



# Freedom of Information Program

**Name of Agency:**

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

**FOI Receiving Officer:** Mrs. May Calayan Lualhati

**Designation:** Assistant Director, Records Management Office

**Contact No.:** (043) 406-8800; 779-8400 local 1232

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

## STANDARD REQUEST PROCEDURE

**1** Fill out the Freedom of Information (FOI) Request Form and attach a valid ID. Submit both to the FOI Receiving Officer.

**2** The Freedom of Information Receiving Officers (FROs) and Data Privacy Officers (DPOs) shall evaluate the FOI Request Form and shall recommend action to the FOI Decision Maker (FDM) for approval or denial of request.

**3** The Freedom of Information Receiving Officers (FROs) shall forward the request to the appropriate Freedom of Information Decision Maker (FDM).

**4** Upon receipt of the request, the FDM shall evaluate it.

**5** If approved, the Freedom of Information Decision Maker (FDM) shall instruct the concerned office to prepare the requested information/record for release in the desired format. The receiving party will receive the response through the dashboard and/or email address provided during sign-up within fifteen (15) working days or to twenty (20) days if additional time to prepare the needed information/documents was requested. If disapproved, due to circumstances outlined in the FOI Manual, the FDM shall notify the FRO in writing the specific reasons for denial. The FRO shall prepare a transmittal letter informing client of the reasons for denial, without prejudice to the right to appeal to the University President.

## ELECTRONIC FREEDOM OF INFORMATION (eFOI) REQUEST PROCEDURE:

[www.batstate-u.edu.ph](http://www.batstate-u.edu.ph)



**SIGN UP**

**My Account**  
Review all your requests here

**STEP 1**

Visit the BatStateU The NEU website at [www.batstate-u.edu.ph](http://www.batstate-u.edu.ph).

**STEP 2**

Look for the eFOI Portal and click on its logo. This will redirect you to the BatStateU The NEU eFOI Portal.

**STEP 3**

Click the Login button in the upper right corner of the website, and then select Sign Up. Fill out the required details and attach a valid ID.

**STEP 4**

After signing up, you will be directed to your dashboard. Here, you can review all your requests through the BatStateU The NEU eFOI Portal.

**STEP 5**

Click the Make Request button and select Batangas State University. Complete all required fields for your request, then click Send My Request.



**STEP 6**

The BatStateU Freedom of Information Receiving Officers (FROs) and Data Privacy Officers (DPOs) shall evaluate your request. The FROs shall notify you within three (3) working days of its approval or denial.



**STEP 6**

The BatStateU Freedom of Information Decision Maker (FDM) shall instruct the concerned office to prepare the requested information/record for release in your desired format. You will receive the response to your request through the dashboard and/or email address provided during sign-up within fifteen (15) working days or up to twenty (20) working days if additional time to prepare the needed information/document is requested.

## APPEALS MECHANISM

In case of denial of the request, the requesting party may file a written appeal addressed to the University President within fifteen (15) calendar days upon receipt of the notice of denial. The appeal does not need to be in a legal form, provided that it is written, signed, and includes sufficient justifications for granting the appeal. 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 cause the preparation of the requested information or document. The denial of the appeal shall be without prejudice to available judicial or administrative remedies.

