



Freedom of Information Program (English Version)

National Development Company



1



www.foi.gov.ph

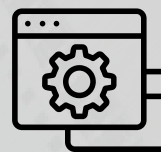
Go to **www.foi.gov.ph** to your browser's home address.

2



Click the **Log-in/Sign-up** button and provide all the required fields.
Attach a valid ID to create an account.

3



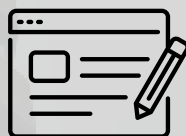
Once logged-in, you will be directed to your **Dashboard**.
The **Dashboard** contains all the FOI Requests of the account owner.

4



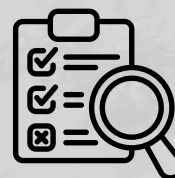
Click the **"Make Request Button"** then select the name of the agency you wish to ask.

5



You will now be directed to the **"Make 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 released based on your desired format. It will be sent to you depending on the **receipt of preference**.

Standard Request

Submit a request form with ID and other necessary documents

Modes of Request

eFOI Request

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 info@ndc.gov.ph. Your review request should explain why you are dissatisfied with the response and should be made within 15 calendar days from receipt of our letter-reply. We will complete the review and tell you the result within 30 calendars days from the date when we receive your appeal.

Receiving Officer: Emily T. Cariaga

Designation: Human Resources Management Officer V

Office: Human Resource Unit

Receiving Office: 7F NDC Building, 116 Tordesillas St., Salcedo Village, Makati City.

Contact No.: (8)840-4838

Email: info@ndc.gov.ph