




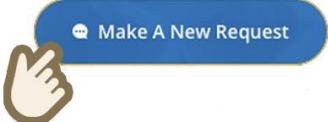


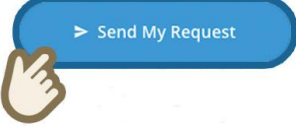


Freedom of Information Program



Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)

Assigned FOI Receiving Officers	Ms. Rosalie A. Albacite Administrative Officer V	Mr. Christian Mark S. Ison Weather Specialist I
	Ms. Abigail Allen S. Vicente Weather Observer IV	Ms. Cherry Jane L. Cada Weather Specialist II
	Ms. Kimberli Ann M. Aquino Weather Specialist I	
Receiving Office	Records Management Section (RMS) Administrative Division (AD) 3 rd Floor PAGASA Central Office	Climate and Agrometeorological Data Section (CADS) Climatological and Agrometeorological Division (CAD) Ground Floor PAGASA Central Office
Contact Details	(8) 284-0800 Local 1355, 1356 and 1357 Email: rms.pagasa@yahoo.com	(8) 284-0800 Local 1121 and 1122 Email: cadpagasa@gmail.com

How to submit an FOI Request?

Step 1	Step 2	Step 3	Step 4
<p>Go to www.foi.gov.ph on your browser's home address.</p> 	<p>Click the Sign Up button and provide all the required fields. Attach a valid ID to create an account.</p> 	<p>Once logged-in you will be directed to your Dashboard. The Dashboard contains all the requests done by the account owner.</p> 	<p>Click the Make a Request button then select the name of the agency you wish to ask.</p> 

Step 5	Step 6	Step 7
<p>You will now be directed to the Make a Request Page. Accomplish all fields then click Send My Request.</p> 	<p>The agency will evaluate your request and will notify you within 15 working days</p> 	<p>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.</p> 

Mode of request	Standard Request	or	eFOI Request
	 <p>Submit request form with ID and other necessary documents</p>		 <p>Lodge a request through the eFOI Portal (foi.gov.ph)</p>

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 rms.pagasa@yahoo.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.