



# COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 1111 Cubao, Quezon City, Philippines

http://www.cda.gov.ph helpdesk@cda.gov.ph CDA @CDAPhils PH Cooperatives



## FREEDOM OF INFORMATION PROGRAM

**CDA FOI RECEIVING OFFICER/S: ROSEMARIE J. BELTRAN**

**Executive Assistant II**

Tel. No.: 87215323 E-mail: r\_beltran@cda.gov.ph

**ABIGAIL A. PIZARRAS**

**Acting Records Officer**

Tel. No.: 87238306 E-mail: a\_pizarras@cda.gov.ph

**CDA FOI DECISION MAKER/S:**

**RAY R. ELEVAZO, CESE, MNSA**

**Executive Director**

Tel. No.: 87215323 E-mail: r\_elevazo@cda.gov.ph

**GIOVANNI T. PLATERO, CSEE**

**Deputy Executive Director**

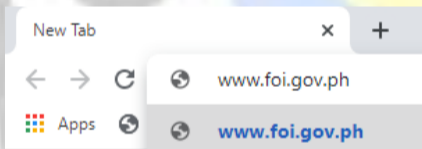
Tel. No.: 87256450 E-mail: g\_platero@cda.gov.ph

## MODE OF REQUEST

<p><b>STANDARD</b></p> 	<p>Submit request form with necessary personal documents</p>	<p><b>OR</b></p>	<p><b>eFOI</b></p>  <p>Lodge a request through the eFOI Portal (foi.gov.ph)</p>
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### Step 1

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



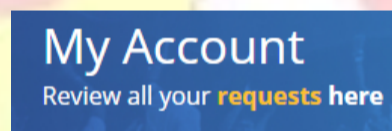
### Step 2

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 Cooperative Development Authority.



### Step 5

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



### Step 6

The CDA FOI Receiving Officers and Decision Makers will evaluate your request and will notify you within 15 working days.



### Step 7

The CDA will prepare the information for release, based on your desired format. It will be sent to you depending on the receipt of preference.



## FOI APPEALS

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response by writing to Chairman Orlando R. Ravanera through email address: [chairman@cda.gov.ph](mailto:chairman@cda.gov.ph). Your review request should explain why you are dissatisfied with this 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 review request.

If you are not satisfied with the result of the review, you then have the right to appeal to the Office of the President under Administrative Order No. 22 (s. 2011).

