

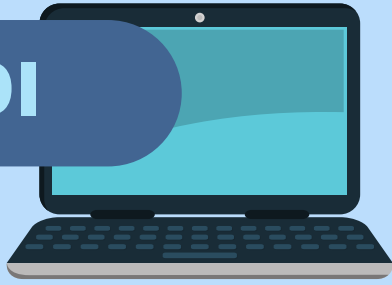
DCI

FREEDOM OF INFORMATION

Agency: **DBP Data Center Inc.**
Address: 9F DBP Bldg. Sen. Gil J. Puyat Ave. corner Makati Avenue, Makati City
Receiving Office: Admin Department , Mae Joyce Oficiar
Contact No.: (632) 818 9511 local 2913 / (632) 818 9611 local 2913
Email: mtoficiar@dci.ph

MODE OF REQUEST

eFOI



STEP 1

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

STEP 2

Click the Sign Up Button for the new user and provide all the required information.

STEP 3

Once logged in, you will be directed to your **Dashboard**. It contains all the requests done by the account owner.

STEP 4

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

STEP 5

You will now be redirected to **Make A Request** Page. Accomplish all fields then click **Send My Request**.

STEP 6

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

STEP 7

The agency will prepare the information for release, based on your desired format. It will be sent to you depending on the receipt of preference.

STANDARD



Requesting Party

Submits FOI Request Form to



Receiving Officer (RO)

Transmit to Initial Evaluation and Clarification



Decision Maker

DENY

APPROVE

15 working days

RETURNS TO RO and RO to inform on approval or denial to the requesting party.

FOI APPEALS

If you are unhappy with the response to your FOI request, you may ask us to carry out an internal review of the response by writing to mtoficiar@dci.ph.

Your request for review should explain why you are dissatisfied with this response and should be made within **15** calendar days from the date when you received this letter. We review your appeal and tell you the result, within **30** calendar days from the date when we receive your request.

