

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 the response to your FOI request, you may ask us to carry out an internal review of the response by writing to **foi_dm@tourism.gov.ph**. Your review request should explain why you are dissatisfied with the response, and should be made within **15 calendar days** from the notice of denial or from the lapse of the period to respond to your request. We will resolve your appeal within **30 calendar days** from the date we receive the same.

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 evaluate your request and will notify you within **15 working days**.



7 The agency will prepare the information for **release** and will be sent you depending on the receipt of preference.