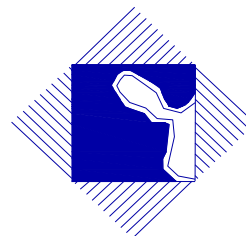


FREEDOM OF INFORMATION PROGRAM (One-page Manual)



Agency: **PORO POINT MANAGEMENT CORPORATION**

Receiving Officer: **Ms. Cristine L. Oloresisimo/ Ms. Felynel L. Mariano/ Ms. Michelle A. Subala/ Ms. Dennica Dyan C. Gonowon**

Designation: **Executive Secretary/ Board Secretary/ Records and Quality Officer/ Legal Researcher**

Receiving Office: **Office of the President and Chief Executive Officer**

Address: **PPMC Admin Bldg., Gov. Joaquin L. Ortega Ave., Poro, City of San Fernando, La Union**

Contact No.: **(072) 242- 06-84**

Email: **poropointfreeportzone@gmail.com**

PROCEDURE IN FILING AND PROCESSING OF REQUESTS FOR ACCESS TO INFORMATION

eFOI Request		Standard/Paper-based Request	
Step 1	Create an e-FOI account by signing up at https://www.foi.gov.ph/signup and provide all required information.	Step 1	Secure and accomplish in duplicate copy OLC Form 3- <i>Freedom of Information Request Form</i>
Step 2	Once logged in, the requesting party shall click "Make a Request" button at the FOI Dashboard, choose the name of agency, complete the required fields at the "Make a Request Page" and click "Send Request".	Step 2	Submit duly accomplished OLC Form 3 together with a copy of a government-issued ID as proof of identity to the Office of the President and CEO/Executive Secretary/Records Officer or via email
Step 3	PPMC shall evaluate the request and will notify the requesting party within 15 working days.	Step 3	PPMC shall evaluate the request and will notify the requesting party within 15 working days.
Step 4	PPMC will prepare the requested information for release and will send the same to the requesting party depending on the receipt of preference.	Step 4	PPMC FOI contact point shall inform the requesting party of the approval or denial of the request for information. Once the request is approved, PPMC will prepare the requested information for release and will send the same to the requesting party depending on the receipt of preference.

FOI APPEALS

The requesting party may appeal the denial of the request to access information to the Office of the PPMC President and Chief Executive Officer within fifteen (15) calendar days from receipt of the Notice of Denial. The Appeal shall be in writing and shall set forth the reason why the ground cited in the Notice of Denial should be reviewed. PPMC shall review and decide on the appeal within 30 calendar days from the day of receipt of the same.