

FREEDOM OF INFORMATION PROGRAM

AGENCY: Department of Tourism
RECEIVING OFFICER: Maricel C. Malalad
DESIGNATION: Administrative Officer V
RECEIVING OFFICE:
Records and Communication Section,
The New DOT Building, 351 Sen. Gil Puyat
Ave., Makati City
CONTACT NO.: (02) 8-459-5200 to 5230
EMAIL: foi_ro@tourism.gov.ph

MODE OF REQUEST



STANDARD

Submit request form with necessary personal documents



EFOI

Lodge a request through the eFOI Portal (foi.gov.ph)

FOI APPEALS

If you are not satisfied with our response to your FOI request, you may ask us to carry out an internal review by writing to foi_ro@tourism.gov.ph. Your review request should be made within **15 working days** from the date when you received this reply and must provide the reason/s why you are not satisfied. We will complete the review and notify you of the result within **30 working days** from the date when we receive your request for review.

STEPS



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 to create an account.



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



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



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



6 The agency will **process** your request and will notify you of the result within **15 working days**.



7 The agency will prepare the information for **release** based on the available format. It will be sent to you through the eFOI portal or the email you have provided.