



**STANDARD** 

# FREEDOM OF INFORMATION PROGRAM AGENCY: SUBIC BAY METROPOLITAN AUTHORITY

## **RECEIVING OFFICERS:**

JAIME H. MENOR JR.- Division Chief IIIEMMIE M. TIBURCIO- Senior Communication Development OfficerRANDY D. CANLAS- Printing Machine Operator IIISBMA Departments/OfficesDesignated Records Officer

### **RECEIVING OFFICE:**

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

CONTACT NO. : 0472524188/0472524187/0472524469

**ELECTRONIC** 

EMAIL ADDRESS: asd@sbma.com

#### Step 1 Step 3 Step 2 Click the Sign Up button and provide all the required Once logged-in, you will be directed to your Dashboard. Go to www.foi.gov.ph **Requesting Party** shall submit the to your browser's home address. fields. Attach a valid ID to create an account. The Dashboard contains all the FOI requests of accomplished the account owner. FOI Request **Requesting Party** Form with 2 Valid ID at ASD Office Submits (Rm107 Blda. request to Inform on approval or 229). denial Step 6 Step 5 Step The SBMA will You will now be directed to the Make Click a evaluate your request and will notify you within 15 working days. the Make a Request Page. Accomplish all fields then click Send My Request. Request button then select Subic Bay Metropolitan Authority. Receiving Office Make A New Reques Initial evaluation/ clarification and transmits to Step 7 The SBMA will prepare the returns to information for release, based on your desired format. All within working days It will be sent to you depending on the receipt of preference. Decision Maker Fees for Cost of Reproduction: (Cost of Paper used (A4 or Legal Size) a) Colored ----- PhP10.00 PPROVE b) Monochromatic ----- PhP 9.00 c) Certified True Copy----- PhP 50.00 DEN

#### **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 <u>asd@sbma.com</u>. 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.

