



**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.mysubicbay.com.ph/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.mysubicbay.com.ph/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.

