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
 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. 	 1. 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. 1. LOCATE INFORMATION (Days 2 - 4) 4. LOCATE INFORMATION (Days 2 - 4) Obtain all relevant information. Prepare schedule of all information located.
 CLEARING RESPONSE (Days 9-10) Seek clearance from Office of the Secretary, if necessary. 	 6. CONSIDER RESPONSE (Days 5 - 8) 6. Review content of documents and apply relevant exemption/s. 6. Consider comment/advice of officials. 5. INFORM / CONSULT (Days 2 - 4) 6. Other officials with key interest.