



Freedom of Information Program

Agency: INSURANCE COMMISSION

Receiving Officer: Mr. Tranquilino E. Espejon

Designation: IC Supervising Administrative Officer

Office: Administrative Division - Records Section

Receiving Office: Insurance Commission Head Office, 1071 U.N. Avenue, Ermita, Manila

Contact Nos.: (02) 8523-8461 to 70 local 123

STEP
01

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

<https://www.foi.gov.ph>



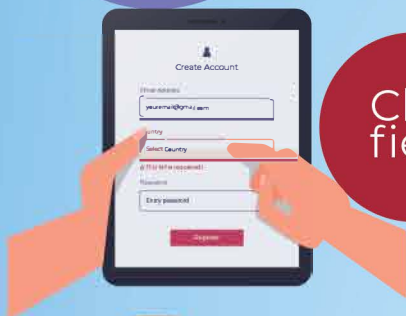
STEP
03

Once logged in, you will be directed to your **Dashboard** where your requests can be found.



STEP
02

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



Make a Request



Click the **Make a Request** button then select the name of the agency you wish to ask. Complete all fields and click **Send Request**.

STEP
04

STEP
05

The Agency will evaluate your request and will notify you within **15 working days**.

15



STEP
06

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



MODE OF REQUEST:



Standard Request

- Request Form with ID and other requirements



eFOI Request

- Through eFOI Portal (foi.gov.ph)

FOI APPEALS:

If your request has been denied, you may file a written appeal within 15 working days upon denial of request. The letter of appeal should be addressed to the concerned Deputy Insurance Commissioner stating the reasons for the appeal. We will complete the review and provide you with a decision within 30 calendar days from the filing of said appeal.



FREEDOM OF INFORMATION
PHILIPPINES

SCAN this QR code for more information.

