

Freedom of Information Program

Name of Agency: Philippine Rice Research Institute

Address: Records Office, Ground Floor, Main Laboratory Building,
PhilRice Central Experiment Station, Maligaya,
Science City of Muñoz, Nueva Ecija

FOI Receiving Officer: Ma. Teresa R. Clariz

Contact Details: 0908 866 1763

Email Address: foi@philrice.gov.ph

Electronic

Mode of requests

Standard

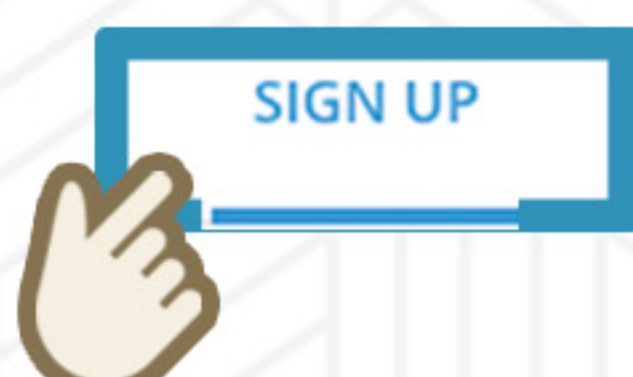
Step 1

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



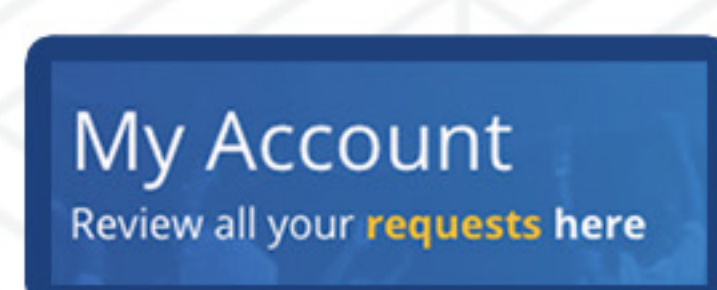
Step 2

Click the **Sign Up** button
and provide all the require
fields. **Attach a valid ID.**



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**.



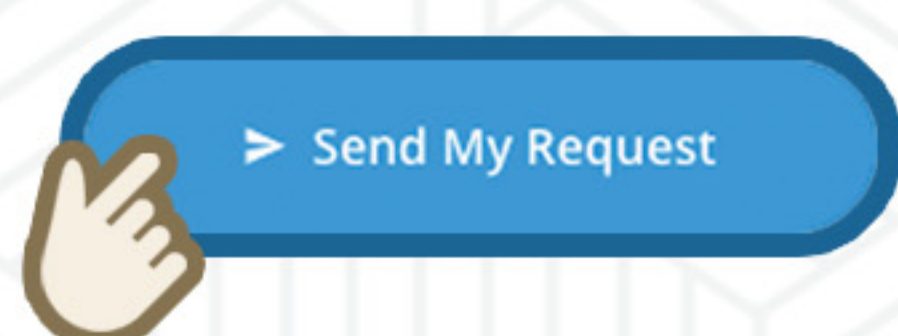
Step 7

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



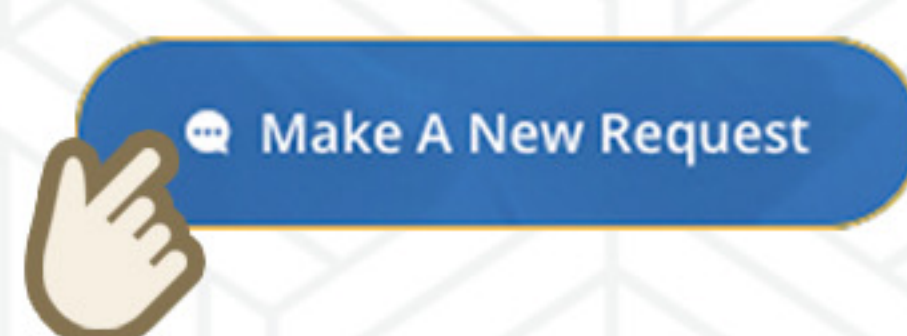
Step 5

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
and transmits to



Decision Maker

APPROVED

DENIED

Returns to

Inform
on approval or
denial

Appeals Mechanism

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 foi@philrice.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

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