



HOW TO MAKE AN FOI REQUEST?

ELECTRONIC MODE

STANDARD MODE

STEP 01

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



STEP 02

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



STEP 03

Once logged in, you will be directed to your **Dashboard** where your requests can be found.



STEP 04

Click the **Make a Request** button then select the name of agency you wish to ask. Complete all fields and click **Send Request**.



STEP 05

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



STEP 06

The Agency will prepare the requested information for release.



Requesting Party



Submits request to

Receiving Officer



Initial evaluation/ clarification and transmit to

Decision Maker



APPROVE

DENY

Inform on approval or denial

Returns to

FOI Receiving Officer:
Mr. Edmar D.J. Ignacio
IC Administrative Officer II
Administrative Division-Records Section

Receiving Office:
Insurance Commission Head Office, 1071 U.N. Avenue, Ermita, Manila

Contact Nos.: **(02)8523-8461 local 123/160**

Email Address: **icrecords-foi@insurance.gov.ph**

FOI Appeals

If your request has been denied, you may file a written appeal within 15 working days upon denial of request. The letter of appeal should be addressed to the concerned Deputy Insurance Commissioner stating reasons of the appeal. We will complete the review and provide you a/the decision within 30 calendar days from the filing of said appeal.