

Freedom of Information Program

Agency: **PHILIPPINE COCONUT AUTHORITY**

Receiving Officer: Ms. Joyce Anne D. Paderon

Designation: Information Officer II (Administrative Officer IV)

Office: Office of the Administrator

Receiving Office: Office of the Administrator, 7/F PCA Building, Elliptical Road, Diliman, Quezon City

Contact Nos: (02) 8928 4501 to 02 loc 201 Email: pca.ofad@gmail.com



Step 1

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



Step 3

Once logged-in, you will be directed to your Dashboard. The Dashboard contains all the requests done by the account owner.

My Account
Review all your request here

Step 5

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

> Send my Request

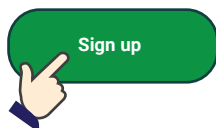
Step 7

The agency will prepare the Information for release, based on your desired format. It will be sent to you depending on the receipt of preference.



Step 2

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



Step 4

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



Step 6

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



Mode of Request

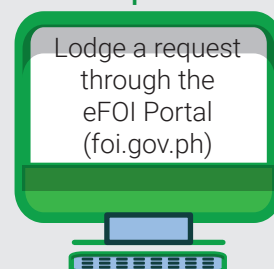
Standard Request



Submit request form with ID and other necessary documents

or

eFOI Request



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 pca.ofad@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.



**FREEDOM OF INFORMATION
PHILIPPINES**

Be informed. Be engaged. Know your government better.