Freedom of Information Program



AGENCY

John Hay Management Corporation

OFFICE

ICT Division

RECEIVING OFFICE

JHMC Office Complex, JHSEZ Baguio City

RECEIVING OFFICER

Mark Jason Adviento

DESIGNATION

Records Management Specialist



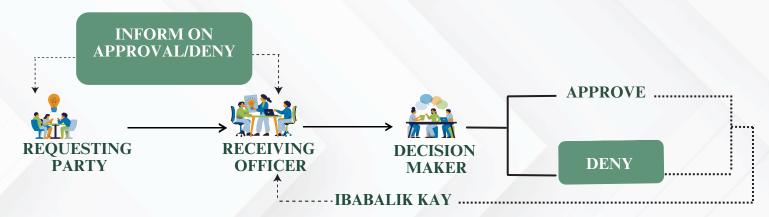
mgmt.@jhmc.com.ph



(074) 422-4360

MODE OF REQUEST

STANDARD REQUEST



ELECTRONIC REQUEST



Go to www.foi.gov.ph to your browser's home address



Click the **Sign Up** button and provide all the required fields. Attach a valid ID to create an account



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



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



You will now be directed to Make a Request Page.
Accomplish all fields then click Send My Request.



The agency will evaluate your request and will notify you with 15 working days.



The agency will prepare the information for release, based on your desired format. It will be sent to you depending on the receipt of preference.

FOI APPEALS

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 mgmt.@jhmc.com.ph. Your review request should explain why you are dissatisfied with the response and should be made within 15 calendar days from the date when you received the letter. We will complete the review and tell you the result within 30 calendar days from the date when we receive your appeal.