



NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY

Receiving Officer: Zenaida A. Leaño
Designation: Administrative Officer V / NAMRIA FOI Receiving Officer (FRO)
Office: NAMRIA Records Section, Administrative Division, Support Services Branch, NAMRIA
Receiving Office: Records Section, NAMRIA FOI Receiving Office, Lawton Avenue, Fort Andres Bonifacio, 1634, Taguig City
Contact No.: (02) 8889-9955 **Email add:** zaleano@namria.gov.ph

ELECTRONIC MODE

STANDARD MODE

STEP 1

www.foi.gov.ph

STEP 2

Click the **Sign-up** button, and provide the required information. Attach a valid ID to create an eFOI account.

STEP 3

Click the **Log-in** button and enter your **email address** and **password**.

STEP 4

Once logged-in, you will be directed to your **Dashboard** which contains all the requests of the account owner.

STEP 5

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

STEP 6

In the Make a Request Page, **complete the required fields**. Once sent, your request will be forwarded to the **NAMRIA FRO**.

STEP 7

Your request undergoes **clarification, evaluation, retrieval, and approval of release**. NAMRIA will notify you within **15 working days**. NAMRIA prepares the information for release, based on your desired format.

STEP 8

Once approved, the response will be posted to your **Dashboard**. The information for release **will be sent to you depending on your preference of delivery**.

STEP 1

REQUESTING PARTY

INFORM ON APPROVAL OR DENIAL

Places his/her request in writing by filling out an FOI request form downloaded via the website <https://www.foi.gov.ph/> and then submits the form to NAMRIA's FRO

STEP 2

NAMRIA's FRO

RETURNS TO FRO

Does initial evaluation / clarification of the request and forwards it to Decision Maker

STEP 3

DECISION MAKER

Approve / Deny

FOI Appeals

You may elevate to the NAMRIA Administrator your denied request for information covering documents classified as restricted and/or limited, by filing the written appeal within 15 working days from the notice of denial or from the lapse of the period to respond to the request. Your appeal shall be decided within 30 working days from the date when you filed such appeal. Failure of such person or office to decide within the said period shall be deemed a denial of the appeal. You may file further appeal to next higher authorities.