



# Freedom of Information Program

## ONE-PAGE FOI MANUAL

**Agency:** Philippine Fiber Industry Development Authority

**Receiving Officer:** Ms. Alma Maria K. Santos  
**Designation:** Administrative Officer V  
**Office:** Technical Assistance Division

**Receiving Office:** 3F 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](http://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 will evaluate your request and will notify you within 15 working days.



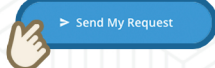
#### Step 7

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.



#### 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 Request button then select the name of the agency you wish to ask.



All within **15** working days



Requesting Party

Submits request to



Receiving Officer

Initial evaluation/clarification and transmits to



Decision Maker

APPROVE

DENY

returns to

### 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](mailto: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.



**FREEDOM OF INFORMATION**  
**PHILIPPINES**

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