

PROCESS FLOW

ADMINISTRATIVE APPEAL

Requesting Party		PDIC			
Steps/ Activity		Officer-in-Charge	Location/Office	Action Taken/ Activity	
1.	File appeal within fifteen (15) working days from the receipt of the notice of denial. If sent by mail, send a copy of the written appeal within the same day via fax or email	Assistant Department Manager, Office of the President	Philippine Deposit Insurance Corporation 10/F SSS Building, 6782 Ayala Avenue corner V.A. Rufino St. Makati City 1226 Fax No. (632) 8841-4809 Email: op@pdic.gov.ph	1.	Receive appeal
2.	Receive acknowledgement together with a copy of the appeal.			2.	Acknowledge receipt of appeal. Refer to Committee for review.
3.	Receive any request for additional information or document that may be required. If no additional information or document is required, proceed to step 5.	Review Committee		3.	Check if appeal is compliant with requirements under Section G(2). If compliant, proceed to step 5. If not compliant or additional information is required, inform Requesting Party of deficiency.
4.	Submit required additional information or document.			4.	Receive additional information or document as required.
5.	Await decision on appeal.			5.	Review appeal together with supporting information/ documents.
				6.	Draft decision on appeal and submit for approval

		President of the Corporation		7.	Review decision. a. Sign decision if approved and proceed to step 8; b. Return to Review Committee for any revisions or clarifications. Go back to step 5.
		Assistant Department Manager, Office of the President	Philippine Deposit Insurance Corporation 10/F SSS Building, 6782 Ayala Avenue corner V.A. Rufino St. Makati City	8.	If the appeal is granted, forward to PAD and proceed to step 9. 8.1 If the appeal is denied, proceed to step 10.
6.	Receive decision together with requested documents/ information in case appeal is granted. End of Process	PAD	3/F SSS Building, 6782 Ayala Avenue corner V.A. Rufino St. Makati City 1226	9.	Release decision with requested information within thirty (30) working days from the filing of the written appeal
7.	Resort to other administrative appeal remedies in case of denial of appeal.	Assistant Department Manager, Office of the President	Philippine Deposit Insurance Corporation 10/F SSS Building, 6782 Ayala Avenue corner V.A. Rufino St. Makati City	10.	Release decision to deny appeal to Requesting party. Update details in monitoring/ tracking system.
END OF PROCESS					