

# Freedom of Information Program



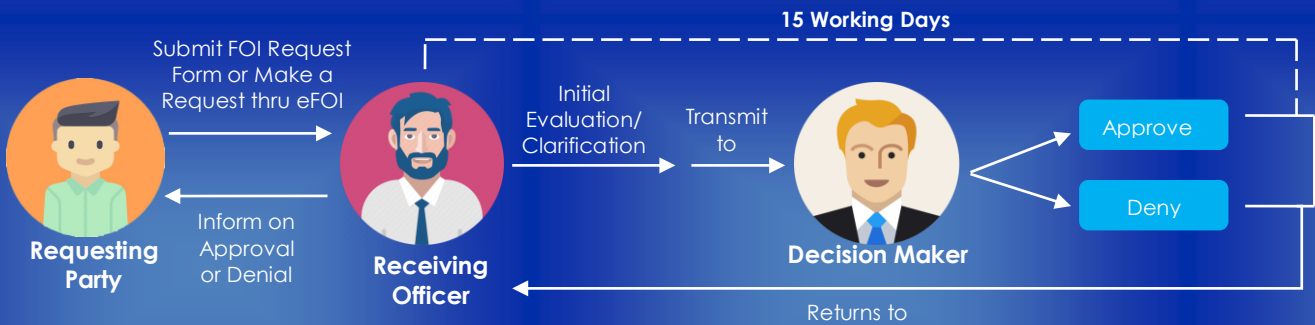
Agency: **NATIONAL INTELLIGENCE COORDINATING AGENCY**

Address: #5 V. Luna Road, Quezon City

FOI Receiving Officer: Mr. Emmanuel M. De Castro

Contact Nos: (8) 927-4245, local 2700 Email: maine@nica.gov.ph

## Basic Procedure



## Mode of Request

### Standard Request



Submit request form (downloadable at FOI website) together with ID and other necessary documents

or



### eFOI Request

Make a request through the eFOI platform (foi.gov.ph)

## eFOI Request

### Step 1

Go to [www.foi.gov.ph](http://www.foi.gov.ph) on your browser



### Step 2

Create an account thru the Sign Up button. Provide all the required fields and attach a valid ID



### Step 3

Once logged-in, click the Make a Request button then select the name of the Agency (NICA)



### Step 4

Accomplish all fields in the Make a Request Page then click Send My Request



### Step 5

NICA will evaluate the request and will notify the requesting party within 15 working days



### Step 6

NICA will prepare the information for release depending on the desired format and preference



## Appeal 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 maine@nica.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 you received the response. We will complete the review and tell you the result within 30 calendar days from the date when we received your appeal.