

HOW TO MAKE AN FOI REQUEST?

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STEP

ELECTRONIC MODE

STEP

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

https://www.foi.gov.ph

Click the **Sign Up** button and provide all the required fields. Attach a vaild ID to

create an account.



STEP

Once loggged in, you will be directed to your **Dashboard** where your



Click the **Make a Request** button then select the name of agency you wish to ask. Complete all fields and click **Send Request**.



Make a Request



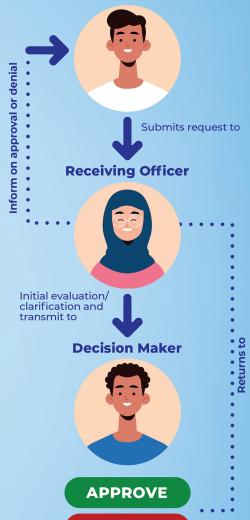
The Agency will evaluate your request and will notify you within **15** working days.

The Agency will prepare the requested information for relėase.



STANDARD MODE

Requesting Party



FOI Receiving Officer: Mr. Edmar D.J. Ignacio IC Administrative Officer II Administrative Division-Records Section

Receiving Office: Insurance Commission Head Office, 1071 U.N. Avenue, Ermita, Manila

DENY

Contact Nos.: (02)8523-8461 local 123/160

Email Address: icrecords-foi@insurance.gov.ph

FOI Appeals

If your request has been denied, you may file a written appeal within 15 working days upon denial of request. The letter of appeal should be addressed to the concerned Deputy Insurance Commissioner stating reasons of the appeal. We will complete the review and provide you a/the decision within 30 calendar days from the filing of said appeal.