

# Freedom of Information Program

**Agency:** Metals Industry Research and Development Center

**Receiving Officer:** Ms. Abigail M. Casas  
**Designation:** Administrative Assistant III  
**Office:** Office of the Executive Director

Ms. Dolly Marie T. Borlado  
Administrative Officer II  
Finance and Administrative Division

**Receiving Office:** MIRDC Compound, General Santos Avenue, Bicutan, Taguig City

**Contact Nos.:** (8) 837-0431 to 38 loc 401/441  
**Email:** foi@mirdc.dost.gov.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.



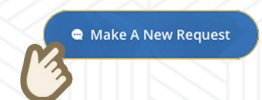
## Step 3

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



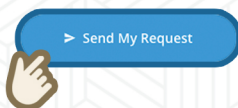
## Step 4

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 the Department Central Appeals and Review Committee, Department of Science and Technology, General Santos Avenue, Bicutan, Taguig City. Your review request should explain why you are dissatisfied with the response and should be made within fifteen (15) calendar days from the date you received this letter. The Committee will complete the review and tell you the result, within thirty (30) calendar days from the date when we receive your appeal.



**FREEDOM OF INFORMATION  
PHILIPPINES**

Be **informed**. Be **engaged**. Know your government better.