



FREEDOM OF INFORMATION PROGRAM

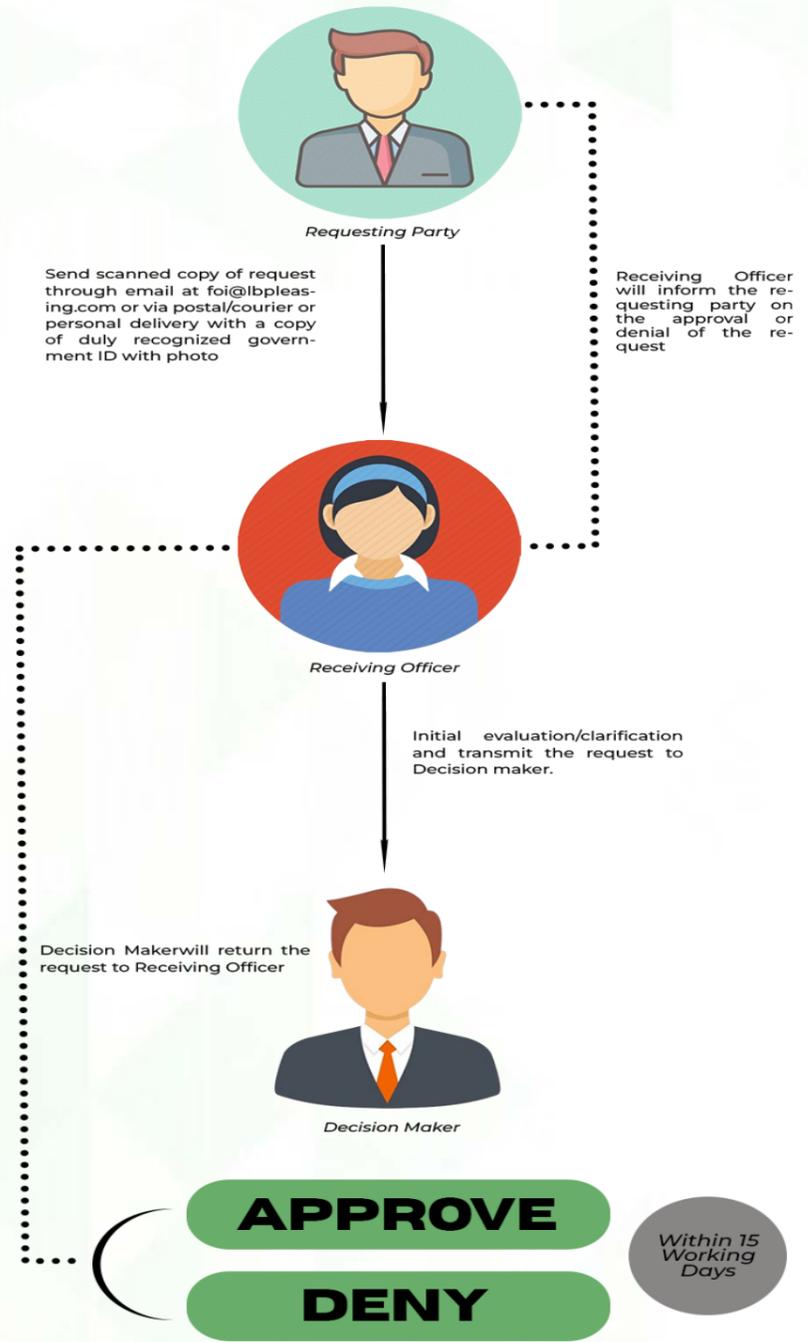
Agency Name:	LBP Leasing and Finance Corporation
Receiving Officer:	Rowanne T. Salcedo
Designation:	Legal Researcher / FOI Receiving Officer
Receiving Office/Address:	15F SycipLaw Center, 105 Paseo de Roxas, Makati City
Contact Number:	(02) 8818-2200
Email Address:	foi@lbpleasing.com

MODE OF REQUEST

ELECTRONIC REQUEST

- STEP 1**
Go to www.lbpleasing.com and click the eFOI hyperlink logo
- STEP 2**
Click the **Sign Up** button and provide all the required fields. **Attach a valid ID to create an account.**
- STEP 3**
Once logged-in, you will be directed to your *Dashboard*. The dashboard contains all the FOI requests of the account owner.
- STEP 4**
Click the **Make a Request** button then select the name of the agency you wish to ask.
- STEP 5**
You will now be directed to the Make a Request Page. Accomplish all fields the click **Send My Request**.
- STEP 6**
The agency will evaluate your request and will notify you within **15 working days**.
- STEP 7**
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.

STANDARD REQUEST



FOI APPEALS

If you are not satisfied with the response, you may file a written appeal to the LLFC FOI Committee within fifteen (15) calendar days from receipt of reply from LLFC. The FOI Committee shall decide on the appeal within thirty (30) working days from the date of receipt of appeal.