

# FREEDOM OF NFORMATION PROGRAM



**LANDBANK**  
WE HELP YOU GROW.

**Agency:** Land Bank of the Philippines (LBP)  
**Receiving Officer:** Executive Assistant or Administrative Services Officer of LBP Unit / Branch / Office  
**Designation:** Executive Assistant / Administrative Services Officer  
**Receiving Office:** Address of LBP Unit / Branch / Office  
**Contact Details:** (02) 8522-0000

- STEP 1** You or your authorized representative may submit a signed written request to the Receiving Officer or accomplish the Request for Release of Documents/ Information (RRDI).
- STEP 2** Provide a proof of identification through submission of at least one valid photo-bearing identification (preferably government-issued).
- STEP 3** The Bank will evaluate your request and shall notify you to settle the fee as applicable.  
In case of denial, please see details of FOI Appeals below.
- STEP 4** The Bank will release the requested information either personally, by registered mail, electronic mail or any other means of communication acceptable to you.

## 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 the Group Head / Sector Head of the Receiving Office.

Your review request should explain why you are dissatisfied with the response, and should be made within **15 banking days from the date when you received the letter response**. We will complete the review and tell you the result **within 30 banking days** from the date when we receive your appeal. **Failure of the Bank to decide within the afore-stated period shall be deemed a denial of the appeal.**