

FREEDOM OF INFORMATION PROGRAM

Agency	:	LANDBANK Countryside Development Foundation, Inc. (LCDFI)
Receiving Officer	:	Maria Marilyn R. Guiral
Designation	:	Executive Assistant
Receiving Office	:	14 th Flr. LANDBANK Plaza, Land Bank of the Philippines, 1598 M.H. Del Pilar cor Dr. J. Quintos Sts. Malate, Manila
Contact Details	:	(02) 8856-7488

PROCEDURE

- 1.** The requesting party may submit a signed written request which shall state the name and contact information of the requesting party.
- 2.** Provide valid proof of identification through submission of at least one valid photo-bearing identification (preferably government-issued ID) and authorization, if needed.
- 3.** LCDFI will evaluate the request and shall notify the requesting party including fees, as applicable. In case of denial, you may refer to the details of FOI appeals below.
- 4.** LCDFI will release the requested information either personally, through registered mail, electronic mail, or any other means of communication preferred by the requesting party.

FOI APPEALS

If you are not satisfied with the response to the FOI request, the requesting party may ask LCDFI to carry out an internal review of the response by writing to the President & CEO or Executive Director.

The request for review should explain why you are dissatisfied of the response, and should be made within **15 working days from the date when the requesting party received the letter response**. LCDFI will complete the review and inform you of the result **within 30 working days** from the date LCDFI received the appeal. **Failure of the LCDFI to decide within the afore-stated period shall be deemed a denial of the appeal.**