

FREEDOM OF INFORMATION PROGRAM

Agency: CORREGIDOR FOUNDATION INC.

Receiving Officer: **Melody Bondoc**
Designation: **Sales & Marketing Officer**

Receiving Officer: **Merl Jerusalem**
Designation: **Junior Writer**

Office: **Head Office**

Receiving Office: **Room 10 Bay Terminal, CCP Complex,
Roxas Boulevard, Malate, Manila**

Contact Nos.: **(02)8823 - 3281**

Email Address: **info@corregidorisland.com.ph**

Step 1

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

Step 2

Sign up and attach
a valid ID to create
an account.

Step 3

You will be directed
to the Dashboard
which contains all
FOI requests.

Step 4

Click the make a
request button and
select the agency
you want to ask.

Step 5

Accomplish all the
required fields in
Make A Request page
then click Send.

Step 6

Evaluation of your
request and the agency
will notify you within
15 working days.

Step 7

The agency will
prepare the information
for release based on
your desired format.

MODE OF REQUEST:

Standard



Submit request
form with
necessary
personal
documents

e-FOI



Lodge a
request
through the
e-FOI portal
(foi.gov.ph)

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 info@corregidorisland.com.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 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.