



# Freedom of Information Program



Agency: NATIONAL POWER CORPORATION

Receiving Officer: Roel M. Manansala  
Designation: Division Manager  
Office: Central Records and Technical Documents Division

Receiving Office: Central Records and Technical Documents Division, GSD  
BIR Road corner Quezon Ave. Diliman, Quezon City

Contact No.: (02)8921-3541 local 5224      Email: [foi\\_ro@napocor.gov.ph](mailto:foi_ro@napocor.gov.ph)

## Mode of request

Electronic

Standard

**Step 1**  
Type [www.foi.gov.ph](http://www.foi.gov.ph) on your browser's address bar and press enter



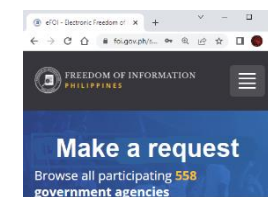
**Step 2**  
Click the "Sign Up" button and provide all the required fields. Attach a valid ID to create an account.



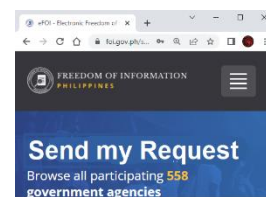
**Step 3**  
Once logged-in, you will be directed to your Dashboard. The Dashboard contains all the FOI requests you have created.



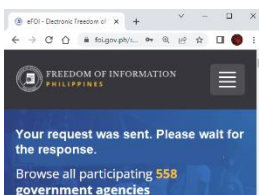
**Step 4**  
Click the "Make a Request" button then select the name of the agency you wish to request information from.



**Step 5**  
You will now be directed to the "Make a Request Page". Accomplish all fields then click "Send My Request".

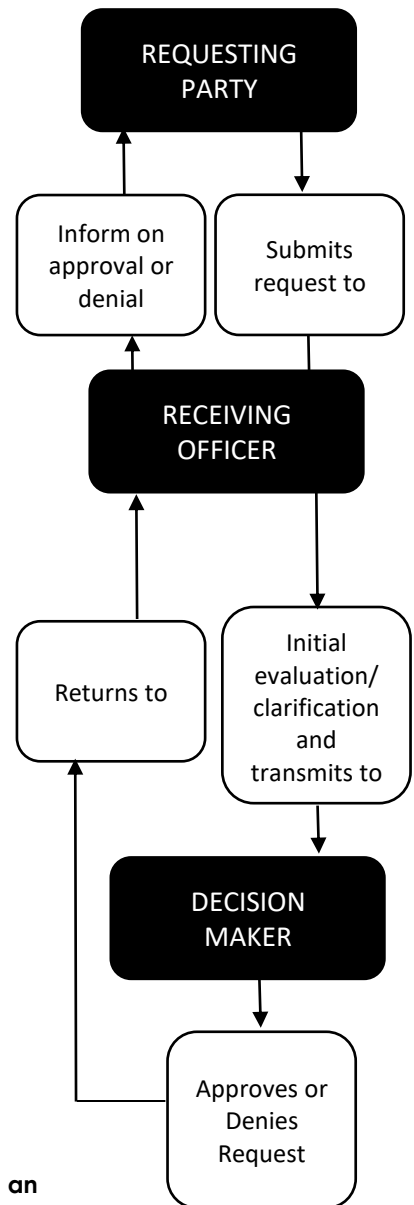


**Step 6**  
The agency will evaluate your request and will notify you within 15 working days



**Step 7**  
The agency will prepare the information for release based on your desired format. It will be sent to you through your preferred mode.

**The request will be processed within fifteen (15) working days**



## 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 reply by writing to the FOI Central Appeals Committee and send it to [foi\\_ro@napocor.gov.ph](mailto:foi_ro@napocor.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 our reply. We will complete the review and inform you the result within 30 calendar days from the date when we receive your review request.