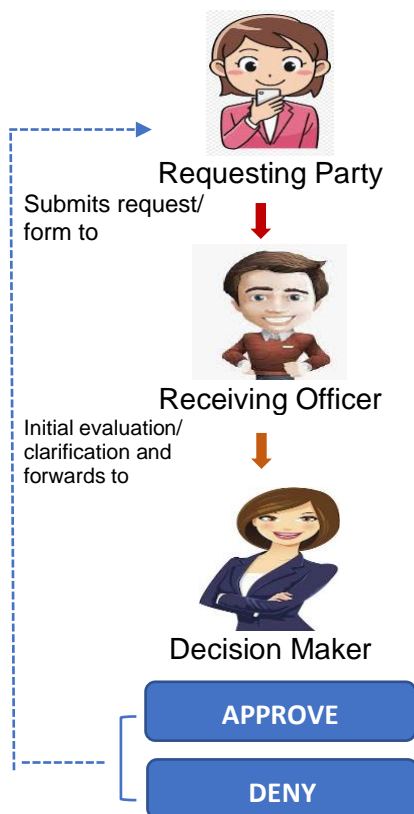


Receiving Officer : Administrative Officer
 Designation : Administrative Officer
 Receiving Office : Administrative Services Unit, OFBank Centre, Liwasang Bonifacio, Manila
 Contact Details : (+632) 85239396
 Email : hradmin@mail.ofbank.com.ph

MODE OF REQUEST

STANDARD



ELECTRONIC



Step 1

Go to ww.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 Dashboard. The Dashboard contains all the FOI requests of the account owner.



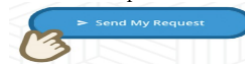
Step 4

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



Step 5

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



Step 6

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



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.



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 CARC Secretariat at op@overseasfilipinobank.gov.ph. Your review request should explain why you are dissatisfied with the response, and should be made within 15 working days from the date when you received the letter response. We will complete the review and tell you the result within 30 working days from the date when we receive your appeal. Failure of the Bank to decide within the aforementioned shall be deemed a denial of the appeal.