

# Freedom of Information Program



**Agency:** Department of Agriculture - Bureau of Plant Industry (DA-BPI)

**Receiving Officer:** Lolinnie A. Eugenio

**Designation:** Chief, Information and Computer Section

**Office:** Information and Computer Section (ICS)

**Receiving Office:** 692 San Andres Street, Malate, Manila 1004

**Contact Nos:** 83536976      **Email:** bpi.information@yahoo.com

## Step 1

Go to [www.foi.gov.ph](http://www.foi.gov.ph) to your browser's home address.

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## Step 2

click the sign up button and provide all the required fields. Attach a valid ID to create an account.



## Step 3

A verification e-mail will be sent to you. Once logged-in, you will be directed to the FOI dashboard.

Review all your requests here

## Step 4

click the make a request button then select the name of the agency you wish to ask.



## Step 5

you will now be directed to the make a request page. accomplish all fields then click send my request.



## 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.



## Mode of Request

### Standard Request



submit request form (available at the ICS) with ID and other necessary documents

or

### eFOI Request



lodge a request through the eFOI Portal ([foi.gov.ph](http://foi.gov.ph))

### 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 [foi@pco.gov.ph](mailto:foi@pco.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.

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



**FREEDOM OF INFORMATION PHILIPPINES**