



Freedom of Information Program



Name of Agency: **BATANGAS STATE UNIVERSITY**

Address: Rizal Avenue, Barangay 20, Batangas City, Batangas Philippines 4200

FOI Receiving Officer: Mrs. Louwelyn Luistro Andal

Designation: Assistant Director, Records Management Office

Contact No: (043) 980-0385 local 1232

Email Address: fro@g.batstate-u.edu.ph

STANDARD PROCEDURE:

1 FOI REQUEST FORM
Fill up the Freedom of Information (FOI) Request Form and provide proof of identification. The same shall be submitted to the FOI Receiving Officer (FRO).

2 INITIAL SCREENING
The FRO initially evaluates the form and recommends action to the FOI Decision Maker (FDM).

3 TRANSMITTAL TO THE DECISION MAKER
The FRO forwards the request to the appropriate FDM.

4 EVALUATION OF THE REQUEST
The FDM shall upon receipt of the requests, evaluate the same.

5 RELEASE OF INFORMATION/RECORD
If approved, the FDM shall prepare the documents and transmit the same to the FRO. If disapproved due to circumstances per the FOI Manual, the FDM shall notify the FRO in writing with specific reasons of such denial.

6 TRANSMITTAL/RESPONSE TO THE CLIENT
If approved, the FRO shall duly prepare a transmittal letter addressed to the client informing the latter of the approval of the request. On the other hand, if denied, the FRO shall prepare a transmittal letter addressed to the client informing the latter of the reasons of such denial without prejudice to the Appeal to the University President.

ELECTRONIC FREEDOM OF INFORMATION (eFOI) REQUEST PROCEDURE:



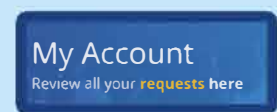
Step 1: BATSTATEU WEBSITE
Visit the BatStateU Website at www.batstate-u.edu.ph



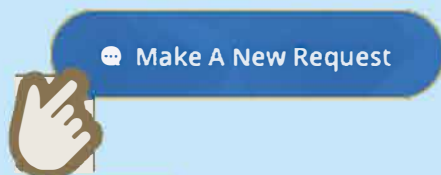
Step 2: eFOI PORTAL
Look for the eFOI Portal and click the logo. It will redirect you to the Government's eFOI Portal.



Step 3: SIGN UP
Click Login button at the upper left portion of the website then choose Sign Up. Fill up the required details and follow the procedures.



Step 4: DASHBOARD
Upon finishing the signing up, you shall be directed to your dashboard where you can review all your request through eFOI Portal.



Step 5: MAKE REQUEST
Click the Make Request button and select an Agency you want to request from. Fill up the required field for your request then click Send My Request.



Step 6: EVALUATION
The agency will evaluate your request and will notify you within three (3) working days.



Step 7: TRANSMITTAL/RESPONSE TO THE CLIENT
The agency will prepare the information/record requested for release based on your desired format. The client shall receive the response through the email address provided during signing up.

APPEALS MECHANISM:

In case of denial of the request, the requesting party may file a written appeal with the University President within 15 calendar days upon receipt of the notice of denial. The appeal need not be in a legal form provided that it is written and signed, and puts forward sufficient justifications why the appeal should be granted. The University President may grant or deny the appeal. The FRO shall notify the requesting party of the decision of the University President. If the appeal is granted, the FRO shall notify the FDM to release the requested information or document. The denial of the appeal shall be without prejudice to appropriate judicial or administrative remedies.

