

**FREEDOM OF INFORMATION (FOI) PROGRAM  
ONE (1) PAGE MANUAL**



Agency : Cultural Center of the Philippines (CCP)

FOI Decision Maker (FDM) : Atty. Krischelle B. Matas  
Designation : Department Manager III  
Department/Office : Human Resource and Management Department (HRMD)

FOI Receiving Officer (FRO) : Atty. Francis Allen T. Paligan Jr.  
Designation : Attorney IV  
Department/Office : Legal Office

FOI Receiving Office : CCP Legal Office  
Address : 15<sup>th</sup> Floor, Ramon Magsaysay Center, Roxas Blvd. cor Quintos St., Ermita, Manila  
Contact No. : (02) 8832 - 3683  
Email Address : efoi.fro@culturalcenter.gov.ph

**BASIC PROCEDURE**

- STEP 1:** Go to the CCP FOI Portal and check for request
- STEP 2:** FOI Request is received by the CCP FOI Receiving Officer (FRO) and or the Assistant FOI Receiving Officer (AFRO)
- STEP 3:** CCP FOI Decision Maker (FDM) will evaluate the validity of the FOI request and relay the decision to the CCP FRO. If the request is not valid, the request is denied
- STEP 4:** If the request is valid, CCP FRO will make Information Request and forward to the different CCP unit/s concerned for the retrieval/gathering of requested information
- STEP 5:** CCP unit/s will revert the Information Request to the CCP FRO, if such information is available or not
- STEP 6:** CCP FRO will immediately respond to the Information Request if available and provide the requested information

**MODE OF REQUEST**

**STANDARD** - Submit request letter/form with necessary personal documents

or

**eFOI** - Lodge a request through the eFOI Portal (foi.gov.ph)

**FOI APPEALS**

If you are not satisfied with the response to your FOI, you may ask to carry out an internal review of the response by writing to efoi.fro@culturalcenter.gov.ph. Your review request should explain why you are dissatisfied with the response, and be made within 15 days calendar days from the date when you received this letter. We will complete the review and tell you the result within 30 days from the date when we receive