Agency: Securities and Exchange Commission

Receiving Officer: Abigail K. Guimpayan Designation: SEC Accounting Specialist III Office: Financial Management Department

Receiving Office: The SEC Headquarters, 7907, Makati Avenue, Salcedo Village, Bel-Air, Makati City

Contact Nos.: 8818-6585

Email: akguimpayan@sec.gov.ph



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



#### Step 2

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



#### Step 3

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



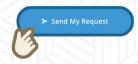
#### Step 4

Click the Make a Request button then select the name of the agency you wish to ask.



#### Step 5

You will now be directed to the Make a Request Page. Accomplish all fields then click Send My Request.



#### Step 6

The agency will evaluate your request and will 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.



## Mode of request



Submit request form

with necessary personal documents

#### eFOI

Lodge a request through the eFOI Portal (foi.gov.ph)

#### **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 sec\_foi@sec.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 when 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.



or

Agency: Securities and Exchange Commission

Receiving Officer: Alma D. Legaspi Designation: Securities Specialist I Office: SEC - Tarlac Extension Office

Receiving Officer 2F Legislative Bldg., City Hall, Tarlac City

Contact No: (045) 491-0140; 4910142

Email: adlegaspi@sec.gov.ph



#### Step 1

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



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## Mode of request



Submit request form with necessary personal documents

or



#### **FOI Appeals**



Agency: Securities and Exchange Commission

Receiving Officer: Anjanette H. Sollano Designation: SEC Administrative Assistant II

Office: SEC - Cebu Extension Office

Receiving Office: 12F Apple-One Equicom Tower, Mindanao

Avenue, Cor. Biliran St., Cebu Business Park, Cebu City Contact Nos.: (032) 253-5337

Contact Nos.: (032) 253-5337 Email: abheramiz@sec.gov.ph



#### Step 1

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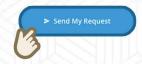
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## Mode of request



Submit request form with necessary personal

documents

or



#### **FOI Appeals**



Agency: Securities and Exchange Commission

Receiving Officer: Art Bryan C. Gonzales Designation: SEC Administrative Assistant II

Office: Markets and Securities Regulation Department

Receiving Office: The SEC Headquarters, 7907, Makati Avenue, Salcedo Village, Bel-Air, Makati City

Contact Nos.: 8818-5703

Email: abcgonzales@sec.gov.ph



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



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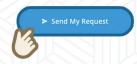
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## Mode of request



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#### **FOI Appeals**



Agency: Securities and Exchange Commission

Receiving Officer: Asuncion D. Grecia Designation: Securities Specialist III Office: SEC-Iloilo Extension Office

Receiving Office: SEC Bldg., Gen Hughes St., Iloilo City

Contact Nos.: (033) 337-9984 Email: adgrecia@sec.gov.ph



#### Step 1

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



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## Mode of request



Submit request form with necessary personal documents

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#### **FOI Appeals**



Agency: Securities and Exchange Commission

Receiving Officer: Belinda B. Ballaho Designation: SEC Administrative Officer III Office: SEC - Zamboanga Extension Office

Receiving Officer: SEC Bldg., San Jose Panigayan St., Zamboanga City

Contact Nos: (062) 991-7163; 993-1437

Email: bbbadar@sec.gov.ph



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



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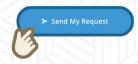
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## Mode of request



Submit request form

with necessary personal documents or



#### **FOI Appeals**



Agency: Securities and Exchange Commission

Receiving Officer: Daniel Angelica Saenz Designation: SEC Administrative Assistant II

Office: Markets and Securities Regulation Department

Receiving Office: The SEC Headquarters, 7907, Makati Avenue, Salcedo Village, Bel-Air, Makati City

Contact Nos.: 8818-5703 Email: dapsaenz@sec.gov.ph



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## Mode of request



Submit request form with necessary personal

or

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

#### **FOI Appeals**



Agency: Securities and Exchange Commission

Receiving Officer: Daniel P. Gabuyo Designation: SEC Assistant Director

Office: Company Registration and Monitoring Department

Receiving Office: The SEC Headquarters, 7907, Makati Avenue, Salcedo Vilage, Bel-Air, Makati City

Contact Nos.: 8818-5811 Email: dpgabuyo@sec.gov.ph

#### Step 1

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



#### Step 2

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#### Step 3

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## Mode of request



**STANDARD** 

Submit request form with necessary personal documents

or



#### **FOI Appeals**



Agency: Securities and Exchange Commission

Receiving Officer: Florrence Faye S. Franco

**Designation: Securities Counsel II** 

Office: Corporate Governance and Finance Department

Receiving Office: The SEC Headquarters, 7907, Makati Avenue, Salcedo Village, Bel-Air. Makati City

Contact Nos.: 8818-6103 Email: ffranco@sec.gov.ph

#### Step 1

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



#### Step 2

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#### Step 3

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## Mode of request



Submit request form with necessary personal documents

or



#### **FOI Appeals**



Agency: Securities and Exchange Commission

Receiving Officer: Herbert C. Mendoza Designation: SEC Information Technlogy II

Office: Information and Communications Technology Department

Receiving Office: The SEC Headquarters, 7907, Makati Avenue, Bel-Air, Makati City

Contact Nos.: 8818-5285

Email: hemendoza@sec.gov.ph



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



#### Step 2

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## Mode of request



Submit request form with necessary personal documents

or



#### **FOI Appeals**



Agency: Securities and Exchange Commission

Receiving Officer: Isma C. Gonzales Designation: SEC Assistant Director

Office: Information and Communications Technology Department

Receiving Office: The SEC Headquarters, 7907 Makati Avenue, Bel-Air, Makati City

Contact Nos.: 8818-5285 Email: icgonzales@sec.gov.ph



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



#### Step 2

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## Mode of request



Submit request form with necessary personal

documents

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#### **FOI Appeals**



Agency: Securities and Exchange Commission

Receiving Officer: Jesher M.Radaza

Designation: SEC Supervising Administrative Officer

Office: SEC - Cagayan de Oro Extension Office

Receiving Officer: SEC Bldg. 14th St. corner Tomasaco del Lara St., Cagayan de Oro City

Contact Nos: (088) 857-4325;857-7225

Email: jmradaza@sec.gov.ph

#### Step 1

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



#### Step 2

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## Mode of request



Submit request form with necessary personal documents

or



#### FOI Appeals



Agency: Securities and Exchange Commission

Receiving Officer: Jo-Anne Malou G. Medalla Designation: SEC Confidential Assistant III Office: SEC - Bacolod Extension Office

Receiving Officer: Redkey Building corner Hernaez & Jocson Streets, Barangay Taculing, Bacolod City

Contact Nos: (034) 445-5714 Email: jmgmedalla@sec.gov.ph



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



#### Step 2

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## Mode of request



Submit request form with necessary personal

documents

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#### **FOI Appeals**



Agency: Securities and Exchange Commission

Receiving Officer: Karen F. Lazaro

Designation: SEC Administrative Officer V Office: Office of the General Counsel

Receiving Office: The SEC Headquarters, 7907, Makati Avenue, Bel-Air, Makati City

Contact Nos.: 8818-5348 Email:kflazaro@sec.gov.ph



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



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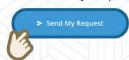
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## Mode of request



Submit request form

with necessary personal documents

#### eFOI

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#### **FOI Appeals**

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or

Agency: Securities and Exchange Commission

Receiving Officer: Marcelo Q. Rabara Designation: SEC Administrative Officer IV

Office: Human Resourcce and Administrative Department

Receiving Office: The SEC Headquarters, 7907, Makati Avenue, Salcedo Village, Bel-Air, Makati City

Contact Nos.: 8818-6165; 88185516 Email: mqrabara@sec.gov.ph



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**eFOI** 

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or

Agency: Securities and Exchange Commission

Receiving Officer: Melody F. Tadina-Pasia

Designation: Securities Counsel I Office: SEC - Davao Extension Office

Receiving Officer: SEC Bldg. Luisa Drive corner University Avenue, Juana Subd., Matina, Davao City

Contact Nos: (082) 298-2170;298-0112

Email: mtpasia@sec.gov.ph



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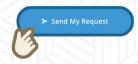
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## Mode of request



**STANDARD** 

Submit request form with necessary personal documents

or



#### **FOI Appeals**



Agency: Securities and Exchange Commission

Receiving Officer: Ninna Celeste N. Orlina

Designation: Securities Specialist II Office: SEC - Legazpi Extension Office

Receiving Officer SEC Building, 2F Chiniel (Avon) Bldg., Rizal St., Albay District, Legaspi City

Contact No: (052) 480-8272 Email: ncorlina@sec.gov.ph



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## Mode of request



Submit request form

documents

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# Lodge a request through the eFOI Portal (foi.gov.ph)

#### **FOI Appeals**



Agency: Securities and Exchange Commission

Receiving Officer: Patrick L. Rivera **Designation: Securities Specialist II** Office: SEC - Baguio Extension Office

Receiving Office: 3rd Flr., Newton Square, Navy Base Road, Baguio City

Contact No: (074) 442-8170 Email: plrivera@sec.gov.ph



#### Step 1

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



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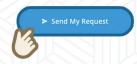
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### Mode of request



#### **STANDARD**

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#### **FOI Appeals**

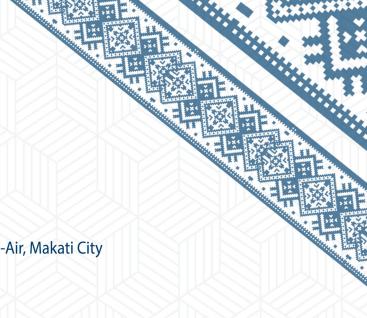


Agency: Securities and Exchange Commission

Receiving Officer: Pearl Ivy S. Padua Designation: SEC Assistant Director Office: Office of the General Accountant

Receiving Office: The SEC Headquarters, 7907, Makati Avenue, Bel-Air, Makati City

Contact Nos.: 8818-9763 Email:piasantos@sec.gov.ph



#### Step 1

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



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or

Agency: Securities and Exchange Commission

Receiving Officer: Violeta V. Infante Designation: SEC Assistant Director

Office: Economic Research and Training Department

Receiving Office: The SEC Headquarters, 7907, Makati Avenue, Salcedo Village, Bel-Air, Makati City

Contact Nos.: 8818-6219 Email: vvinfante@sec.gov.ph



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## Mode of request



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#### **FOI Appeals**



Agency: Securities and Exchange Commission

Receiving Officer: Atty. Reinhard Dietrich A. Albrecht

**Designation: Securities Counsel II** 

Office: Enforcement and Investor Protection Department

Receiving Office: The SEC Headquarters, 7907, Makati Avenue, Bel-Air, Makati City

Contact Nos.: 8818-5478; 8888-5141 Email: rdaalbrecht@sec.gov.ph



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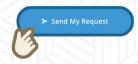
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## Mode of request



Submit request form with necessary personal documents

or



#### **FOI Appeals**



Agency: Securities and Exchange Commission

Receiving Officer: Sheryl Choline A. Beloso

Designation: Securities Specialist I

Office: Office of the Commission Secretary

Receiving Office: The SEC Headquarters, 7907, Makati Avenue, Bel-Air, Makati City

Contact Nos.: 8818-5478; 8888-5141

Email: comsec@sec.gov.ph

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#### **FOI Appeals**

