



The FOI Executive Order provides for full public disclosure of all government records involving public interest, and upholds the constitutional right of people to information on matters of public concern.

Freedom of Information Program

Agency:



DEPARTMENT OF SCIENCE AND TECHNOLOGY
Science Education Institute

RECEIVING OFFICER:
Ms. Anita E. Gorgonio

DESIGNATION:
Administrative Officer V

OFFICE:
**Science Heritage Building
DOST Compound, Bicutan, Taguig City**

RECEIVING OFFICE:
**Records Unit,
Finance and Administrative Division (FAD)**

CONTACT NO:
(8)837.0749

EMAIL:
foi@sei.dost.gov.ph

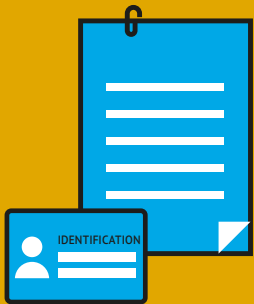


DEPARTMENT OF SCIENCE AND TECHNOLOGY
Science Education Institute

1F/2F Science Heritage Building
DOST Compound
General Santos Ave., Bicutan
Taguig City
www.sei.dost.gov.ph



Mode of Request



Standard Request

Submit request form with ID and other necessary documents

eFOI Request

Lodge a request through the eFOI Portal (foi.gov.ph)



FOI APPEALS

If the requesting party is not satisfied with the response to the FOI request, he/she may ask the agency to carry out an internal review of the response by writing to Dr. Josette T. Biyo, Director at Science Education Institute, DOST Cmpd., Bicutan, Taguig City. The request for review should explain why the requesting party is dissatisfied with the response and should be made within 15 calendar days from the date of receipt of the letter. The agency will complete the review within 30 calendar days from the date when the appeal was received.



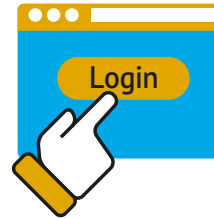
FREEDOM OF INFORMATION
Philippines

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

How To Lodge A Request

Step 1

Go to www.foi.gov.ph of your browser's home address and click Log-in



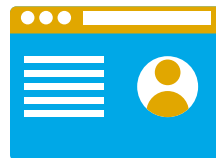
Step 2

Click the **Sign Up** button to create an account and fill-out all the required fields. Attach a valid ID to complete your registration.



Step 3

Log-in by using your registered email address and you will be directed to the FOI Dashboard.



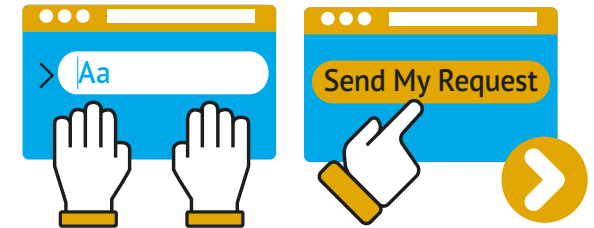
Step 4

Click the "Make a Request" button then select the Science Education Institute



Step 5

Click the "Write My Request" and provide the required information in the fields. Once accomplished, click the "Send My Request" button.



Step 6

(Agency Part)

SEI will evaluate and prepare your requested information and will notify you within 15 working days that your request has been granted.

In case of denial of the request wholly or partially, the FOI Receiving Officer shall, within the prescribed period, notify you of the denial in writing.

