

ANNEX A

ELECTRONIC FREEDOM OF INFORMATION (eFOI) PORTAL ONBOARDING FORM

Agency Acronym	PCSDS
Agency Seal / Logo	
Agency Name	Palawan Council for Sustainable Development Staff
Short Description of Agency <i>(One-liner description of the agency and/or its mandate)</i>	The Palawan Council for Sustainable Development Staff (PCSDS) is the regular professional support staff of the PCSD.
Complete Description of Agency <i>(Complete mandate of the agency)</i>	The PCSDS is the regular professional support staff of the PCSD and shall provide the machinery to coordinate the policy and functions, implement programs, and organize such services as may be required by the PCSD in the exercise of its functions, pursuant to Republic Act No. 7611, otherwise known as the "Strategic Environmental Plan (SEP) for Palawan Act." Under R.A. 7611, the PCSD shall exercise the governance, implementation, and policy direction of the SEP for Palawan, which is a comprehensive framework for the sustainable development of Palawan compatible with protecting and enhancing the natural resources and endangered environment of the province.
Agency Website	https://pcsd.gov.ph/
eFOI Decision Maker/s (FDMs)	Atty. Joanna Sarah T. Diva, Project Development Officer IV, sarahdiva18@gmail.com , and (048) 434-4235
eFOI Receiving Officer/s (FROs)	Marilou C. Kuddana, Admin Assistant III, mkuddana@gmail.com , and (048) 434-4235

Note:

- Accomplished onboarding form shall be submitted in MS Word format (.doc) through foi.pco@gmail.com.
- FDMs and FROs must have different email addresses as it will serve as their login credentials.
- It is advisable to create an FOI email address than to use the personal email accounts of the eFOI officers. Official/business email addresses (@gov.ph) are also preferred.

SUBMITTED BY:


ATTY. TEODORO JOSE S. MATTA, MNSA
Executive Director

Date: January 30, 2025

Contact Number: 09703028554

Email Address: oed@pcsd.gov.ph

-----*To be accomplished by FOI-PMO Officers*-----

REVIEWED AND APPROVED BY

REGISTERED BY

Printed Name and Designation

Date: _____

Printed Name and Designation

Date: _____

-----*Nothing follows here*-----