Frontline Service : Request for information - Administrative Appeal

Description of Service : Receive and respond to requests for access to information and to documents or records

(in accordance with the PDIC Manual on Freedom of Information)

Client : General public

Requirements : 1) Notarized written appeal or Appeal Form

2) Copy of Notice of Denial

Schedule of Service : Monday to Friday, 8:00 AM to 5:00 PM (no lunch break)

Fees : Subject to assessment (printing, reproduction and other actual cost in the search / retrieval /

delivery of requested information

Total Processing Time : 30 work days from the filing of written appeal^{1/2}

How to avail of the service

	CLIENT PDIC			
		Relevant Information		
No.	Steps/Activity	Office/Person-in-Charge	Location of Office	Action Taken/Activity
File appeal through any of the following modes:		Office of the President	10th Flr., SSS Bldg, Ayala	
a.	Personal filing/delivery			Acknowledged receipt of appeal in writing. or
	Mail ^{2/} to the following address: Office of the President Philippine Deposit Insurance Corporation, 10/F SSS Building 6782 Ayala Avenue cor. V.A. Rufino St. 1226 Makati City			Dismissed outright if: a) Filing of an appeal goes beyond the 15 working days prescribed period to file; or b) Client fail to include necessary document/ information required.
				 Refer to FOI Review Committee. Decide on the appeal, inform client accordingly.
	ceive information, if appeal is granted. For pick-up	Public Assistance Department (PAD) Representative	3rd Flr. SSS Bldg., Ayala Avenue, Makati	Release information/document to client, if appeal is granted.
b.	For mail	Procurement and Property Department	6th Flr. SSS Bldg., Ayala Avenue, Makati	
END OF TRANSACTION				

^{1/} Failure to decide within the the total processing time stated above shall deemed a denial of the appeal.

 $^{^{2/}}$ Another copy of written appeal should be sent within the same day via fax or email.