



# FREEDOM OF INFORMATION PROGRAM

Agency : Department of Environment and Natural Resources Caraga  
Address : Brgy. Ambago, Butuan City

Receiving Officer : Gande G. Bagot  
Designation : Administrative Officer III/Records II  
Office : Administrative Division-GSS-Records Unit  
Tel No. : 817-3511  
Email address : denrcaragarecords@gmail.com



STEP 1

STEP 2

STEP 3

STEP 4

STEP 5

STEP 6

STEP 7

Click the **Sign Up** button and provide all the required files. Attached a valid ID to create an account

Click the **Make Request Button** then select the Name of the agency you wish to ask.

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

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

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

You will now be directed to The Make a Request Page accomplish all files then Click **Send My Request.**

The agency will prepare the Information for release, based on your desired format it will be sent to you depending on the receipt preference.

## Mode of Request



or



### Standard

*(Submit request form with necessary personal documents)*

### 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. 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.

