

# Freedom of Information Program

Agency: **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**

## Step 1

Go to [www.foi.gov.ph](http://www.foi.gov.ph) of your browser's home address and click **Log-in**

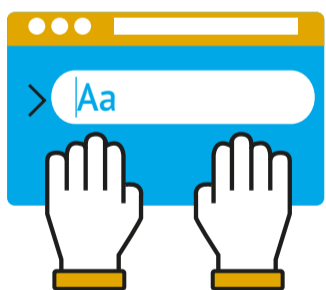


## Step 2

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 5



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



## 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 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.*



DEPARTMENT OF SCIENCE AND TECHNOLOGY  
**Science Education Institute**

## 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](http://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. **Joseette 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.*