

FREEDOM OF INFORMATION PROGRAM

Agency: National Aviation Academy of the Philippines (NAAP)

Receiving Officer: Cristina B. Tiansay
Designation: Records Officer III
Receiving Office: 2nd Floor, Records Office, Building A, NAAP, Piccio Garden, Villamor, Pasay City

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01 www.foi.gov.ph

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



02 Sign Up

To create an account, **sign up** and provide all required information, including a valid ID.



03 Log in

After **logging in**, you will be taken to your Dashboard. The Dashboard displays all FOI requests made by the account owner.



04 Make a Request

Click the **Make a Request** button and select National Aviation Academy of the Philippines (NAAP).



05 Send Request

Fill out all the required fields on the Make a Request page, then click **Send My Request**.



06 Evaluation

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



07 Release

If the request is approved, the agency will prepare the information for **release**. It will be sent to you based on your preferences.

MODE OF REQUEST

STANDARD REQUEST

Submit request form with necessary personal documents



EFOI REQUEST

Lodge a request through the eFOI portal (www.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 interview of the response by writing to **philscarecordsoffice2021@gmail.com**. The review request should explain why you are dissatisfied with the response and should be made within 15 calendar days from the receipt of the response. We will complete the review and forward the result to you within 30 calendar days from the date you appeal was received.