

# FREEDOM OF INFORMATION



## **Technical Education and Skills Development Authority**

Receiving Officer: Ms. Armela B. Gutierrez

Designation: Chief Administrative Officer

Office: Human Resource Management Division - Administrative Service

Receiving Office: 3rd Floor, Human Resource Management Division, Administration

Building, TESDA Complex, East Service Road, South Luzon Expressway, Fort

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Go to
www.tesda.gov.
ph and click on
the FOI logo.
This will direct
you to eFOI.



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

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



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

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.





### **Standard Request**

Submit request form with ID and other necessary documents



### eFOI Request

Lodge a request through the eFOI portal (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 internal review of the response by writing to hrmd.as@tesda.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 the letter. We will complete the review and tell you the result within 30 calendar days from the date when we receive your appeal.