



FREEDOM OF INFORMATION PROGRAM

FOI RECEIVING OFFICER (FRO)
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ELECTRONIC



1

Go to **WWW.FOI.GOV.PH** to your browser's home address.



2

Click the Sign Up button and provide all required fields. Attach a valid ID to create an account.



3

Once logged-in you will be directed to your Dashboard. The Dashboard contains all the FOI requests of the accounts owner.



4

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



5

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



6

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

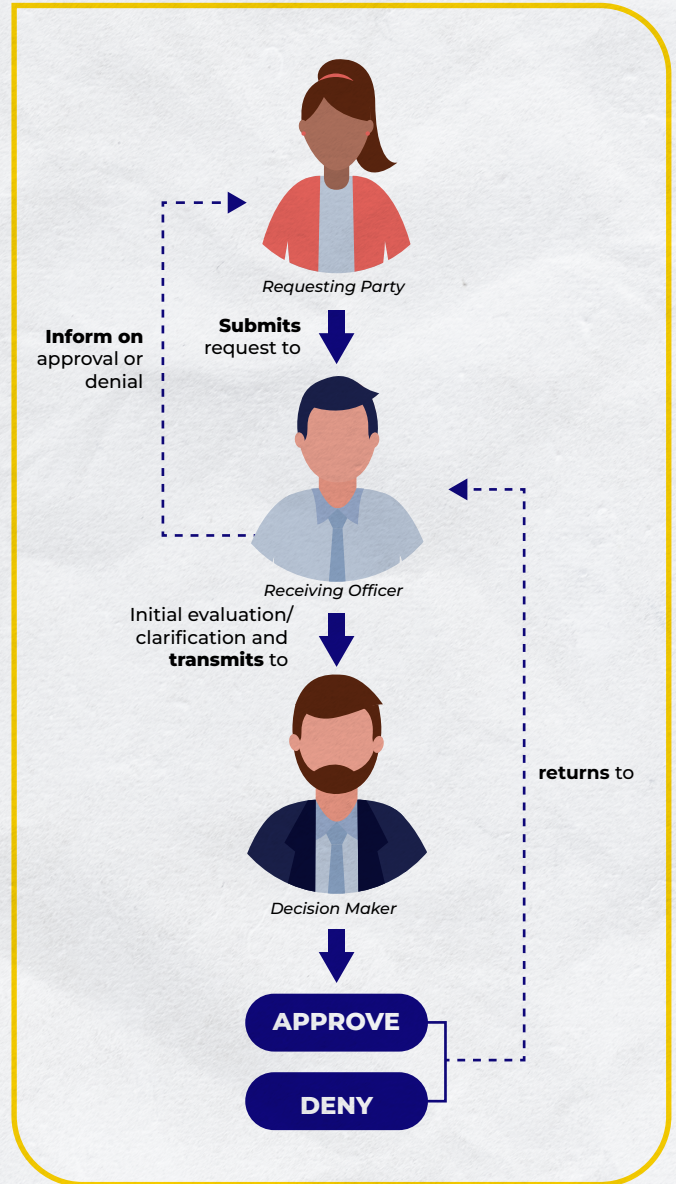


7

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.

STANDARD

MODE OF REQUEST



ALL WITHIN 15 WORKING DAYS

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: carlracommittee@gmail.com. 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.

