



FREEDOM OF INFORMATION PROGRAM

ONE-PAGE FOI MANUAL

"Be informed.
Be engaged. Know
your government
better."

Agency: Philippine Fiber Industry Development Authority

Receiving Officer: Ms. Edcelle M. Zabala

Designation: Fiber Development Officer II

Office: Technical Assistance Division

Receiving Office: 3/F PhilFIDA, DA-PCAF Bldg., DA Compound, Elliptical Road, Diliman, Quezon City

Contact No.: 8286-0500

Email: tad@philfida.da.gov.ph

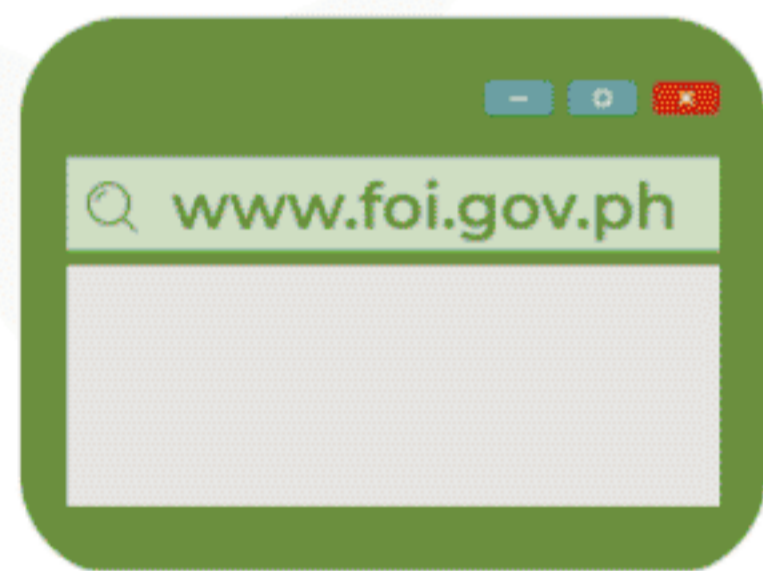
Electronic

Mode of Request

Standard

STEP 1

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



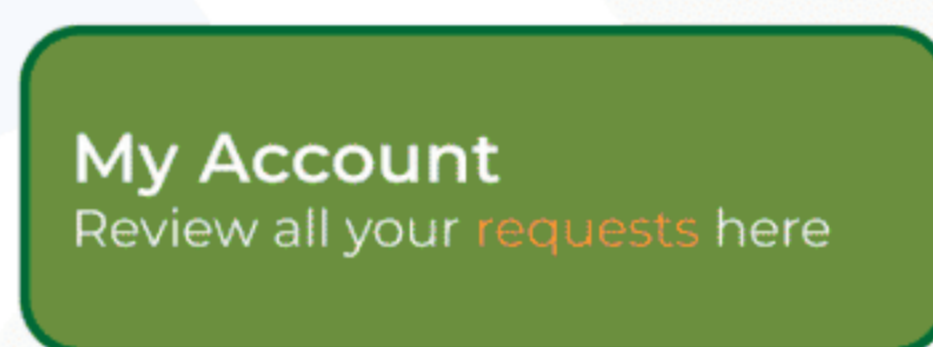
STEP 2

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 FOI requests of the account owner.



STEP 6

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



STEP 5

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



STEP 4

Click the Make a New Request button then select the name of the agency you wish to ask.



STEP 7

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



Requesting Party

Submits request to



Receiving Officer

Inform on approval or denial

Initial evaluation/clarification and transmits to



Decision Maker

returns to

APPROVE

DENY

All within 15 working days

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 email: tad@philfida.da.gov.ph. Your review request should explain why you are dissatisfied with the response, and should be made within **15 calendar days** from the date when you received this letter. We will complete the review and tell you the result within 30 calendar days from the date when we receive your appeal.

