

# Freedom of Information Program



**Agency:** POWER SECTOR ASSETS AND LIABILITIES MANAGEMENT CORPORATION

**Receiving Officer:** Recelo G. Celades

**Designation:** Corporate Communications Officer

**Office:** Strategic Communications and Performance Management Office

**Receiving Office:** 24th Floor, Vertis North Corporate Center 1, Astra corner Lux Drives, North Avenue, Quezon City 1105

**Contact Nos:** (02) 7902-9000 / (02) 7902 9067    **Email:** [infos@psalm.gov.ph](mailto:infos@psalm.gov.ph)

## Mode of Request



### Standard

Submit request form with necessary personal documents

OR



### eFOI

Lodge a request through the eFOI portal ([www.foi.gov.ph](http://www.foi.gov.ph))

## Procedures

### Step 1

Go to [www.foi.gov.ph](http://www.foi.gov.ph) to your browser's home address.



### Step 2

Click the Sign Up button and provide all the required fields. Attach a valid ID to create an account.



### Step 3

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



### Step 4

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



### Step 5

You will now be directed to the Make a Request Page. Accomplish all fields then click Send My Request.



### Step 6

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



### Step 7

PSALM will prepare the information for release, based on your desired format. It will be sent to you depending on the receipt of preference.

## 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 [infos@psalm.gov.ph](mailto:infos@psalm.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 this letter. We will complete and review and tell you the result within 30 calendar days from the date when we received your appeal.

