



**CIAC**  
CLARK INTERNATIONAL  
AIRPORT CORPORATION



# FREEDOM OF INFORMATION PROGRAM

AGENCY  
RECEIVING OFFICER  
DESIGNATION  
RECEIVING OFFICE

**CLARK INTERNATIONAL AIRPORT CORPORATION**  
**RAYMOND RENDY O. ISIP**  
**MEDIA RELATIONS OFFICER III**  
PUBLIC AFFAIRS DIVISION OFFICE, CIAC CORPORATE  
OFFICE BLDG., BONIFACIO DRIVE, CLARK FREEPORT ZONE

CONTACT DETAILS

+63 45 599-2888 LOC. 119/133  
foireceiving.ciac@gmail.com

**Be Informed, Be Engaged, Know Your Government Better**

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## ACCESS THE eFOI PORTAL

- Go to **www.foi.gov.ph** using your web browser.

## SIGN-UP

- Click the **Sign-up** button and provide all the required fields including a valid ID to create an account.

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## LOG-IN

- Once **logged-in**, you will be directed to your Dashboard. The Dashboard contains all the FOI requests of the account owner.

## MAKE A REQUEST

- Click the **Make a Request** button and select **Clark International Airport Corporation (CIAC)**.

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## SEND REQUEST

- Accomplish all the required fields at the Make a Request Page then click **Send My Request**.

## EVALUATION

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

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## RELEASE

- If the request is granted, the agency will prepare the information for **release**. It will be sent to you depending on the receipt of preference.

## MODE OF REQUEST



Submit request form with necessary personal documents.

STANDARD or



Lodge a request through the eFOI Portal **foi.gov.ph**

eFOI

**FOI APPEALS:** If you are not satisfied with the response on your FOI request, you may file an appeal within fifteen (15) days. For denied FOI request, the requesting party shall manually file his or her appeal with the FRO of the concerned office or may email it (please refer to the contact details of CIAC FRO above).

For more information, please access the CIAC FOI Manual under the Transparency Seal tab at **www.ciac.gov.ph**