

Freedom of Information Program

PANGALAN NG AHENSIYA

Bases Conversion and Development Authority

ADRES

Taguig: 2F Bonifacio Technology Center, 31st St., corner 2nd Ave.
Bonifacio Global City, Taguig

Clark: 9F One West Aeropark Bldg. Clark Global City
Clark Freeport Zone, Pampanga

BCDA PMO, J. Tipacio Street, Clark Freeport Zone

PANGALAN NG FOI RECEIVING OFFICERS

Raul G. Buensalida (Taguig)

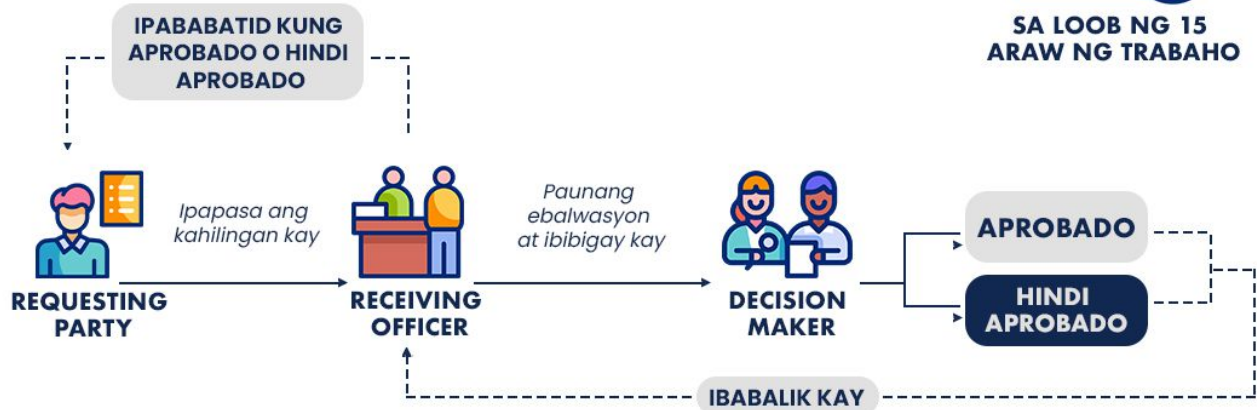
Rowena Marianne R. Evidor (Clark)

✉ foi@bcda.gov.ph

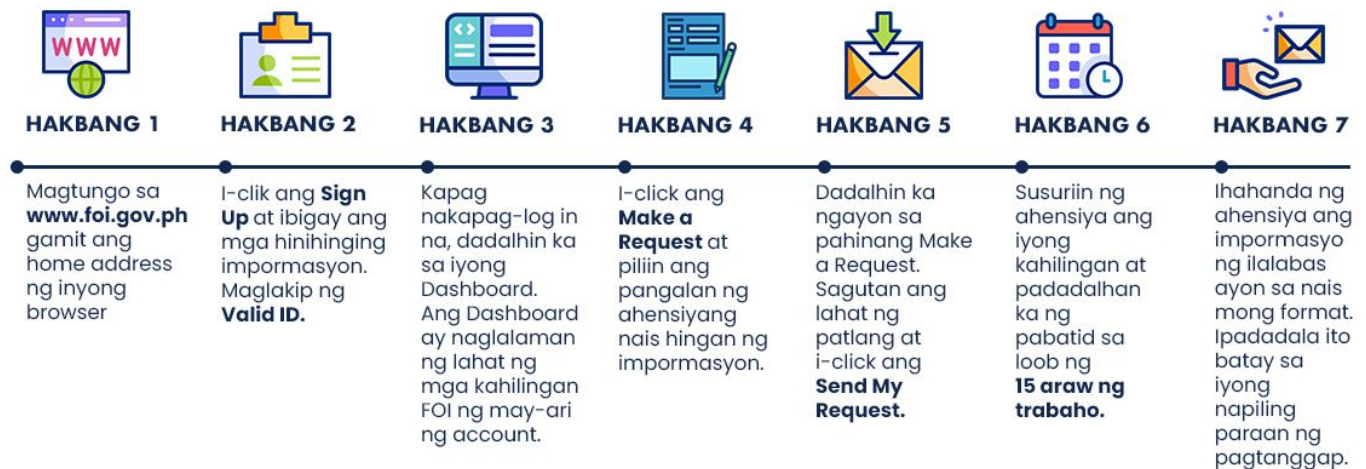
☎ (02) 8575 1700 (Taguig)
(045) 599 7215 (Clark)

Paraan ng Paghiling

STANDARD REQUEST



ELECTRONIC REQUEST



MEKANISMO NG PAG-APELA

Kung hindi ka nasiyahan sa naging tugon sa iyong kahilingang FOI, maaaring hilingin sa amin na magsagawa ng internal review sa tugon sa pamamagitan ng pagliham sa foi@bcda.gov.ph. Kailangang ipaliwanag sa iyong hiling na review kung bakit hindi ka nasisiyahan sa tugon, at dapat na isumite ito sa loob ng 15 araw mula sa petsa ng pagkakatanggap ng liham na ito. Isasagawa namin ang review at ipababatid sa iyo ang resulta sa loob ng 30 araw mula sa petsa ng pagkakatanggap ng iyong apela.

Freedom of Information Program

Agency **Bases Conversion and Development Authority**

Email **foi@bcda.gov.ph**

Receiving Officer **Raul G. Buensalida (BGC), Rowena Marriane R. Evidor (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

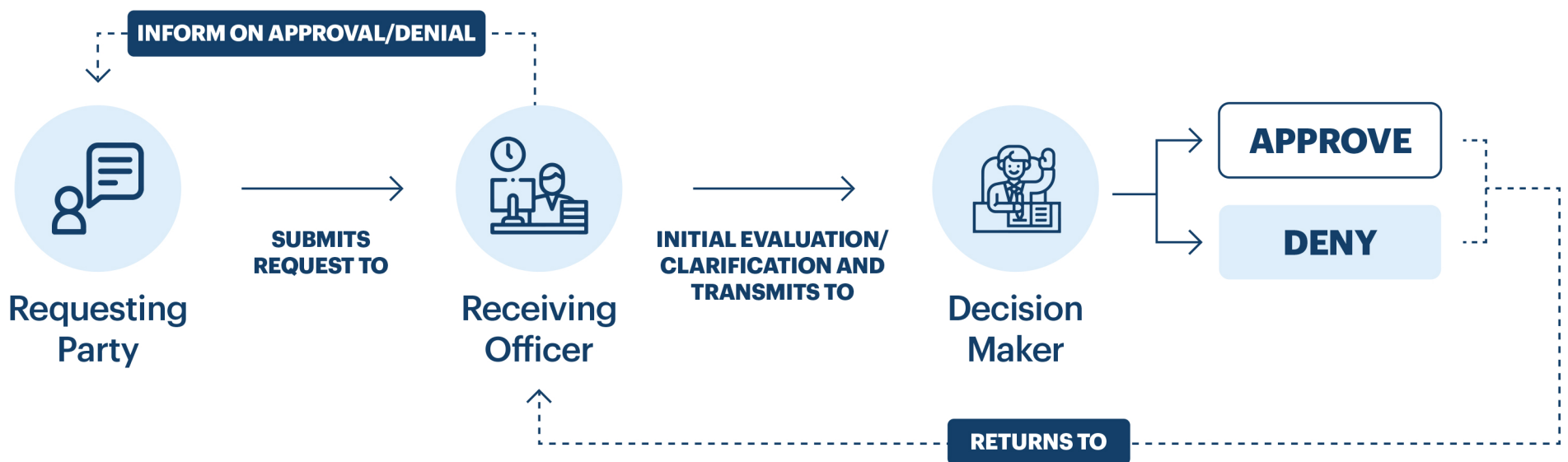
Contact No. **(02) 8575 1700, (045) 599 7215 (Clark)**

PROCESSING WILL TAKE:

15 Working Days

Mode of Request

STANDARD



ELECTRONIC



STEP 1
Go to **www.foi.gov.ph**



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**. 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.

