

**CORPORATE COMMUNICATIONS STAFF
CAAP Central Office**

RELEASE OF INFORMATION (Pursuant to Freedom of Information Act)

Schedule of Availability of Service:
Monday – Friday (8:00 AM to 5:00 PM)
No Noonbreak

Who may avail of this Service:
Internal and external customers


What are the requirements:
1. FOI Request Form
2. Scanned copy of valid ID

HOW TO AVAIL OF THE SERVICE

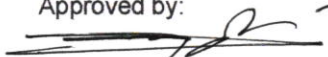
Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
1	Download the FOI Application request from the website (www.foi.gov.ph) Fill up the application form and complete the requirements.			FOI Request Form		
2	Submit request and other requirements to the FOI Receiving Officer (FRO)	1. Check completeness of the documents		FOI Request Form & scanned copy of valid gov't issued ID	3 min	FOI Receiving Officer
		2. Assess the request to determine which office should the request be forwarded			2 min	FOI Receiving Officer
		3. Endorse to concerned CAAP offices/agencies		Tracer Action Slip and Endorsement letter	3 min	FOI Receiving Officer

		<p>If information requested is not in the custody of CAAP: Prepare Endorsement letter</p>				
		4. Record entries in database			2 min	FOI Receiving Officer
		5. Allocate reference number for monitoring and record keeping			2 min	FOI Receiving Officer
		<p>6. Forward request to the concerned office/agency</p> <p>If information requested is not in the custody of CAAP: Forward endorsement letter to the Director General for signature; Forward to Central Records for mailing</p>			5 min	FOI Receiving Officer
		<p>Concerned CAAP Office:</p> <p>7. Take appropriate action (response to the request)</p>			15 working days upon receipt of the request	Chief of Office
		8. Release information requested to client		email or through the FOI Portal	5 min	FOI Receiving Officer
TOTAL DURATION OF ACTIVITY					15 working days & 22 minutes	

Prepared by:


Ms. Jenilyn R. Salvador
FOI Receiving Officer
Information Officer II

Approved by:


Mr. Wilfredo Apolonio
FOI Decision Maker
Public Relations Officer


Captain Thomas Tannhauser A. Fortun
OIC, CCS

Noted by:


Ms. Aida S. Romulo
Chairman, Citizen's Charter Team


Atty. Danjun G. Lucas
Chief of Staff