

Freedom of Information Program

Agency: TOURISM PROMOTIONS BOARD

Receiving Officer: Donna Baranda

Designation: Executive Assistant III

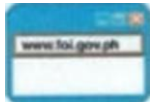
Office: Office of the Deputy Chief Operating Officer for Corporate Affairs

Receiving Office: 4th Floor, Legaspi Towers 300, Roxas Boulevard, Malate, Manila

Contact No: (02) 8525 9318 **Email:** foi@tpb.gov.ph

Step 1

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



Step 2

Click the **Sign Up** button and provide all the required fields. Attach a valid ID to create an account.



Step 3

Once logged-in, you will be directed to your Dashboard. The Dashboard contains all the requests done by the account owner.



Step 4

Click the **Make a Request** button to select the name of the agency you wish to ask.



Step 5

You will now be directed to the Make a Request Page. Accomplish all fields then click **Send My Requests**



Step 6

The agency will evaluate your request and will notify you within 15 working days.



Step 7

The agency will prepare the information for release, based on your desired format. It will be sent to you depending on the receipt of preference.



Standard Request

Mode of request



eFOI Request

or



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 foi@tpb.gov.ph. 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 this letter. We will complete the review and tell you the result within 30 calendar days from the date when we receive your appeal.