

Freedom of Information Program

Name of Agency: *Fertilizer and Pesticide Authority*
 Address: *FPA Bldg. BAI Compound, Visayas Ave., Quezon City*
 Name of FOI Receiving Officer: *Ivan P. Layag and Camille-Mai M. Valles*
 Contact Information: *8920-8573*
 Email Address: *info.dafpa@gmail.com*

MODE OF REQUESTS

Electronic Request



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 fields. 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

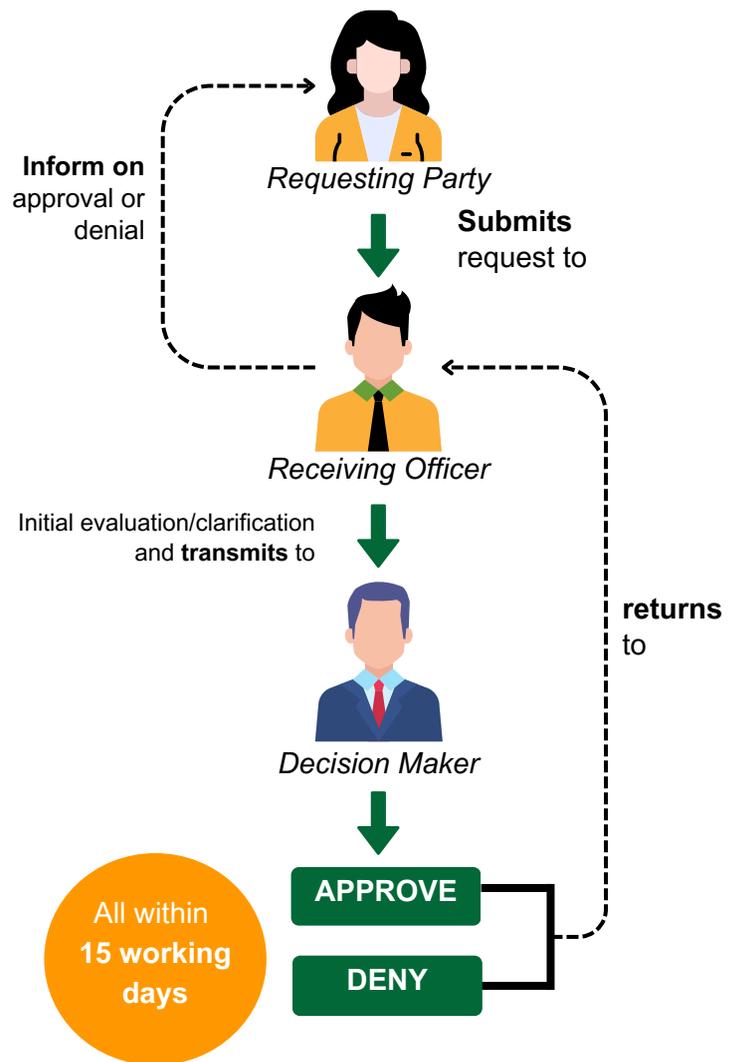
The agency will evaluate your request and will notify you within **15 working days**.



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 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 our **Executive Director**. Please provide a detailed explanation of your dissatisfaction with our response within **15 calendar days** from the date of receiving the response. We will conduct the review and communicate the outcome within **30 calendar days** from the receipt of your review request.