

3 January 2017

DEPARTMENT ADMINISTRATIVE ORDER NO. 17-01  
Series of 2017

**SUBJECT: DEPARTMENT OF TRADE AND INDUSTRY FREEDOM OF INFORMATION MANUAL**

WHEREAS, the Department of Trade and Industry (DTI) strengthens its commitment to release information in its control involving public interest, subject to limitations as provided by the Constitution, applicable laws, rules, regulations and procedures;

WHEREAS, it is the policy of the Department to uphold the right to freedom of information and the implementation of public disclosure of its transactions involving public interest;

WHEREAS, pursuant to Executive Order (EO) No. 02 (s. 2016) entitled "Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies to Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor," the DTI hereby issues its People's Freedom of Information (FOI) Manual, as follows:

**Section 1. Overview**

- 1.1. Purpose.** The purpose of this FOI Manual is to guide the public in requesting for information from the Department of Trade and Industry (DTI) as prescribed under Executive Order (EO) No. 2 (s. 2016).
- 1.2. Policy Statement.** In line with the constitutional mandate upholding the right to freedom of information and implementation of full public disclosure of all its transactions involving public interest, the DTI is committed to release information to the public involving public interest, subject to limitations as provided by the Constitution, applicable laws, rules, regulations and procedures, such as Republic Act (RA) No. 10173, otherwise known as the "Data Privacy Act," and the List of Exceptions approved by the Office of the President, among others.

*Enabling Business, Empowering Consumers*

## **Section 2. Scope**

This Manual includes the following information:

- 2.1.** The rules and procedures on the following:
  - a. Receipt of Request for Information (Annex A-1)
  - b. Appeal for Request for Information (Annex A-2)
- 2.2.** FOI Request Form (Annex B)
- 2.3.** List of Exceptions (Annex C)
- 2.4.** Directory of Bureaus and Offices at the Central and Regional Offices (Annex D)
- 2.5.** The location and contact information of the officers to handle requests related to Freedom of Information (Annex E)

## **Section 3. Coverage**

This Manual covers all requests for information directed to the DTI Central Office, including the Regional and Provincial Offices. These Offices are provided in the attached Annex D.

## **Section 4. DTI Attached agencies and corporations**

The following attached agencies and corporations of DTI shall have their respective FOI Manual and published on their website for information of the public:

- a. Board of Investments (BOI)
- b. Construction Industry Authority of the Philippines (CIAP)
- c. Design Center of the Philippines (DCP)
- d. Philippine Trade Training Center (PTTC)
- e. Center for International Trade Expositions and Missions (CITEM)
- f. Intellectual Property Office of the Philippines (IPOPHL)
- g. National Development Company (NDC)
- h. Philippine Economic Zone Authority (PEZA)
- i. Philippine International Trading Corporation (PITC)
- j. Small Business Corporation (SB Corp.)

## **Section 5. Duties and Responsibilities**

The DTI Central Office and Regional Offices shall designate their respective FOI Receiving Officers (FROs) and FOI Decision Makers (FDMs).

- 5.1. FOI Receiving Officer (FRO).** The FRO shall, among others, perform to:

- Receive on behalf of DTI all requests for information and facilitate such requests;
- Ensure that the FOI request form is completely accomplished;
- Provide assistance and support with regard to FOI;
- Process all requests and forward to the concerned office (within and outside DTI) as may be appropriate; and
- Provide assistance in ensuring all requests are responded to within the prescribed time.

**5.1.1. FOI Receiving Officer (FRO) for Central Office.** The designated FOI Receiving Officer (FRO) at the Central Office is the Public Assistance Desk (PAD) Officer of the Day, with the following address:

The Public Assistance Desk (PAD)  
Ground Floor, Trade and Industry Building  
361 Sen. Gil Puyat Avenue, Makati City

**5.1.2. FRO for the Regions.** The designated FRO for the regional and provincial offices are provided in Annex E.

## **Section 6. Guidelines on the Request for Information**

All requests for information must be guided as follows:

- 6.1** Requests must be in writing and filled up using the prescribed FOI Request Form (Annex B).
- 6.2** Requests may also be coursing through email. A copy of the FOI Request Form can be downloaded from the DTI website at [www.dti.gov.ph/foi](http://www.dti.gov.ph/foi). The completely filled up form should be sent to [foi@dti.gov.ph](mailto:foi@dti.gov.ph).
- 6.3** Requests whether in writing or email must contain the name and contact information of the requesting party and be submitted with an acceptable proof of identification (i.e. government ID with photo).
- 6.4** In case the requesting party is unable to make a written request because of illiteracy or due to being a person with disability, he or she may make an oral request to the concerned FRO, which the FRO shall put in writing using the prescribed form, to be signed by the requesting party.

## **Section 7. Standard Procedure**

### **7.1. Receipt of Request for Information**

- a. The requesting party shall fill up and submit the FOI Request Form (Annex B) to the nearest DTI office.

- b. The request shall be stamped received by DTI, indicating the date and time of the receipt of the written request.
- c. The requesting party must expect a response from DTI within fifteen (15) working days following the date of receipt of the request. A working day is any day other than a Saturday, Sunday or a day which is declared a national public holiday in the Philippines.
- d. Should the requested information need further details to identify or locate, the fifteen (15) working days will commence the day after it receives the required clarification from the requesting party. In such cases, the requesting party shall be informed by DTI.

**7.2. Request for an Extension of Time.** If the information requested requires extensive search of the government's office records facilities, examination of voluminous records, the occurrence of fortuitous events or other analogous cases, the requesting party shall be informed by the DTI.

The requesting party shall be informed of the extension, setting forth the reasons for such extension. In no case shall the extension exceed twenty (20) working days on top of the mandated fifteen (15) working days to act on the request, unless exceptional circumstances warrant a longer period.

**7.3. Notifying the Requesting Party of the Approval/Denial of the Request.** Once the DTI approves or denies the request, the requesting party shall be notified by DTI either in writing or by email.

**7.4. Approval of Request.** In case of approval, the DTI shall ensure that all records that have been retrieved and considered be checked for possible exemptions, prior to actual release. The DTI shall prepare the letter or email informing the requesting party within the prescribed period that the request was granted.

**7.5. Denial of Request.** In case of denial of the request wholly or partially, the requesting party shall be notified by the DTI, within the prescribed period, of the denial in writing. The notice shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based.

## **Section 8. Remedies in case of Denial**

- 8.1.** A person whose request for access to information has been denied may avail himself of the remedy set forth below.
- a. For the Central Office, a written appeal must be filed by the requestor within fifteen (15) days from receipt of the notice of denial

- b. The request for appeal must be addressed to and contain the subject FOI:

The Public Assistance Desk  
Ground Floor, DTI Main Building  
361 Sen. Gil Puyat Avenue, Makati City  
Attention: The Director  
Knowledge Management and Information Service  
Subject: FOI Appeal

- c. For requests denied at the Regional Office, the appeal must be submitted by the requestor to the concerned Regional Director.

**8.2.** The appeal shall be decided within thirty (30) working days from the filing of said written appeal.

**8.3.** The decision of the appeals authority shall be final.

**8.4.** The requesting party may file a case in the proper courts upon exhaustion of administrative remedies.

#### **Section 9. Fees**

The requesting party shall not be charged with any fee for submitting requests for access to information.

#### **Section 10. Administrative Liability**

DTI's failure to comply with the provisions of this Manual shall be deemed a violation of reasonable office rules and regulations.

The Revised Rules on Administrative Cases in the Civil Service shall be applicable in this case.

#### **Section 11. Effectivity**

This Order takes effect immediately.

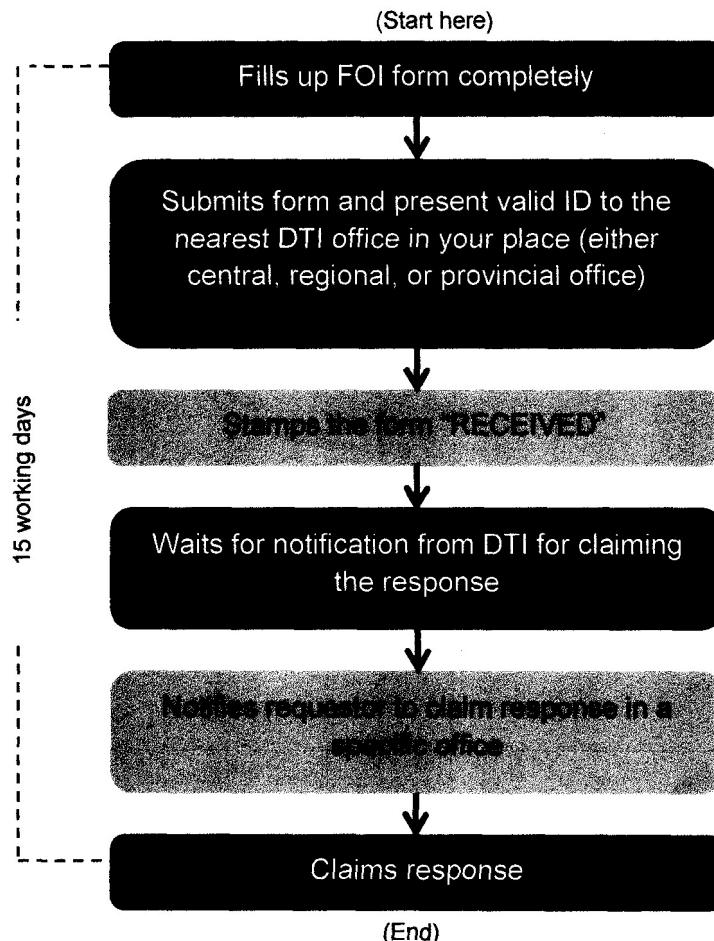


RAMON M. LOPEZ  
Secretary  
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## **Annexes**

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### **FOI Request Flow Chart**



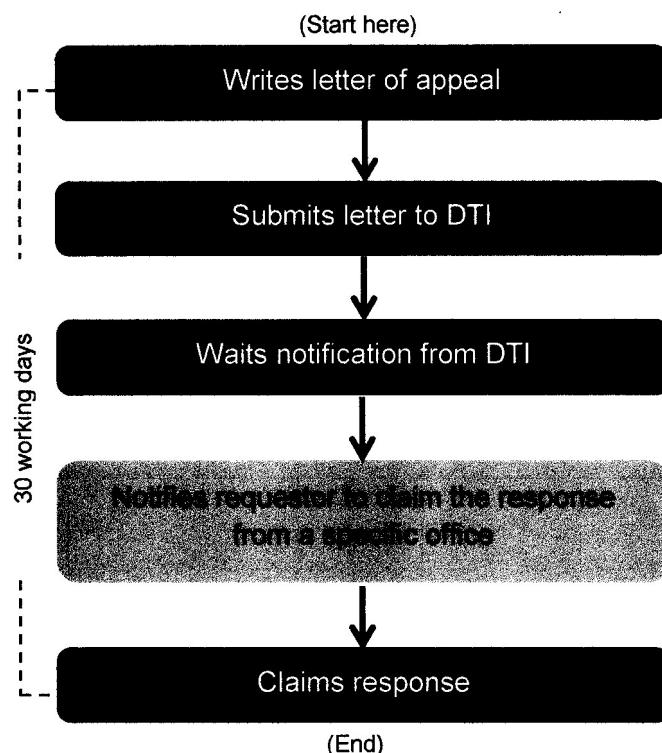
Legend:

FOI Requestor

DTI

## Annex A-2

### FOI Appeal Flow



Legend:

FOI Requestor

DTI

**Annex B**

**FOI Request Form**



**PORMULARYO NG KAHILINGAN (FOI)**

**FOI Request Form**

*Ang bahaging ito ay pupunan ng publiko  
(To be filled up by the public)*

TITULO NG DOKUMENTO / [Title of the Document]: \_\_\_\_\_  
MGA TAON/PANAHONG SAKLAW / [Year]: \_\_\_\_\_  
LAYUNIN / [Purpose]: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PANGALAN / [Name]: \_\_\_\_\_ CONTACT No/s: \_\_\_\_\_  
LAGDA / [Signature]: \_\_\_\_\_ PETSA / [Date]: \_\_\_\_\_  
TIRAHAN / [Address]: \_\_\_\_\_

KATIBAYAN NG PAGKAKAKILANLAN/[Proof of Identity]: *(Lagyan ng tsek)*  
 Passport No: \_\_\_\_\_  
 Driver's License: \_\_\_\_\_  
 School/Company ID: \_\_\_\_\_  
 Others: \_\_\_\_\_

PARAAN NG PAGTANGGAP NG IMPORMASYON/[How would you like to receive the information?]: *(Lagyan ng tsek)*  
 E-mail (E-mail address: \_\_\_\_\_)  
 Fax (Fax No.: \_\_\_\_\_)  
 Mail (Mailing address: \_\_\_\_\_)  
 Pick-up (Preferred time within office hours: \_\_\_\_\_)



[For tracking purposes]

*Ang bahaging ito ay pupunan ng DTI  
(To be filled up and kept by the DTI)*

Gawaing itinalaga kay: \_\_\_\_\_  
(Submitted to) \_\_\_\_\_ (Lumagda sa ibaba ng pangalang nakalimbag)  
Petsa/Oras ng Pagkatalaga: \_\_\_\_\_  
(Date / Time of Submission)  
Taong nagpapaturay ng Gawaing Natapos:

(Certified by) \_\_\_\_\_ (Lumagda sa ibaba ng pangalang nakalimbag)

Uri ng isinagawang aksyon: \_\_\_\_\_  
(Type of action conducted)

Iniskedyul ni / (Received by): \_\_\_\_\_

FOI Receiving Officer

Remarks: \_\_\_\_\_

## **Annex C**

### **Exceptions to Right of Access to Information**

For the guidance of all government offices and instrumentalities covered by EO No. 2 (s. 2016) and the general public, the following are the exceptions to the right of access to information, as recognized by the Constitution, existing laws, or jurisprudence:

1. Information covered by executive privilege;
2. Privileged information relating to national security, defense, or international relations;
3. Information concerning law enforcement and protection of public and personal safety;
4. Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims or crimes, or the accused;
5. Information, documents or records known by reason of official capacity and are deemed as confidential, including those submitted or disclosed by entities to government agencies, tribunals, boards or officers, in relation to the performance of their functions, or to inquiries or investigation conducted by them in the exercise of their administrative, regulatory, or quasi-judicial powers;
6. Prejudicial premature disclosure;
7. Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged;
8. Matters considered confidential under banking and finance laws, and their amendatory laws; and
9. Other exceptions to the right to information under laws, jurisprudence, rules, and regulations.

*Source: Memorandum from the Office of the Executive Secretary with subject: Inventory of Exceptions to Executive Order No. 2 (s. 2016), release 24 November 2015, also attached in this Order.*

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**Philippine Trade Training Center (PTTC)**

International Trade Center Complex  
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**COUNCILS****Export Development Council (EDC)**

3F DTI International Building  
375 Sen. Gil J. Puyat Ave., Makati City  
Trunkline: (+632) 8465.3300

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**Micro, Small and Medium Enterprises Development (MSMED) Council**

2F Trade & Industry Building  
361 Sen. Gil J. Puyat Ave., Makati City  
**Jerry T. Clavesillas**  
Head, Secretariat  
Telephone: (+632) 7791.3310  
Fax: (+632) 8896.7916  
Email: BSMED@dti.gov.ph

**National Price Coordinating Council (NPCC)**

2F Trade & Industry Building  
361 Sen. Gil J. Puyat Ave., Makati City  
Telephone: (+632) 7791.3335  
Email: cpab\_pmu@dti.gov.ph

**BUREAUS**

- |                 |   |
|-----------------|---|
| 1. <b>BDTP</b>  | Bureau of Domestic Trade Promotion                |
| 2. <b>BIS</b>   | Bureau of Import Services                         |
| 3. <b>BITR</b>  | Bureau of International Trade Relations           |
| 4. <b>BPS</b>   | Bureau of Philippine Standards                    |
| 5. <b>BSMED</b> | Bureau of Small and Medium Enterprise Development |
| 6. <b>BTIPR</b> | Bureau of Trade and Industrial Policy Research    |
| 7. <b>CB</b>    | Competitiveness Bureau                            |
| 8. <b>CPAB</b>  | Consumer Protection and Advocacy Bureau           |
| 9. <b>EMB</b>   | Export Marketing Bureau                           |
| 10. <b>FTEB</b> | Fair Trade Enforcement Bureau                     |
| 11. <b>PAB</b>  | Philippine Accreditation Bureau                   |
| 12. <b>STMO</b> | Strategic Trade Management Office                 |

**OFFICES**

- |                |  |
|----------------|--|
| 1. <b>FS</b>   | Finance Service                              |
| 2. <b>HRAS</b> | Human Resource and Administrative Service    |
| 3. <b>FTSC</b> | Foreign Trade Service Corps                  |
| 4. <b>IAS</b>  | Internal Audit Service                       |
| 5. <b>ISMS</b> | Information Systems Management Service       |
| 6. <b>KMIS</b> | Knowledge Management and Information Service |
| 7. <b>LS</b>   | Legal Service                                |
| 8. <b>PMS</b>  | Planning and Management Service              |
| 9. <b>RGMS</b> | Resource Generation and Management Service   |

**ATTACHED AGENCIES**

- |                 |  |
|-----------------|--|
| 1. <b>BOI</b>   | Board of Investments                                 |
| 2. <b>CDA</b>   | Cooperative Development Authority                    |
| 3. <b>CIAP</b>  | Construction Industry Authority of the Philippines   |
| 4. <b>DCP</b>   | Design Center of the Philippines                     |
| 5. <b>PTTC</b>  | Philippine Trade Training Center                     |
| 6. <b>TESDA</b> | Technical Education and Skills Development Authority |

**CORPORATIONS**

- |                    |   |
|--------------------|---|
| 1. <b>CITEM</b>    | Center for International Trade Expositions and Missions |
| 2. <b>IPOPHL</b>   | Intellectual Property Office of the Philippines         |
| 3. <b>NDC</b>      | National Development Company                            |
| 4. <b>PEZA</b>     | Philippine Economic Zone Authority                      |
| 5. <b>PITC</b>     | Philippine International Trading Corporation            |
| 6. <b>PPPI</b>     | Philippine Pharma Procurement Incorporated              |
| 7. <b>SB Corp.</b> | Small Business Corporation                              |

## ANNEX E

### **DTI FOI Receiving Officers Directory**

<b>NAME OF BUREAU/OFFICE</b>	<b>LOCATION OF THE FOI RECEIVING OFFICER</b>	<b>ASSIGNED FOI RECEIVING OFFICER</b>
<b>A. FRO for the Central Office</b>		
Public Assistance Desk	GF Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City	Cresenciano Par
<b>B. FROs for Central Office Bureaus</b>		
Office of the Secretary	5F Industry & Investments Building 385 Sen. Gil J. Puyat Ave., Makati City	Lourdes Gogola
Bureau of Domestic Trade Promotion	GF Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	Rossana Pontevedra
Bureau of Import Services	3F Tara Building 389 Sen. Gil J. Puyat Ave., Makati City	Ma. Luisa Libranda
Bureau of International Trade Relations	4F DTI International Building 375 Sen. Gil J. Puyat Ave., Makati City	Dir. Angelo Salvador M. Benedictos
Bureau of Philippine Standards	3F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	Maricel Reduca
Bureau of Small and Medium Enterprise Development	2F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	Jaworski Rifareal
Bureau of Trade and Industrial Policy Research	2F HPGV Building 395 Sen. Gil J. Puyat Ave., Makati City	Emmanuel Roy M. Aquino
CARP-National Program Office	3F Oppen Building 349 Sen. Gil Puyat Ave. Makati City 1200	Luisa Libranda
Competitiveness Bureau	2F HPGV Building 395 Sen. Gil Puyat Ave. Makati City 1200	Ma. Grace Angela Aquino
Consumer Protection and Advocacy Bureau	2F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	Maria Entong
Export Marketing Bureau	1-2F DTI International Building 375 Sen. Gil J. Puyat Ave., Makati City	Louise Kaye Mendoza
Fair Trade Enforcement Bureau	UPRC Bldg., 315 Sen. Gil J. Puyat Ave., Makati City	Claire Coballes

## ANNEX E

<b>NAME OF BUREAU/OFFICE</b>	<b>LOCATION OF THE FOI RECEIVING OFFICER</b>	<b>ASSIGNED FOI RECEIVING OFFICER</b>
Financial Service	4F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	Gemma Manlangit
Foreign Trade Service Corps	3F DTI International Building 375 Sen. Gil J. Puyat Avenue, Makati City	Josephine Palima
Human Resource and Administrative Service	4F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	Marie Eden Villena
Information Systems Management Service	5F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	Hazel Nicolas
Internal Audit Service	4F Industry & Investments Building 385 Sen. Gil J. Puyat Ave., Makati City	Riza Milagros Pangilinan
Knowledge Management and Information Service	5F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	Cresenciano Par
Legal Service	2F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	Atty. Stephanie Garay
Philippine Accreditation Bureau	3F Tara Building 389 Sen. Gil J. Puyat Ave., Makati City	Japhet Celis
Planning and Management Service	5F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	Mary Francis Sierra
Resource Generation and Management Service	2F Trade & Industry Building 361 Sen. Gil J. Puyat Ave., Makati City	Caress Tolentino
Strategic Trade Management Office	3F Tara Building 389 Sen. Gil J. Puyat Ave., Makati City	Jerome San Jose
<b>C. FROs for Regional and Provincial Offices</b>		
DTI-CAR	2F Pine Lake View Building, No. 9 Otek St. cor Rizal Park 2600, Baguio City	Joel Arthur Tibaldo
DTI-Abra	J & I Commercial Building National Highway, UbbogLipcan 2800 Bangued, Abra Telefax	Vanessa Villanueva

## ANNEX E

<b>NAME OF BUREAU/OFFICE</b>	<b>LOCATION OF THE FOI RECEIVING OFFICER</b>	<b>ASSIGNED FOI RECEIVING OFFICER</b>
DTI-Apayao	National Government Center Provincial Capitol Cmpd. San Isidro Sur Luna, Apayao	Gabriel Dulnuan
DTI-Benguet	3F Pine Lake View Bldg. No. 9 Otek St. Rizal Park, Baguio City	Sheila Rosemarie Cayanan
DTI-Ifugao	2F ABC Bldg., Rizal Ave., Poblacion West 3600 Lagawe, Ifugao	Lorna Allaga
DTI-Kalinga	2-3F Lua Annex Bldg., Poblacion 3800 Tabuk City, Kalinga	Ma. Cecilia Baral
DTI-Mountain Province	2F Walter Clapp Centrum, Loc-ong, Poblacion 2616 Bontoc, Mt. Province	Margaret Gayodan
DTI-Region 1	4F Juanita Commercial Bldg., Quezon Ave., San Fernando City, La Union	Joyce Ann Segui
DTI-Ilocos Norte	JOMEL Bldg., Siazon Rd. cor. D. Samonte St. Brgy. 14 Laoag City, Ilocos Norte	Maria Corazon Racela
DTI-Ilocos Sur	Judy Chiu Bldg., Mabini St., Brgy. 1 Poblacion, Vigan City, Ilocos Sur	Amelia Galvez
DTI-La Union	AJ Realty, National Highway Madayegdeg San Fernando City	Mark Joseph Alonen
DTI-Pangasinan	2F Star Bldg., Arellano St. 2400 Dagupan City, Pangasinan	Ruth Salazar
DTI-Region 2	11 Dalan na Pappabalo Regional Gov't. Center, Carig Sur, Tuguegarao City, Cagayan	Michael Paggabao
DTI-Batanes	Aberilla Bldg., National Road Basco, Batanes	Joan Viola
DTI-Cagayan	11 Dalan na Pappabalo, Regional Gov't. Center, Carig Sur, Tuguegarao City, Cagayan	Mar Anthony Alan
DTI-Isabela	Jeremy Bldg., National Highway, Alibagu Ilagan City, Isabela	Sarah Mendoza

**ANNEX E**

<b>NAME OF BUREAU/OFFICE</b>	<b>LOCATION OF THE FOI RECEIVING OFFICER</b>	<b>ASSIGNED FOI RECEIVING OFFICER</b>
DTI-Nueva Vizcaya	GF Rosalina L. Lo Bldg., National Highway, Sta. Rosa, Bayombong, Nueva Vizcaya	Estrella Guinsatao
DTI-Quirino	Cayetano Arellano Street, Purok 1, Andres Bonifacio 3401 Diffun, Quirino	Jenny Diaz
DTI-Region 3	Malikhain St., cor. Maagap St. Diosdado Macapagal Government Center Maimpis City, San Fernando, Pampanga	Warren Patrick Serrano
DTI-Aurora	Cordial Bldg., National Highway Brgy. Suklayin, Baler, 3200 Aurora	Floro Verial Jr.
DTI-Bataan	3F Crizelda Marie Bldg., Capitol Drive San Jose, Balanga City, 2100 Bataan	Teresita Magtanong
DTI-Bulacan	2F HT JRP Bldg., MacArthur Highway, Sumapang Matanda, Malolos City, Bulacan	Faye Ann Lejarde
DTI-Nueva Ecija	2F CAL Bldg., 113 Gen. Tinio St., Brgy. Dimasalang, Cabanatuan City, Nueva Ecija	Richard Simangan
DTI-Pampanga	2F ABN Plaza, MacArthur Highway, Sindalan San Fernando City, Pampanga	Rhia Laxa
DTI-Tarlac	2F Anita Bldg., Zamora St., San Roque Tarlac City, Tarlac	Lunabelle Sison
DTI-Zambales	1055 Rizal Avenue, West Tapinac Olongapo City	Enrique Tacbad
DTI-Region 4A	3F Marcelita Bldg., Brgy. Real Calamba City, Laguna	Mia Angeline Cortez
DTI-Cavite	2F Government Center Bldg., Capitol Compound, Trece Martires City, Cavite	Kristine Mojica
DTI-Laguna	Varimco Bldg., Brgy. BancaBanca, Victoria, Laguna	Christian Ted Tungohan
DTI-Batangas	NACIDA Bldg., Old City Hall Compound, B. Morada Ave., Lipa City, Batangas	Karla Teressa Carig
DTI-Quezon	2F Grand Central Terminal, Ibabang Dupay, Lucena City, Quezon	Pablito Budoy

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NAME OF BUREAU/OFFICE	LOCATION OF THE FOI RECEIVING OFFICER	ASSIGNED FOI RECEIVING OFFICER
DTI-Rizal	2F Altica Arcade, 83 Circumferential Road Brgy. San Jose, Antipolo City, Rizal	Joanna Caldito
DTI-Region 4B	5F Oppen Bldg. 349 Sen. Gil J. Puyat Ave., Makati City	Bianca Alyana Zamora
DTI-Marinduque	GF Monta Bldg., R. Magsaysay St., Brgy. Isok I, Boac, Marinduque	Phoebe Solis
DTI-Occidental Mindoro	SME Center, Municipal Compound San Jose, Occidental Mindoro	Almira Barboza
DTI-Oriental Mindoro	Provincial Capitol Complex, Brgy. Camilmil, Calapan City, 5200 Oriental Mindoro	Roniel Macatol
DTI-Palawan	4F ERC Plaza Commercial Bldg., National Highway, Brgy. San Pedro, Puerto Princesa City, Palawan	Persival Narbonita
DTI-Romblon	GF LFH Suite, Promenade, J.P. Rizal St., Cocoville, Dapawan, Odiongan, Romblon	Mary Grace Fontelo
DTI-Region 5	3F Capitol Annex Bldg. Old Albay District, Legaspi City	Jamelle Azurin
DTI-Albay	2F DBP Bldg., Quezon Ave. Legaspi City, 4500 Albay	Theresa Plaza
DTI-Camarines Norte	<b>Carlos Segundo St., Daet</b>	Gary Rafanan
DTI-Camarines Sur	2F Old DBP Bldg., Panganiban Drive Naga City, Camarines Sur	Madel Alacar
DTI-Catanduanes	Catanduanes State Colleges Compound Calatagan, Virac, Catanduanes	Geraldine Bagadiong
DTI-Masbate	DTI Building, Capitol Drive Masbate City, Masbate	Daisy Bayaga
DTI-Sorsogon	2F Benjamin Ty Bldg., cor. Vera & Quezon Sts. Sorsogon City, Sorsogon	Maynardo Doluntap, Jr.
DTI-Region 6	3F DTI Bldg., J.M. Basa & Peralta Sts., Iloilo City	David Israel Sinay
DTI-Guimaras	2F MAVIKKS Bldg., New Site, San Miguel Jordan, Guimaras	Melecia Pait
DTI-Iloilo	3F DTI Bldg., J.M. Basa &	Kurt Maurice Tugaff

**ANNEX E**

<b>NAME OF BUREAU/OFFICE</b>	<b>LOCATION OF THE FOI RECEIVING OFFICER</b>	<b>ASSIGNED FOI RECEIVING OFFICER</b>
	Peralta Sts., Iloilo City	
DTI-Capiz	Sacred Heart of Jesus Ave., Pueblo de Panay, Brgy. Lawaan, Roxas City	Marjorie Tendras
DTI-Antique	2F Business Park Bldg. Governor Villavert St., San Jose	Selbia Quilino
DTI-Aklan	JSM Bldg., Veterans Ave., Kalibo	Amiel Sumait
DTI-Negros Occidental	2F East Two Corporate Center Cor. Circumferential Rd.-Diola St. Villamonte, Bacolod City	Romel Amihan
DTI-Region 7	3F Rm. 311 WDC Bldg., Osmeña Blvd. Cebu City	Jojisilia Villamor
DTI-Bohol	2F FCB Bldg., CPG Ave., Tagbilaran City, Bohol	Vierna Teresa Ligan
DTI-Siquijor	CF Bldg., Legaspi St., Poblacion Siquijor, Siquijor	Jebe Mag-usara, Jr.
DTI-Cebu	DTI Bldg., Osmena Blvd. cor. Lapu-lapu St. Cebu City	Shirelyn Villamor
DTI-Negros Oriental	2F Uymatiao Bldg., San Jose St. Dumaguete City	Krystel Jade Pato
DTI-Region 8	2F Leyte Academic Center, Gov't. Center, Pawing, Palo, Leyte	Anthea Aivi Borbon- Ancheta
DTI-Biliran	2F R. Kho Bldg., cor. Caneja & Castin Sts. 6543 Naval, Biliran	Ronelo Jamin
DTI-Eastern Samar	GF Wheelers Bldg., Baybay 5, Songco Borongan City, Eastern Samar	Noel Escoto
DTI-Leyte	2F Himalayan Bldg., Brgy 78, Marasbaras, Tacloban City, Leyte	Diana Quiza
DTI-Northern Samar	Luisa Angley Bldg., Rizal St., 6400 Catarman, Northern Samar	Claire Diaz
DTI-Samar	2F Moratal Bldg., cor. Mabini Ave. & San Francisco St., Catbalogan, Samar	Rosario Quilapo
DTI-Southern Leyte	2F SJC Bldg., cor. T. Oppus and E. Cabrera Sts. Tungatunga, Maasin, Southern Leyte	Rustica Munda

## ANNEX E

<b>NAME OF BUREAU/OFFICE</b>	<b>LOCATION OF THE FOI RECEIVING OFFICER</b>	<b>ASSIGNED FOI RECEIVING OFFICER</b>
DTI-Region 9	4F VHW Bldg., Veterans Ave., Zamboanga City	Dr. Don Patrick Dalid
DTI-Zamboanga del Norte	Government Center Sta. Isabel, Dipolog City	Raymunda Biolango
DTI-Zamboanga del Sur	NACIDA Bldg., Capitol Complex, Pagadian City, Zamboanga del Sur	Iria Guatno
DTI-Zamboanga Sibugay	2F Montebello Bldg., National Highway, Poblacion, Ipil, Zamboanga Sibugay	Jeanette Borja
DTI-Zamboanga City	2F Vicente Wee Bldg., Veterans Ave. Zamboanga City	Joe Darryl Jaron
DTI-Isabela City	City Hall Bldg., Sunrise, Isabela City, Basilan	Gyver Amazon
DTI-Region 10	NACIDA Bldg., Corrales Ave. cor. Antonio Luna St. 9000 Cagayan de Oro City	Julie Nieva
DTI-Bukidnon	Manuel Bldg., San Isidro St. 8700 Malaybalay City, Bukidnon	Jose Maureal
DTI-Misamis Oriental	Antolin Building, Tiano-, Akut Sts. 9000 Cagayan de Oro City, Misamis Oriental	Andrebeth Bolipata
DTI-Camiguin	DBP Bldg., cor. Gen. B. Aranas & J.P. Rizal Sts. 9100 Mambajao, Camiguin	Zita Abellare
DTI-Lanao del Norte	0171 PM Durias Bldg., Quezon Ave. Ext. Pala-o, 9200 Iligan City, Lanao del Norte	Maria Lourdes Tiongco
DTI-Misamis Occidental	1F Dajao Bldg., cor. RizalPastrano Sts., Poblacion I, 7207 Oroquieta City	Methusael Lumantas
DTI-Region 11	3F Mintrade Bldg., Monteverde Ave. cor. Sales St., Davao City	Jenny Grace Mendoza
DTI- Davao City	2F Mintrade Bldg., Monteverde Ave. cor. Sales St.	Nadia Montes
DTI-Davao de Oro	Jienos Bldg., Agoncillo St. Poblacion, Nabunturan, Compostela Valley	Sheilla Gracia Humol

**ANNEX E**

<b>NAME OF BUREAU/OFFICE</b>	<b>LOCATION OF THE FOI RECEIVING OFFICER</b>	<b>ASSIGNED FOI RECEIVING OFFICER</b>
DTI-Davao del Norte	Gov't. Center, Brgy. Mankilam Tagum City, Davao del Norte	Art Hermoso
DTI-Davao del Sur	2F Medic Pharma Bldg., cor. Doña Aurora & Corregidor Sts., Digos City, Davao del Sur	Gladys Joy Liño
DTI-Davao Occidental	Door 2 Mutya and Matt Bldg. Geverola St. Poblacion, Malita, Davao Occidental	Jay Pee Lascuña
DTI-Davao Oriental	2F Valles Bldg., Rizal St. Mati City, Davao Oriental	Grace Maco
DTI-Region 12	Prime Regional Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato	Joven Quiriones
DTI-South Cotabato	2F del Rosario Bldg., Gensan Drive cor. Zulueta St., 9506 Koronadal City, South Cotabato	Januel King Vertido
DTI-North Cotabato	Singao Road, Apo Sandawa Homes Phase III, 9400 Kidapawan City, North Cotabato	Samsia Sarip
DTI-Cotabato City	GF Kutang Bato Masonic Temple Bldg. Sinsuat Avenue, Cotabato City	Sarah Jane Toledo
DTI-General Santos City	Mezzanine Flr., R.A. Bldg., South Osmeña St. 9500 General Santos City	Mina Perlas
DTI-Sultan Kudarat	2F FJK Bldg., Nat'l Highway Tacurong City	Marilou Mana-ay
DTI-Sarangani	2-3F National Agency Bldg. Capitol Compound Alabel 9501 Sarangani Province	Hazel Daze Flores
DTI-CARAGA	West Wing, 3F D&V Plaza Bldg., J.C. Aquino Ave., 8600 Butuan City, Agusan del Norte	Ariel Plaza
DTI-Agusan del Norte	Rudy Tiu Bldg., KM. 2, J.C. Aquino Ave., 8600 Butuan City, Agusan del Norte	Shellah Robles
DTI-Agusan del Sur	Faustino A. Asis Bldg., Gov. D.O. Plaza Gov't. Center, Prosperidad, Agusan del Sur	Cerila Inson
DTI-Dinagat Islands	Cotanda Bldg. P-2 Brgy. Sta. Cruz, San Jose Province of	Elmer General

**ANNEX E**

<b>NAME OF BUREAU/OFFICE</b>	<b>LOCATION OF THE FOI RECEIVING OFFICER</b>	<b>ASSIGNED FOI RECEIVING OFFICER</b>
	Dinagat Island	
DTI-Surigao del Norte	2F Simtoco Bldg., Burgos Sat. 8440 Surigao City, Surigao del Norte	Ranah Mae Martines
DTI-Surigao del Sur	2F JTP Bldg., Donasco St., Tandag City Surigao del Sur	Sarah Estrada
DTI-NCRO	2F Metro House Bldg. 345 Sen. Gil J. Puyat Ave., Makati City	Lourdes Rafael