



Freedom of Information Program



Agency: DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Receiving Officer: Norisa O. Bertoldo

Designation: Administrative Officer III / Chief, Records Unit

Office: DENR-IX, General Services and Records Section

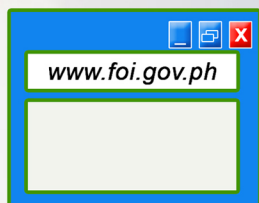
Receiving Office: DENR-9, Balintawak, Pagadian City

Contact Nos.: (062) 945-0913

Email: denr9addiv@gmail.com / denr_r9@yahoo.com

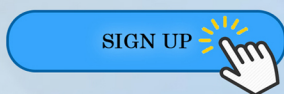
Step 1

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



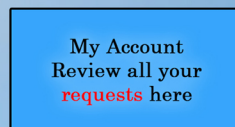
Step 2

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
requirements of the account
owner



Step 4

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



Step 5

You will now be directed
to 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



Submit
request
form with
necessary
personal
documents

or

eFOI



Lodge a request
through the
eFOI portal
(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 Sec. Roy A. Cimat, DENR Central Office, Visayas Avenue, Diliman, Quezon City, Tel. No. 8926-3011, 8929-6626 loc. 2258, or email at osec@denr.gov.ph / ohesa.denr@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.