

FREEDOM OF INFORMATION PROGRAM AGENCY : SUBIC BAY METROPOLITAN AUTHORITY

RECEIVING OFFICERS :

JAIME H. MENOR JR. - Division Chief III
MARK ANTHONY A. VIDA - Administrative Officer IV
RANDY D. CANLAS - Printing Machine Operator III
SBMA Departments/Offices Designated Records Officer

RECEIVING OFFICE :

OFFICE SERVICES DEPARTMENT- AUXILIARY SERVICES DIVISION
ROOM 107 BLDG 229 WATERFRONT SUBIC BAY FREEPORT ZONE

CONTACT NO. : 0472524188/0472524187/0472524469

EMAIL ADDRESS : asd@sbma.com

STEP 1

LOG IN TO
<http://www.sbma.com/transparency-seal>
to you browser home address

STEP 2

CLICK THE MAKE A REQUEST BUTTON at the
Section IX. Accomplished all fields then send
request

STEP 3

The SBMA will evaluate your request and
will notify you within 11 working days

STEP 4

The SBMA will prepare the information for
released based on your receipt of preference (soft
copy via email / hard copy for pick-up only).

MODE OF REQUEST



Standard Request

Submit FOI
Request Form with
2 Valid ID at
Auxiliary Services
Division

OR

eFOI-Request

Logged in at
<http://www.sbma.com/transparency-seal>
for online request and/or submit
the duly filled out FOI Request Form
with 2 Valid ID at asd@sbma.com

FOI Appeals:

If you are not satisfied with the response to your FOI request, you may ask to carry out an internal review of the response by writing to asd@sbma.com. Your review request should explain why you are dissatisfied with the response, and should be made within 15 calendar days from the date when you received your FOI request. We will complete the review and tell you the result within 30 calendar days from the date when we receive your appeal.

SUBIC BAY METROPOLITAN AUTHORITY

Bldg. 229, Waterfront Road, Subic Bay Freeport Zone - 2222
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