

FREEDOM OF INFORMATION

AGENCY: Center for International Trade Expositions and Missions
RECEIVING OFFICER: Mr. Jewel H. Udarbe
DESIGNATION: Assistant Division Chief
OFFICE: Corporate Planning Division
 GSP Pavilion Sen Gil Puyat Ave., cor. Roxas Boulevard, Pasay City
EMAIL: feedback@citem.com.ph
CONTACT NUMBER: (02) 8831.2201 local 254 / 255

STANDARD REQUEST

-  **STEP 1**
 Fill out the CITEM Request Form. Attach one (1) photocopy of valid ID.
 
-  **STEP 2**
 Submit filled-out form and photocopy of valid ID to feedback@citem.com.ph

-  **STEP 3**
 Wait for the response from the CITEM Receiving Officer (RO) within fifteen (15) working days
 

FREEDOM OF INFORMATION (FOI) REQUEST

-  **STEP 1**
 Go to www.foi.gov.ph to your browser's home address
 
-  **STEP 2**
 Click the sign up, Fill out all the required fields and upload one (1) valid ID.
 
-  **STEP 3**
 Once logged in, click "Make a Request" and then select "Center for International Trade Expositions and Missions (CITEM)"
 
-  **STEP 4**
 Accomplish all the necessary fields and then click the "Send my Request"
 
-  **STEP 5**
 The agency will notify your Request and will notify you within fifteen (15) working days
 
-  **STEP 6**
 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.
 

FREEDOM OF INFORMATION (FOI) Appeals

If you are not satisfied with the response to your FOI request, you may write a letter of appeal to our FOI Decision Maker at feedback@citem.com.ph within fifteen (15) calendar days from the lapse of the required response period or the denial request. The appeal shall be decided within thirty (30) working days by the CITEM FOI Decision Maker.