



# FREEDOM OF INFORMATION PROGRAM NATIONAL TELECOMMUNICATIONS COMMISSION

**Receiving Officer Designation Office** : Divina N. Daquiaoag  
: Administrative Officer V/ FOI Officer  
: Central Records Section

**Receiving Office** : NTC Bldg, Records Section Ground Flr.  
BIR Road East Triangle Diliman Quezon City

**Contact No. Email** : (02) 8-924-4018  
: foireceivingofficer.ntc@gmail.com

Electronic

Mode of Request

Standard

Step 1

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



Step 2

Click the Sign Up button and provide all the required fields. Attach a valid ID to create an account



Step 3

Once logged-in you will be directed to your Dashboard. The dashboard contains all the FOI requests



Inform on approval or denial



Requesting party

Submits request to



Receiving Officer

Initial evaluation/ clarification and transmits to



Returns to

Decision Maker

APPROVE

DENY

Step 6

The agency will evaluate your request and will notify you within 15 working days.



Step 5

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

> Send My Request

Step 4

Click the make a Request button then select the name of the agency you wish to ask.

• Make A New Request

Step 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



All within **15** working days

## 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 commissioner@ntc.gov.ph. Your review request should explain why you are dissatisfied with this 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.



FREEDOM OF INFORMATION  
PHILIPPINES

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