

Freedom of Information Program



Name of Agency: DA-Philippine Rice Research Institute
Address: Records Office, Ground Floor, Main Laboratory Bldg.,
 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

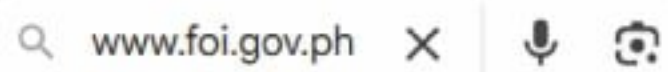
MODE OF REQUEST

Electronic Request

Standard Request

STEP 1

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



STEP 2

Click the **Sign Up** button for new user and provide all the required fields. **Attach a valid ID.**

SIGN UP

STEP 3

Once logged-in, you will be directed to your **Dashboard**. The Dashboard contains all the request of the account owner.

My Account
Review all your requests here

STEP 4

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

Make a Request

STEP 5

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

Send My Request

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.



REQUESTING PARTY

Submits request to

RECEIVING OFFICER

Initial evaluation and transmits to

DECISION MAKER

Returns to

Inform on approval or denial

All within 15 working days

Approved
Denied

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.

