

# Freedom of Information Program

## Agency: MINES AND GEOSCIENCES BUREAU

**Receiving Officer:** Ms. Rosalyn M. Bugna

**Designation:** Administrative Officer III

**Office:** Records Management Section

**Receiving Office:** Mines and Geosciences Bureau Region VI  
Room A8, Queen City Garden Mall, J. De Leon St., Iloilo City

Contact No. (033)5005097

Email: [mgb6iloilo.records@gmail.com](mailto:mgb6iloilo.records@gmail.com)

### Step 1

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



### Step 3

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

#### My Account

Review your *requests* here

### Step 5

You will now be directed to the Make a Request Page. Accomplish all fields then click Send My Request.

> Send My Request

### 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.



### Step 2

Click the Sign Up button and provide all the required fields. Attach a valid ID to create an account.

SIGN UP

### Step 4

Click the Make a Request button then select the name of the agency you wish to ask.

Make a New Request

### Step 6

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



## Mode of request

### Standard Request



Submit request from with ID and other necessary documents

or

### eFOI Request



### 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 [mgb6iloilo.records@gmail.com](mailto:mgb6iloilo.records@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.



**FREEDOM OF INFORMATION  
PHILIPPINES**

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