

# Freedom of Information Program

Agency Bases Conversion and Development Authority

Email [foi@bcda.gov.ph](mailto:foi@bcda.gov.ph)

Receiving Officer Aristotle E. Guerrero (BGC), Jennifer A. Mallo (Clark)

Designation FOI Receiving Officers

Receiving Office BCDA Corporate Center, 2F Bonifacio Technology Center, BGC Taguig City

BCDA PMO, J. Topacio Street, Clark Freeport Zone, Pampanga

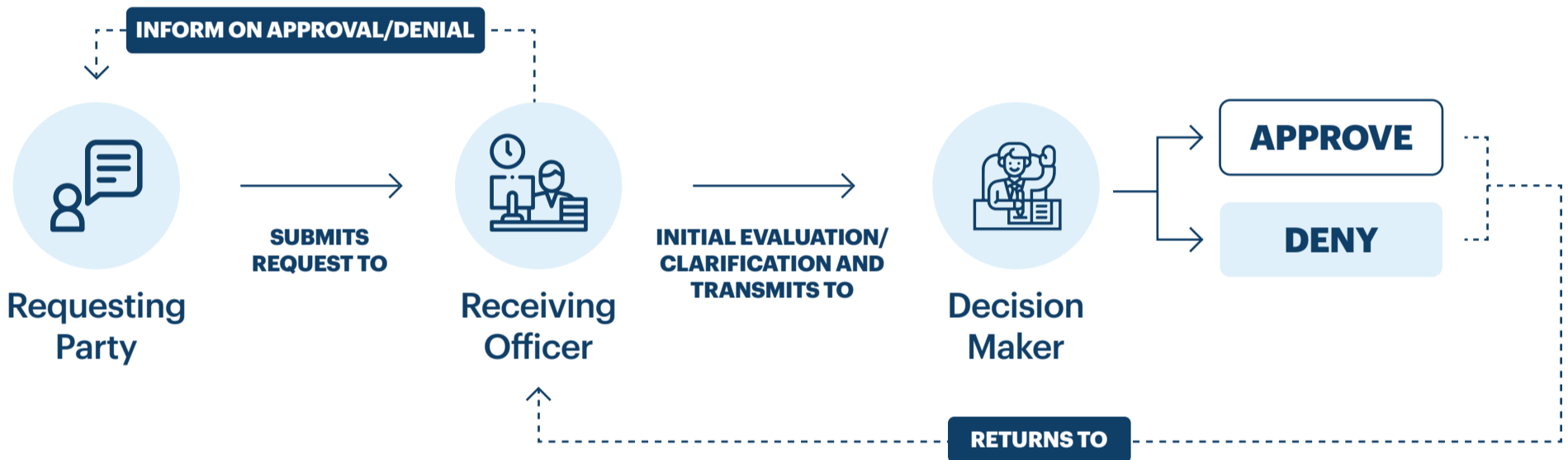
Contact No. (02) 8575 1700, (045) 599 7215 (Clark)

PROCESSING WILL TAKE:

**15** Working Days

## Mode of Request

### STANDARD



### ELECTRONIC



**STEP 1**  
Go to [www.foi.gov.ph](http://www.foi.gov.ph)



**STEP 2 – Sign Up**  
Click the Sign Up button and provide all the required information. Attach a Valid ID to create an account.



**STEP 3 – Log In**  
Once logged-in, you will be directed to your Dashboard. The Dashboard contains all FOI requests of the account owner.



**STEP 4 – Make a Request**  
Click the Make a Request button then select the name of the agency you wish to ask.



**STEP 5 – Send Request**  
You will now be directed to the **Make a Request** Page. Accomplish all fields then click Send My Request.



**STEP 6 – Notification**  
The agency will evaluate your request and will notify you within **15 working days**.



**STEP 7 – Release**  
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.

### 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 [bcda@bcda.gov.ph](mailto:bcda@bcda.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 receive this letter. We will complete the review and tell you the result within 30 calendar days from the date when we receive your appeal.

