



Republic of the Philippines
Department of Environment and Natural Resources
Region IV- MIMAROPA
Community Environment and Natural Resources Office
Barangay III(Poblacion), Roxas, Palawan
Email address : cenroroxaspalawan@denr.gov.ph
09171606578

January 17, 2022

MEMORANDUM

FOR : The Regional Executive Director

THRU : The Provincial Environment and
Natural Resources Officer
Sta. Monica, Puerto Princesa City

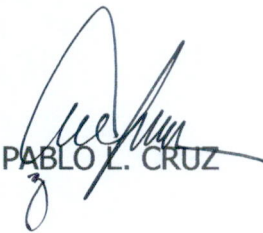
FROM : The Community Environment and Natural Resources Officer
Barangay III, Roxas, Palawan

SUBJECT : FOI REPORT FOR SECOND SEMESTER CY 2021

Submitted herewith is our FOI Report for the second semester for CY 2021 of CENRO, Roxas, Palawan to wit:

1. 2021 FOI Summary Report - July to December 2021
2. 2021 FOI Registry - July to December 2021
3. Photos of CENRO Roxas, Palawan FOI Manual

For your information and record.


PABLO L. CRUZ

DENR-CENRO ROXAS
RELEASED
DATE: 01/17/2022
BY: [Signature]
DOC. NO. 2022-01-0031A

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Freedom of Information Program



Agency: **COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**
ROXAS, PALAWAN

Receiving Officer: **Maria Christine G. Sindayen**
Designation: **Administrative Officer I/ Records Officer**
Office: **Planning and Support Unit/ Records Unit**

Receiving Office: **DENR-CENRO Roxas Palawan**
Sandoval Street, Barangay III, Roxas, Palawan

Contact Nos.: 0916-645-6172/ 0917-160-6578
Email: cenroroxaspalawan@denr.gov.ph
cenroroxasrecords@gmail.com

Step 1

Go to
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

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

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 Sec. Roy A. Cimatu, DENR Central Office, Visayas Avenue, Diliman, Quezon City, Tel. Nos. 8926-3011, 8929-6626 loc. 2258, or email at oscc@denr.gov.ph or oscc.denr@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.