguna	Mia Angeline Cortez-Barrot
DTI Batangas	NACIDA Bldg., Old City Hall Compound, B. Morada Ave., Lipa City, Batangas	Karla Teressa Carig
DTI Cavite	2F Government Center Bldg., Capitol Compound, Trece Martires City, Cavite	Kristine Mojica
DTI Laguna	Varimco Bldg., Brgy. Banca-Banca Victoria, Laguna	Christian Ted Tungohan
DTI Quezon	2F Grand Central Terminal, Ibabang Dupay, Lucena City, Quezon	Jaryz Eden J. Lloce
DTI Rizal	2F Altica Arcade, 83 Circumferential Road Brgy. San Jose, Antipolo City, Rizal	Joanna Caldito
DTI Region 4B Regional Office	5F Oppen Building, 349 Sen. Gil J. Puyat Ave., Makati City	Bianca Alyana Zamora
DTI Marinduque	GF Monta Bldg., R. Magsaysay St., Brgy. Isok I, Boac, Marinduque	Rochelle M. Clamor
DTI Occidental Mindoro	SME Center, Municipal Compound, San Jose, Occidental Mindoro	Mylene G. Parilla
DTI Oriental Mindoro	Provincial Capitol Complex, Brgy. Camilmil, Calapan City, 5200 Oriental Mindoro	Marvin L. Macaladlad
DTI Palawan	4F ERC Plaza Commercial Bldg., National Highway, Brgy. San Pedro, Puerto Princesa City, Palawan	Persival T. Narbonita
DTI Romblon	GF LFH Suite, Promenade, J.P. Rizal St., Cocoville, Dapawan, Odiongan, 5505 Romblon	Maricris F. Tambalque
DTI Region 5 Regional	3F Capitol Annex Bldg., Old Albay	Maricris F. Tambalque

NAME OF BUREAU/OFFICE	LOCATION OF THE FOI RECEIVING OFFICER	DESIGNATED FOI RECEIVING OFFICER
Office	District, Legaspi City	
DTI Albay	2F DBP Bldg., Quezon Ave., Legaspi City, 4500 Albay	Theresa Plaza
DTI Camarines Norte	Merchant's Ave., Central Plaza Complex, Lag-on, Daet, Camarines Norte	Gary Rafanan
DTI Camarines Sur	2F Old DBP Bldg., Panganiban Drive, Naga City, Camarines Sur	Madel Alacar
DTI Catanduanes	Catanduanes State Colleges Compound, Calatagan, Virac, Catanduanes	Geraldine Bagadiiong
DTI Masbate	DTI Building, Capitol Drive, Masbate City, Masbate	Daisy Bayaga
DTI Sorsogon	2F Benjamin Ty Bldg., cor. Vera & Quezon Sts., Sorsogon City, Sorsogon	Meynardo Doluntap, Jr.
DTI Region 6 Regional Office	3F DTI Building, J.M. Basa & Gen. Macario Peralta Sts. Iloilo City	David Israel Sinay
DTI Aklan	JSM Bldg., Veterans Ave., Kalibo, Aklan	Amiel Sumait
DTI Antique	2F Business Park Bldg., Governor Villavert St., San Jose, Antique	Selbia Quilino
DTI Capiz	Sacred of Jesus Ave., Pueblo de Panay, Brgy. Lawaan, Roxas City	Marjorie Tendras
DTI Guimaras	2F MAVIKSS Bldg., New Site, San Miguel, Jordan, Guimaras	Melecia Pait
DTI Iloilo	GF DTI Building, J.M. Basa & Gen. Macario Peralta Sts. Iloilo City	Kurt Maurice Tugaff
DTI Region 7 Regional Office	3F Rm. 311 WDC Bldg., Osmeña Blvd., Cebu City	Kyle Durano
DTI Bohol	2F FCB Bldg., CPG Ave., Tagbilaran City, Bohol	Vierna Teresa Ligan
DTI Cebu	DTI Bldg., Osmena Blvd. cor. Lapulapu St. Cebu City	Shirelyn Villamor
DTI Negros Oriental	2F Uymatiao Bldg., San Jose St., Dumaguete City, Negros Oriental	Krystel Jade Pato
DTI Siquijor	CF Bldg., Legaspi St., Poblacion, Siquijor, Siquijor	Jebe Mag-usara, Jr.
DTI Region 8 Regional Office	2F Leyte Academic Center, Gov't. Center, Pawing, Palo, Leyte	Anthea Aivi Borbon
DTI Biliran	2F R. Kho Bldg., cor. Caneja & Castin Sts. 6543 Naval, Biliran	Ronelo Jamin
DTI Eastern Samar	GF Wheelers Bldg., Baybay 5, Songco, Borongan City, Eastern Samar	Ligaya Catuday
DTI Leyte	2F Himalayan Bldg., Brgy 78, Marasbaras, Tacloban City, Leyte	Diana Quiza
DTI Northern Samar	Luisa Angley Bldg., Rizal St., 6400 Catarman, Northern Samar	Joemarie Gallano
DTI Samar	WSM Bldg. cor. McKinley St. and Del Rosario St. Extension, Maharlika	Anna Eunice Baylen

NAME OF BUREAU/OFFICE	LOCATION OF THE FOI RECEIVING OFFICER	DESIGNATED FOI RECEIVING OFFICER
	Highway Catbalogan, Samar 6700	
DTI Southern Leyte	2F SJC Bldg., cor. T. Oppus and E. Cabrera Sts., Tunga-tunga, Maasin, Southern Leyte	Rustica Munda
DTI Region 9 Regional Office	4F VHW Bldg., Veterans Ave., Zamboanga City	Don Patrick Dalid
DTI Zamboanga City	2F Vicente Wee Bldg., Veterans Ave., Zamboanga City	Joe Darryl Jaron
DTI Zamboanga del Norte	Government Center, Sta. Isabel, Dipolog City	Raymunda Biolango
DTI Zamboanga del Sur	NACIDA Bldg., Capitol Complex, Pagadian City, Zamboanga del Sur	Iria Guatno
DTI Zamboanga Sibugay	2F Montebello Bldg., National Highway, Poblacion, Ipil, Zamboanga Sibugay	Jeanette Borja
DTI Region 10 Regional Office	NACIDA Bldg., Corrales Ave. cor. Antonio Luna St., 9000 Cagayan de Oro City	Geraldin Casas
DTI Bukidnon	Manuel Bldg., San Isidro St., 8700 Malaybalay City, Bukidnon	Jose Maureal
DTI Camiguin	DBP Bldg., cor. Gen. B. Aranas & J.P. Rizal Sts., 9100 Mambajao, Camiguin	Zita Abellare
DTI Lanao del Norte	0171 PM Durias Bldg., Quezon Ave. Ext., Pala-o, 9200 Iligan City, Lanao del Norte	Maria Lourdes Tiongco
DTI Misamis Occidental	1F Dajao Bldg., cor. Rizal-Pastrano Sts., Poblacion I, 7207 Oroquieta City, Misamis Occidental	Methusael Lumantas
DTI Misamis Oriental	GF State Investment Trust Incorporated Bldg., Tiano-Hayes Sts., 9000 Cagayan de Oro City, Misamis Oriental	Andrebeth Bolipata
DTI Region 11 Regional Office	3F Mintrade Bldg., Monteverde Ave. cor. Sales St., Davao City	Jenny Grace Mendoza
DTI Davao de Oro	Jienos Bldg., Agoncillo St., Poblacion, Nabunturan, Compostela Valley	Sheilla Gracia Humol
DTI Davao City	2F Mintrade Bldg., Monteverde Ave. cor. Sales St., Davao City	Nadia Montes
DTI Davao del Norte	Gov't. Center, Brgy. Mankilam, Tagum City, Davao del Norte	Art Hermoso
DTI Davao del Sur	2F Medic Pharma Bldg., cor. Doña Aurora & Corregidor Sts., Digos City, Davao del Sur	Gladys Joy Liño
DTI Davao Oriental	2F Valles Bldg., Rizal St., Mati City, Davao Oriental	Grace Maco
DTI Davao Occidental	Door 2 Mutya and Matt Bldg., Geverola St. Poblacion, Malita, Davao Occidental	Jay Pee Lascuña
DTI Region 12 Regional Office	3-4F De Luz Bldg., Gensan Drive cor. Aquino St., 9506 Koronadal City, South Cotabato	Joven Quiriones
DTI Cotabato City	GF Kutang Bato Masonic Temple	Sarah Jane Toledo

NAME OF BUREAU/OFFICE	LOCATION OF THE FOI RECEIVING OFFICER	DESIGNATED FOI RECEIVING OFFICER
	Bldg., Sinsuat Avenue, Cotabato City	
DTI General Santos City	Mezzanine Flr., R.A. Bldg., South Osmeña St., 9500 General Santos City	Marvin Genita
DTI North Cotabato	Singao Road, Apo Sandawa Homes Phase III, 9400 Kidapawan City, North Cotabato	Samsia Sarip
DTI Sarangani	2-3F National Agency Bldg., Capitol Compound Alabel, 9501 Sarangani Province	Hazel Daze Flores
DTI South Cotabato	2F del Rosario Bldg., Gensan Drive cor. Zulueta St., 9506 Koronadal City, South Cotabato	Januel King Vertido
DTI Sultan Kudarat	2F Quality Appliance Bldg., Alunan Highway, 9800 Tacurong City, Sultan Kudarat	Marilou Mana-ay
DTI CARAGA Regional Office	West Wing, 3F D&V Plaza Bldg., J.C. Aquino Ave., 8600 Butuan City, Agusan del Norte	Ariel Plaza
DTI Agusan del Norte	Rudy Tiu Bldg., KM. 2, J.C. Aquino Ave., 8600 Butuan City, Agusan del Norte	Shellah Robles
DTI Agusan del Sur	Faustino A. Asis Bldg., Gov. D.O. Plaza, Gov't. Center, Prosperidad, Agusan del Sur	Cerila Inson
DTI Surigao del Norte	2F Simtoco Bldg., Burgos St., 8440 Surigao City, Surigao del Norte	Lyza Trapal
DTI Surigao del Sur	2F JTP Bldg., Donasco St., Tandag City, Surigao del Sur	Sarah Estrada
DTI Province of Dinagat Island	Cotanda Bldg., P-2 Brgy. Sta. Cruz, San Jose, Province of Dinagat Island	Elmer General

Schedule of Fees

The schedule of fees is as follows, subject to changes to reflect the current market value:

Medium	Price
Certified True Copy	PhP1.25 per page
Photocopy (black ink only)	PhP1.25 per page
Printed Copy (black ink only)	PhP1.25 per page
Printed Copy (colored ink)	PhP5.25 per page
Softcopy	Free

Mode of Receipt	Price
Registered Mail	PhP80.00 - 180.00
Private Courier	PhP85.00 - 300.00
Pick-up	Free
Email	Free
Fax	Free

Inventory of DTI Frontline Services

Frontline Service	Office Responsible
Provision of Statistical Data to Various Stakeholders	Bureau of Import Services (BIS); Export Marketing Bureau (EMB)
Provision of Information on General Import Procedures and Other Government Agencies Import Regulations	BIS
Issuance of the DTI Accreditation Certificate for Private Emission Testing Centers (PETCs)	Bureau of Philippine Standards (BPS)/Regional Office (RO)/Provincial Office (PO)
Processing of Import Commodity Clearance (ICC)	BPS
Processing of the License to Use the Philippine Standard (PS) Safety and/or Quality Certification	BPS
Provision of Philippine National Standards (PNS)	BPS
Issuance of BMBE Registration	Bureau of Small and Medium Enterprise Development (BSMED)
Provision of Data and Statistics on Business Establishments	Competitiveness Bureau (CB)
Business Name Verification	CB
Trade Opportunity Reports	EMB
Business Consultancy, Researchers, and Walk-in Clients Servicing	EMB
Export Trade Facilitation	EMB
Export Trade Complaints Resolution	EMB
Certificate of Authority (Ship & Merchandise Broker)	Fair Trade Enforcement Bureau (FTEB)
Certificate of Registration (Bulk Sales)	FTEB
License of General Bonded Warehouse	FTEB
Certificate of Accreditation Sea Freight Forwarders Accredited (PSB AO6) - New	FTEB
Certificate of Accreditation Sea Freight Forwarders Accredited (PSB AO6) - Renewal	FTEB
Inspection for Sea Freight Forwarders and Service and Repair Enterprises	FTEB
Issuance of Waiver under PD 1466	FTEB

Frontline Service	Office Responsible
Authority to Import Used Motor Vehicle under No Dollar Importation Program	FTEB
Authority to Import for Importation by All Government Agencies and other instrumentalities	FTEB
Authority to Import Used Motor Vehicle Donated to LGUs	FTEB
Authority to Import Used Trucks and Buses for Trucks and Bus Importers	FTEB
Issuance of Certificate of Authority to Import of Used Engines, Parts and Components	FTEB
Authority to Import Brand new/used Automotive Replacement Parts and Brand New Motorcycle Replacement Parts	FTEB
Accreditation of Truck Rebuilding Centers under DAO No. 8	FTEB/RO/PO
Authority to Import parts and components for rebuilding under DAO No. 8	FTEB
Provision of Statistical Data on Complaints Filed	FTEB
Sales Promotion Permit	FTEB/RO/PO
Accreditation of Service and Repair Enterprises	FTEB/RO/PO
Management System Accreditation	Philippine Accreditation Bureau (PAB)
Provision of Datasets on Analytical and Testing Laboratories	PAB
Business Name Registration for Walk-in Applicants	RO/PO/City Office/Area Office
Issuance of Sales Promotion Permit	RO/PO/City Office/Area Office
Business Consultancy Services for MSMEs	ROG/RO/PO

Revised as of 31 July 2023