

# Freedom of Information Program

## EMPLOYEES' COMPENSATION COMMISSION



**Receiving Officer:** Jay B. Galasinao

**Designation:** Information Technology Officer II

**Office:** Employees' Compensation Commission

**Receiving Office:** FOI-Office of the Policy Programs and Systems Management Division  
355 Sen. Gil Puyat Avenue, Employees' Compensation Building  
5th Floor, Employees' Compensation Commission, Bel-Air, Makati City

**Contact Nos:** 8-899-4251 **Email:** galasinao\_jb@ecc.gov.ph

### Step 1

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

**www.foi.gov.ph**



### Step 2

Click the **SIGN UP** button and provide all the required fields.

Attach a valid ID to create an account.

**SIGN UP**

### Step 3

Once logged-in, you will be directed to your **DASHBOARD**.

The Dashboard contains all the requests done by the account owner.

**DASHBOARD**

### Step 4

Click the **MAKE REQUEST** button then select the name of the agency you wish to ask.

**MAKE REQUEST**

### Step 5

You will now be directed to the **MAKE A REQUEST** page.

Accomplish all fields then click **SEND MY REQUEST**.

**SEND MY REQUEST**

### Step 6

The agency will evaluate your request and 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.

### MODES OF REQUEST

#### 1. Standard Request

Submit request form with other necessary documents.

#### 2. eFOI Request

Lodge a request through the eFOI portal (**www.foi.gov.ph**).



**Be Informed. Be Engaged.**  
Know your government better.

### FOI Appeals

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