

ANNEX A

**ELECTRONIC FREEDOM OF INFORMATION (eFOI) PORTAL
ONBOARDING FORM**

Agency Acronym	PhilFIDA
Agency Seal / Logo	
Agency Name	Philippine Fiber Industry Development Authority
Short Description of Agency <i>(One-liner description of the agency and/or its mandate)</i>	Attached agency under the Department of Agriculture mandated to promote the growth and development of the natural fiber industry.
Complete Description of Agency <i>(Complete mandate of the agency)</i>	The Philippine Fiber Industry Development Authority (PhilFIDA) is the result of the consolidation of FIDA and CODA which is mandated to promote the growth and development of the natural fiber industry through research and development; production support; extension support, education, and training services; fiber processing and utilization; and standards implementation and trade regulation.
Agency Website	https://philfida.da.gov.ph/
eFOI Decision Maker/s (FDMs)	<i>Manolito F. Apalla-OIC-TAD, tadl@philfida.da.gov.ph, 8286-0500</i>
eFOI Receiving Officer/s (FROs)	<i>Edcelle M. Zabala, FDO II, emzabala@philfida.da.gov.ph, 8286-0500</i>

Note:

- *Accomplished onboarding form shall be submitted in MS Word format (.doc) through foi.pco@gmail.com.*
- *FDMs and FROs must have different email addresses as it will serve as their login credentials.*
- *It is advisable to create an FOI email address than to use the personal email accounts of the eFOI officers. Official/business email addresses (@gov.ph) are also preferred.*

SUBMITTED BY:

EDCELLE M. ZABALA/ FDO II

Printed Name and Designation

Date: _____

Contact Number: 8286-0500

Email Address: emzabala@philfida.da.gov.ph

-----To be accomplished by FOI-PMO Officers-----

REVIEWED AND APPROVED BY

REGISTERED BY

Printed Name and Designation

Printed Name and Designation

Date: _____

Date: _____

-----Nothing follows here-----



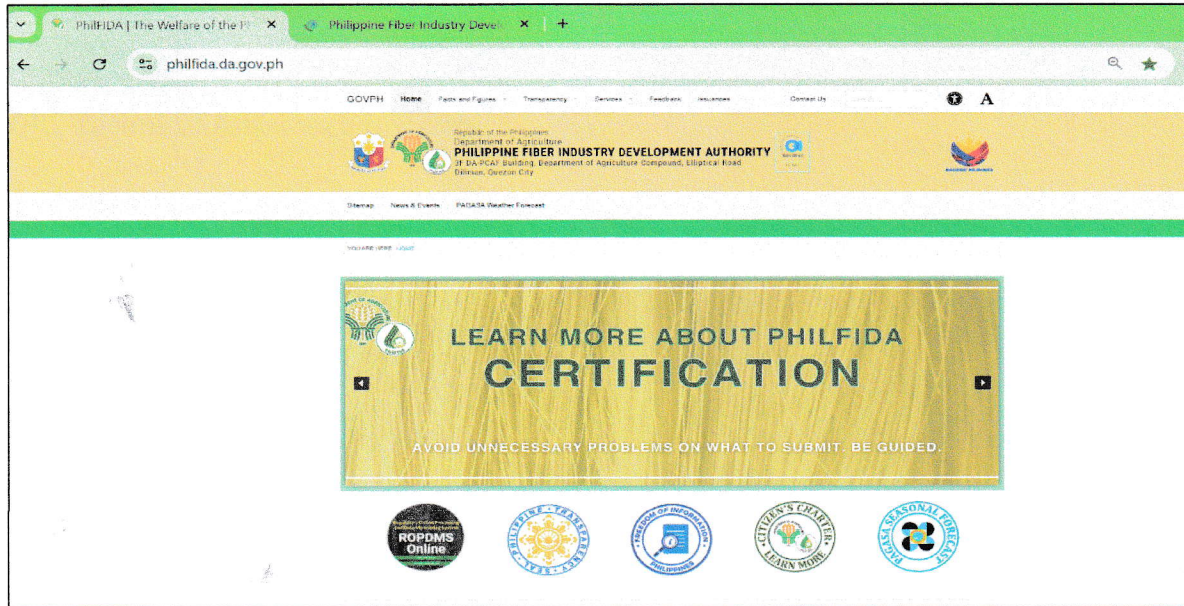
Republic of the Philippines
Department of Agriculture

PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY

3/F DA-PCAF Bldg., Department of Agriculture, Elliptical Rd., Diliman, Quezon City
Email: oad@philfida.da.gov.ph, Website: www.philfida.da.gov.ph
Trunk line: +63(2) 8928-8756 Local 2650; Tel.: +63(2) 8441-4606

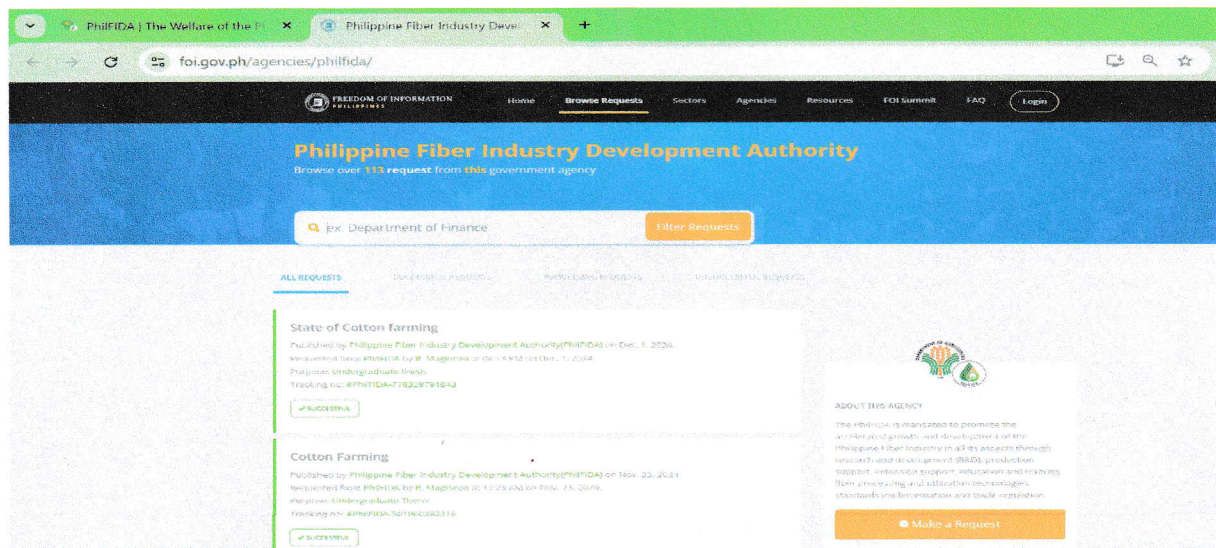
FOI Logo Linked to PhilFIDA's Dashboard in the eFOI Portal

When users type <https://philfida.da.gov.ph/> into the address bar of any internet browser, they will be directed to the homepage of the PhilFIDA website. Prominently displayed on the homepage is the FOI (Freedom of Information) logo, as shown in the figure below.



By clicking on the FOI logo, users will be redirected to PhilFIDA's dedicated dashboard on the eFOI Portal, as illustrated below. The dashboard serves as a gateway for the public to access information about the agency's programs, activities, projects and services.

To submit a request for information, users must first create an account if they do not already have one. The eFOI Portal ensures a transparent and accessible process for engaging with government agencies, allowing the public to exercise their right to information under the Freedom of Information program.



Prepared by:


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Noted by:


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