



FREEDOM OF INFORMATION PROGRAM

Agency:	UCPB Leasing and Finance Corporation
Address:	3 rd Floor OFBank Building, Liwasang Bonifacio, Manila
FOI Receiving Officer:	Maureen Diaz-Cayabyab
Designation:	ULFC Executive Assistant
Office:	ULFC Office of the President/OIC
Contact Number:	09165127490
E-mail:	mtdiaz@ucpb.com
Receiving Office:	ULFC Office of the President/OIC 3 rd Floor OFBank Building, Liwasang Bonifacio, Manila

FOI Standard Procedure



STEP 1

Citizen can check LBP website (www.lbp.com/ucpb-corner) for the information



STEP 2

If the information is not available on the website, citizen can send a request in hard or soft copy form to the Receiving Office.



FOI request must include:

- ✓ Name and contact information of requesting party
- ✓ Reasonable description of the information requested
- ✓ Purpose of the request
- ✓ Requesting party's valid proof of identification

STEP 3



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

FOI Appeals Mechanism



In case of denial of the request, the requesting party may file an appeal with the Receiving Office within fifteen (15) working days from receipt of notice of denial of request.