

# Freedom of Information Program



**Agency:** Philippine Carabao Center

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**Office:** Human Resource Management Section

**Receiving Office:** Philippine Carabao Center National Headquarters and Genepool

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1

Go to [www.foi.gov.ph](http://www.foi.gov.ph) to your browser's home address.



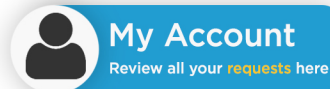
2

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

SIGN UP

3

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



4

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

Make a Request

5

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

> Send my Request

6

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



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

## Mode of Request



Submit Request form with ID and other necessary documents

OR



Lodge a request through the eFOI Portal ([foi.gov.ph](http://foi.gov.ph))

## eFOI Request

### For 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 [foi@pco.gov.ph](mailto:foi@pco.gov.ph). Your review request should explain why you are dissatisfied with the response, and should be made within 30 calendar days from the date when we receive your appeal.