FREEDOM OF INFORMATION PROGRAM
BULACAN AGRICULTURAL STATE COLLEGE

Receiving Officer:	**MS. MARILYN P. ALVAREZ**
Designation:	FOI Receiving Officer
Office:	Records and Archives Management Office
Receiving Office:	Records and Archives Management Office Main Admin Bldg., Bulacan Agricultural State College, Pinaod, San Ildefonso, Bulacan, 3010 Philippines
Contact Number:	(044) 816-7121
Email:	efoi@basc.edu.ph

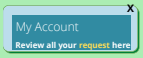
MODE OF REQUEST

Electronic

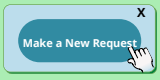
Step 1
Go to **www.foi.gov.ph** to your browser's home address.

Step 2
Click the Sign Up button and provide all the required field. Attach a valid ID to create an account.

Step 3
Once Logged-in, you will be directed to your Dashboard. The Dashboard contains all the FOI requests of the account owner.



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.

Standard

Requesting Party

Submits request to

Receiving Officer

Initial evaluation/ clarification and **transmits** to

Decision Maker

APPROVE

DENY

Inform on approval or denial

returns to

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 **efoi@basc.edu.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.