

Freedom of Information Program

Agency: NATIONAL CONCILIATION AND MEDIATION BOARD

Receiving Officer: Marife E. Fausto

Designation: Chief - Research and Information Division

Office: Research and Information Division

Receiving Office: 6th floor Arcadia Building

860 Quezon Avenue, Quezon City

Contact Nos: 8332-2232

Email: ncmb.dole@ncmb.gov.ph



Step 1

Go to www.foi.gov.ph to your browser's home address.



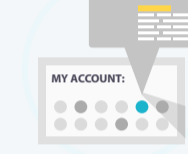
Step 2

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 requests done by the account owner.



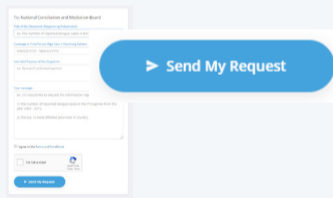
Step 6

NCMB will evaluate your request and will notify you within 15 working days from the day your request was received.



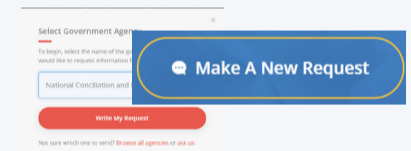
Step 5

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



Step 4

Click the Make a Request button then select NCMB from the list



Step 7

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



Mode of Request

Standard Request



Submit request form with ID and other necessary documents.

or

eFOI Request

Lodge a request through the eFOI Portal (foi.gov.ph)



FOI APPEALS

If your FOI request has been denied, you may file your appeal to the Central Appeals and Review Committee of NCMB Central Office or at ncmb.dole@ncmb.gov.ph within 15 working days from receipt of the Notice of Denial. We shall review your appeal and inform you of the result within 26 working days from the date when we received your appeal.

Be informed. Be engaged. Know your government better