

# Freedom of Information Program

**Agency:** University of the Philippines Los Baños

Receiving Officer: Asst. Prof. Mark Lester M. Chico

Designation: Director

Office: Office of Public Relations

**Receiving Office:** Office of Public Relations, 2/F Room 209, AG Samonte Hall, UPLB, College, Laguna

**Contact Nos.:** 049-536-3604

**Email:** opr.uplb@up.edu.ph

## Step 1

Go to [www.foi.gov.ph](http://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.



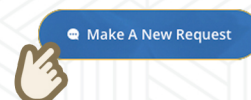
## Step 3

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



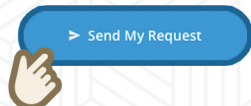
## Step 4

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.



## Mode of request

### STANDARD



Submit request form with necessary personal documents

or

### eFOI



## 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 [ovca.uplb@up.edu.ph](mailto:ovca.uplb@up.edu.ph). 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.