

# FREEDOM OF INFORMATION PROGRAM

Agency: Light Rail Transit Authority

Receiving Officer: Zhenele Faye C. Ganancial

Designation: Records Officer A

Office: Records Office

Receiving Office Address: LRTA Line 2 Depot, Marcos Highway, Santolan, Pasig City

Contact Nos.: (02) 86473479 local 29932/29938/29939

Email: records@lrta.gov.ph



## MODE OF REQUEST

### ONLINE REQUEST

Submit the FOI request to the eFOI Portal ([www.foi.gov.ph](http://www.foi.gov.ph))

#### STEP 1

Go to [www.foi.gov.ph](http://www.foi.gov.ph) or visit LRTA website at [www.lrta.gov.ph](http://www.lrta.gov.ph) and click the FOI logo.

#### 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

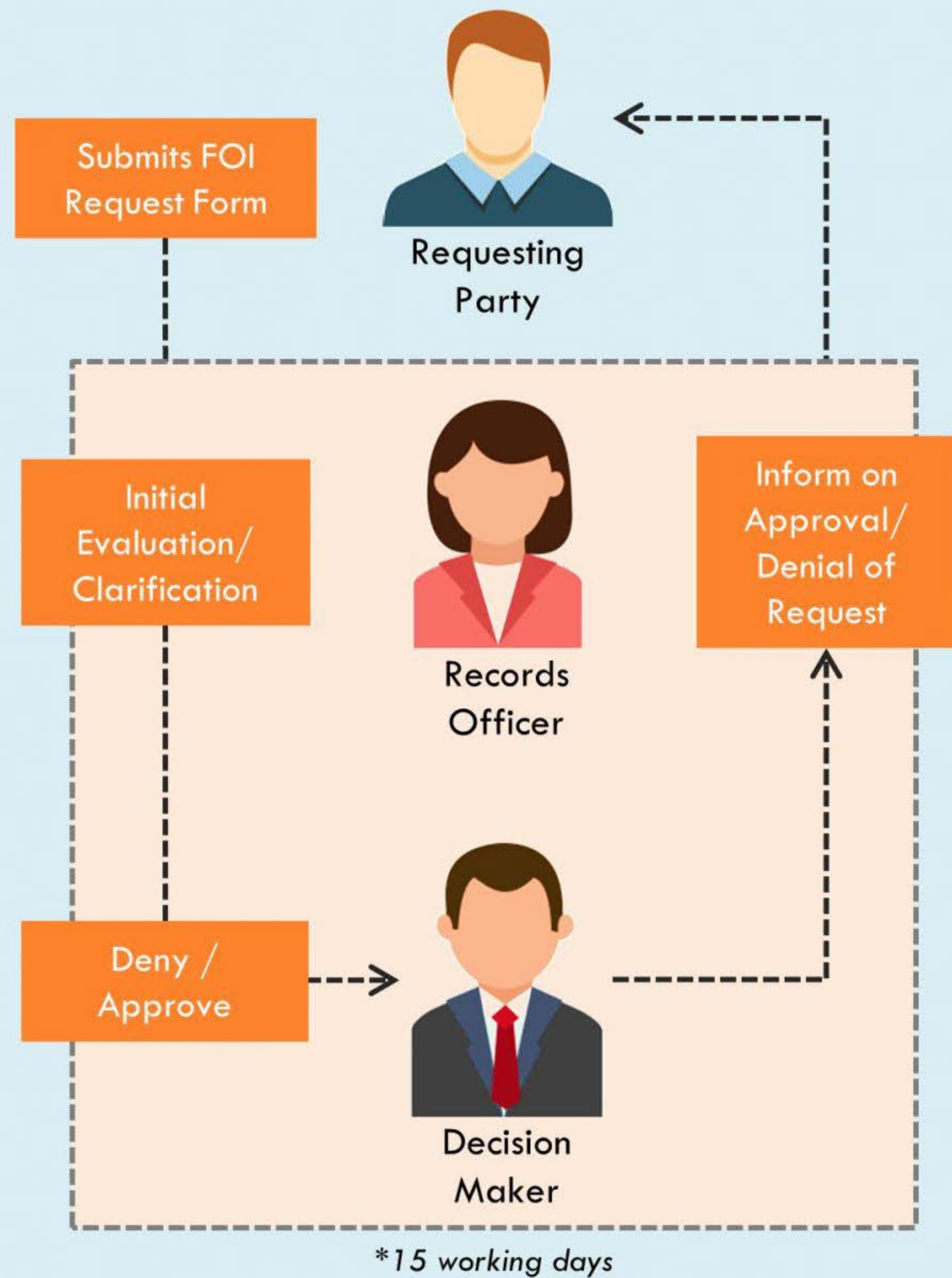
The agency will evaluate your request and will notify you within **15 working days**.

#### 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.**

### WRITTEN REQUEST

Address to ATTY. HERNANDO T. CABRERA, Administrator, Light Rail Transit Authority (LRTA), Line 2 Depot, Marcos Highway, Santolan, Pasig City.



## FOI Appeals

If you are not satisfied with the LRTA's response, you may write us at [lrta-main@lrta.gov.ph](mailto:lrta-main@lrta.gov.ph) within 15 calendar days. LRTA will assess your request and will inform you of the result within 30 calendar days from the date of receipt of your request. If you are yet satisfied with the result of the review, you may appeal to the Office of the President under Administrative Order No. 22 (s. 2011).

