

## 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](mailto:asd@sbma.com)

#### STEP 1

LOG IN TO <https://www.foi.gov.ph/agencies> to your browser home address

#### STEP 2

Select [Subic Bay Metropolitan Authority](#) at GOCC Category

#### 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 (Rm107 Bldg 229) and/or thru email at [asd@sbma.com](mailto:asd@sbma.com).

OR

#### eFOI-Request

Logged in at <https://www.foi.gov.ph> for online request

### 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](mailto: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  
• Tel: +6347 252.4187/4188 • Fax: +6347 252.4469

