

FREEDOM OF INFORMATION PROGRAM

AGENCY: PHILIPPINE MINING DEVELOPMENT CORPORATION
RECEIVING OFFICE: UNIT 3001B&C WEST TOWER, TEKTITE TOWERS, EXCHANGE RD, ORTIGAS CENTER, PASIG CITY, 1605
RECEIVING OFFICER: DIANNE KATE B. LEMERIC
OFFICE: HUMAN RESOURCE AND ADMINISTRATION DEPARTMENT
DESIGNATION: FOI RECORDS OFFICER



(02) 8 706 - 1631



INFO @ PMDC.COM.PH
RECORDS.PMDC@GMAIL.COM

1

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

2

Click the Log in button and Sign Up by providing all the required information. Attach a valid ID to create an account.

3

Once logged in, you will be directed to your Dashboard. The Dashboard contains all the requests made by the account owner.

4

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

5

When directed to the Make a Request page, accomplish all fields and click Send my Request.

6

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

7

The agency shall prepare the information in your requested format and send it to you through the medium of receipt you prefer.

STANDARD REQUEST
(WALK-IN REQUEST)

MODE OF REQUEST



Submit request form with other required documents.

OR



Lodge a request through www.foi.gov.ph

FOI APPEALS

If you are not satisfied with the response to your FOI request, you may request an internal review of our response by writing to records.pmdc@gmail.com/info@pmdc.com.ph. Your review request should explain your dissatisfaction and should be made within 15 calendar days from the day of receipt of the response. Review and action shall be made within 30 calendar days from receipt of your appeal.