


Freedom of Information Program



Agency: Philippine Carabao Center
FOI Receiving Officer: Haydee T. Sevilla
Position: Head, Records Section
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National Headquarters and Genepool
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1

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

 www.foi.gov.ph

2

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

 Sign Up

3

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

 My Account

4

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

 Make a Request

5

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

 Send My Request

6

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

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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



Mode of Request



Standard Request

Submit **Request form** with **ID** and other required documents



eFOI Request

File a request through the eFOI Portal (www.foi.gov.ph)

Appeals of 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 records@pcc.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.