FREEDOM OF INFORMATION PROGRAM

Agency: NATIONAL MEAT INSPECTION SERVICE

Receiving Officer: Krystle Angeline R. Medrano

Designation: Information Officer III

Office: Meat Standards Development and Consumer Protection Division

(Consumer Protection Section)

Receiving Office: Consumer Protection Section Office, No. 4 Visayas Ave. Brgy.

Vasra, Quezon City

Contact No.: (02) 8-924-7980 local 124 Email: msdcpd@nmis.gov.ph

1. RECEIVE REQUEST (Day 1)

- Check if request is valid.
- Stamp received.
- Provide copy to requestor.
- Log details on FOI tracker.
- Plan work needed with DM.

8. ISSUE RESPONSE (Days 11-15)

- Prepare information for release – scan or photocopy documents
- If applicant asked for information in a certain format, comply with their preference, if practical.
- Update FOI tracker and save response.

2. CLARIFY REQUEST (Day 1) (If necessary)

- If it is not clear what information is requested seek clarification (15 working days clock stops).
- Provide appropriate advice and assistance to requestor.
- When clarification is received, NEW working day period starts
- If no clarification received, close request (after 60 days from receipt) and notify applicant.
- Forward to DM.

3. ASSESS REQUEST (Days 2 - 4)

- Does the agency hold the information requested?
- Is the information already accessible?
- Is the request a repeat of a previous request from the same applicant?

LOCATE INFORMATION (Days 2 - 4)

- Obtain all relevant information.
- Prepare schedule of all information located.

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7. CLEARING RESPONSE (Days 9-10)

 Seek clearance from Office of the Secretary, if necessary.

6. CONSIDER RESPONSE (Days 5 - 8)

- Review content of documents and apply relevant exemption/s.
- Consider comment/advice of officials.



5. INFORM / CONSULT (Days 2 - 4)

• Other officials with key interest.