



Agency: **DEVELOPMENT BANK OF THE PHILIPPINES**

FOI Receiving Officer: FVP Zandro Carlos P. Sison  
Designation: Head, Corporate Affairs Department  
Office: Corporate Services Sector

Receiving Office: DBP-Corporate Affairs Department, Ground Floor,  
DBP Building, Sen. Gil Puyat corner Makati Avenue, Makati City

Contact Nos. (02) 8818-9511 local 6135 Email: [info@dbp.ph](mailto:info@dbp.ph)

## DBP FOI PROCESS

### Standard Request

- Step 1. Visit the DBP office located at the DBP Building, Sen. Gil Puyat cor. Makati Avenue, Makati City
- Step 2. Proceed to the Corporate Affairs Department on the ground floor and look for the FOI Receiving Officer or his/her representative
- Step 3. Fill-out the FOI Request Form completely and submit one (1) valid Identification Card
- Step 4. The FRO or his/her representative will initially evaluate the completeness of the information provided in the FOI Request Form
- Step 5. If complete, the requester will be notified that his/her request will be subject to further evaluation not exceeding 15 working days from the date of receipt of the request
- Step 6. The Bank will evaluate the request and notify the requester of the status within 15 working days
- Step 7. Once approved by the appropriate Bank authorities, the Bank will prepare the information requested for release based on the desired format. The documents will be sent to the requester depending on the requester's preferred mode of delivery.

### Request via Email

- Step 1. Log on to your personal email address
- Step 2. Make a new message stating the name and contact information of the requesting party, a reasonable description of the information requested, and the reason for, and purpose of, the request for information
- Step 3. Attach a copy of valid proof of identification
- Step 4. Send the email message to [info@dbp.ph](mailto:info@dbp.ph) with subject title: FOI Request
- Step 5. The FRO or his/her representative will initially evaluate the completeness of the information provided in the email message
- Step 6. If complete, the requester will be notified that his/her request will be subject to further evaluation not exceeding 15 working days from the date of receipt of the request
- Step 7. The Bank will evaluate the request and notify the requester of the status within 15 working days
- Step 8. Once approved by the appropriate Bank authorities, the Bank will prepare the information requested for release based on the desired format. The documents will be sent to the requester depending on the requester's preferred mode of delivery

### FOI Appeals

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