



Freedom of Information Program



Agency: DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
REGION-10
PUNTOD, CAGAYAN DE ORO CITY

Receiving Officer: AGNES T. GONZALES
Designation: ADMINISTRATIVE OFFICER IV
Office: RECORDS UNIT-SURVEYS AND MAPPING DIVISION

MA. THERESA A. MIGALLON
ADMINISTRATIVE OFFICER III
RECORDS UNIT-ADMINISTRATIVE DIVISION

Receiving Office: Ground Floor, SMD BLDG.
DENR R10, PUNTOD, CAGAYAN DE ORO CITY

2nd Floor NEW EXECUTIVE BLDG.
DENR R10, PUNTOD, CAGAYAN DE ORO CITY

Contact Nos.: 09212172846
Email: r10.smdiv@gmail.com

Contact Nos.: 09989281116
Email: migallonmarissa@gmail.com

Mode of Request

Electronic

Standard

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. Attached 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 request of the account owner



Requesting Party

Submits request to

Inform on Approval or denial



Receiving Officer

Initial evaluation/ clarification and transmit to



Decision Maker

APPROVED

DENY

Returns to

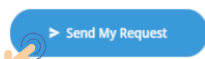
Step 4

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



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 **Sec. Roy A. Cimatu, DENR Central Office, Visayas Avenue, Diliman, Quezon City, Tel. Nos. 8926-3011, 8929-6626 loc. 2258, or email at osec@denr.gov.ph / ohea.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.



FREEDOM OF INFORMATION PHILIPPINES

Be informed. Be engaged. Know your government better.