



FREEDOM OF INFORMATION

AGENCY NAME: Social Housing Finance Corporation
ADDRESS: BDO Plaza, 8737 Paseo De Roxas, Makati City, Metro Manila
RECEIVING OFFICER: Head Office - Information and Public Assistance Desk
Regional Offices - Regional Office Managers
CONTACT NO.: (+632) 7750-6337 loc. 0 or 888
MOBILE NOS.: (+63) 917-8397432 / (+63) 917-8022740
E-MAIL: contact@shfcph.com / crcd.shfc@gmail.com

PROCESS

- STEP 1** The requesting party completely fills-out the FOI Request Form and submits two (2) copies of the FOI Request Form to the nearest SHFC Office with the accompanying valid ID. The request can be made either through the standard process (i.e. personal submission, e-mail, and Facebook) or through the eFOI online portal at www.foi.gov.ph.
- STEP 2** SHFC receives and evaluates the request.
- STEP 3** SHFC evaluates the request and sends notification to the requesting party within three (3) to seven (7) days.
- STEP 4** SHFC prepares the requested information for release.
- STEP 5** SHFC sends the requested information based on the preferred mode of receipt of the requesting party.
- STEP 6** Requesting party receives the requested information.

FOI APPEALS

In cases of disapproval or denial of a request for information by the concerned unit, the requesting party may file the appeal to the Office of the President within a period of 15 working days from receipt of the denial. The Office of the President shall evaluate the appeal and notify the requesting party of its resolution as soon as practicable or within seven (7) working days from receipt of the written appeal. The requesting party shall be notified in writing of the decision on the appeal, setting forth the grounds therefore and the circumstance on which the decision is made.



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