

FREEDOM OF INFORMATION PROGRAM

Agency	:	LANDBANK Countryside Development Foundation, Inc. (LCDFI)
Receiving Officer	:	Maria Marilyn R. Guiral
Designation	:	Executive Assistant
Receiving Office	:	14 th Flr. LANDBANK Plaza, Land Bank of the Philippines, 1598 M.H. Del Pilar cor Dr. J. Quintos Sts. Malate, Manila
Contact Details	:	(02) 8856-7488

MODE OF REQUESTS

- 1.** Go to www.foi.gov.ph on your browser's home address bar.
- 2.** Click the Sign-Up Button for the new user and provide all the required information.
- 3.** Once logged in, you will be directed to your Dashboard. It contains all the requests done by the account owner.
- 4.** Click the Make A Request button then select the name of the agency you wish to ask.
- 5.** You will now be redirected to the Make A Request Page. Accomplish all fields then click Send My Request.
- 6.** The agency will evaluate your request and will notify you within 15 working days.
- 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.

APPEALS MECHANISM

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 the President & CEO or Executive Director.

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.