



LUNG CENTER OF THE PHILIPPINES
Quezon Avenue, Quezon City

ONE - PAGE FOI MANUAL

Name of Agency: Lung Center of the Philippines (LCP)
Address: Quezon Avenue, Quezon City
FOI Receiving Officer (FRO): Maria M. Almaraz
Contact Details: Tel. No. 8924-6101 Local 4020 and 4021
Email Address: mmalmarazmpa@yahoo.com

Basic Procedures:

FRO receives request and checks compliance to requirements; stamps, and furnishes requesting party with a stamped copy of, request; conducts initial evaluation-he/she may inform requesting party that the information being requested is same as the previous one or is already available in the LCP website, may notify the former that the request has been referred to the agency concerned or may deny outright the request based on clearly stated grounds- then forwards, within one working day, after receipt, copy of the request to the FOI Decision Maker (FDM) for further evaluation.

FDM assesses request within two (2) working days after receipt. He/She may deny the request, may consult with the agency concerned before making final determination, may seek clarification or extension of time from the requesting party if further details are needed or may approve the request. Then he/she notifies the requesting party of his/her decision.

If request is approved, the FDM forwards it to the appropriate Data Custodian for location, retrieval and submission of information, within five (5) working days, after receipt of the request, to the FRO for the collation and preparation of transmittal letter which should be signed by the FDM within five (5) working days after receipt before information is released by the FRO.

NOTE: LCP shall ensure that requests shall be responded within fifteen (15) working days from the date of receipt.

Appeals Mechanism:

Within Fifteen (15) calendar days from receipt of the notice of denial, appeal may be filed with the CARC (Central Appeals and Review Committee) of the LCP. The appeal shall be decided by the LCP Executive Director within thirty (30) working days from the filing of the appeal. Failure to decide, thereafter, shall be deemed a denial of the appeal. Upon exhaustion of administrative remedies, the requesting party may file the appropriate judicial action in court.