



BATANGAS STATE UNIVERSITY

The National Engineering University

Freedom of Information Program

BatStateU
THE NATIONAL ENGINEERING UNIVERSITY

Name of Agency: BATANGAS STATE UNIVERSITY, *The National Engineering University*
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



STEP 1

Visit the BatStateU The NEU website at 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.

SIGN UP

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.

My Account
Review all your requests here

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.

Make A New Request

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.



FREEDOM OF INFORMATION
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STANDARD REQUEST PROCEDURE

1

Punan ang Freedom of Information (FOI) Request Form at maglakip ng isang valid ID. Isumite ang parehong dokumento sa FOI Receiving Officer.

2

Susuriin ng Freedom of Information Receiving Officers (FROs) at Data Privacy Officers (DPOs) ang FOI Request Form at magrekomenda ng aksyon sa FOI Decision Maker (FDM) para aprubahan o tanggihan ang kahilingan.

3

Ipapasa ng Freedom of Information Receiving Officers (FROs) ang kahilingan sa kaukulan ng Freedom of Information Decision Makers (FDM).

4

Pagkatanggap ng kahilingan, susuriin ito ng FDM ang kahilingan.

5

Kung maaprubahan, ipababatid ng BatStateU Freedom of Information Decision Maker (FDM) na ihanda ng kinauukulan ang hinihinging impormasyon/record at ibigay ito ng naaayon sa nais na pormat. Matatanggap ang tugon sa iyong kahilingan sa loob ng labinlima (15) o hanggang dalawampung (20) araw ng trabaho kung may kahilingang mapalawig ang oras sa paghahanda ng kailangang impormasyon sa pamamagitan ng dashboard at/o email address na ibinigay sa pagrehistro. Kung hindi maaprubahan dahil sa mga kadahilanang nakabalangkas sa Manwal ng FOI, and FDM ay magbibigay-abiso sa FRO sa pamamagitan ng sulat na naglalahad ng mga dahilan ukol sa pagtanggig sa kahilingan. Ang FRO ay maghahanda ng isang liham na nagpapatid ng mga dahilan ng pagtanggig sa kahilingan. Maaaring mag-apela sa Pangulo ng Unibersidad.

ELECTRONIC FREEDOM OF INFORMATION (eFOI) REQUEST PROCEDURE:

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SIGN UP

My Account
Review all your requests here

STEP 1

Pumunta sa BatStateU The NEU Website (www.batstate-u.edu.ph).

STEP 2

Hanapin ang eFOI Portal at i-click ang logo nito. Dadalhin ka nito sa BatStateU The NEU eFOI Portal.

STEP 3

I-click ang "Login" sa kanang itaas ng website, at pagkatapos ay piliin ang "Sign Up". Punan ang mga kinakailangang detalye at maglakip ng isang valid ID.

STEP 4

Pagkatapos mag-sign up, ikaw ay dadalhin sa iyong dashboard. Dito, maaari mong suriin ang lahat ng iyong mga kahilingan sa BatStateU The NEU eFOI Portal.

Make A New Request

STEP 5

I-click ang "Make Request" at piliin ang Batangas State University. Kumpletuhin ang lahat ng mga kinakailangang impormasyon para sa iyong kahilingan, at pagkatapos ay i-click ang "Send My Request".



STEP 6

Susuriin ng BatStateU Freedom of Information Receiving Officers (FROs) and Data Privacy Officers (DPOs) ang iyong kahilingan. Ipababatid ng FROs sa iyo sa loob ng tatlong (3) araw ng trabaho kung ibibigay o hindi ang impormasyong kailangan.



STEP 6

Ipababatid ng BatStateU Freedom of Information Decision Maker (FDM) na ihanda ng kinauukulan ang hinihinging impormasyon/record at ibigay ito ng naaayon sa nais mong pormat. Matatanggap mo ang tugon sa iyong kahilingan sa pamamagitan ng dashboard at/o email address na ibinigay mo sa loob ng labinlimang (15) o hanggang dalawampung (20) araw ng trabaho kung may kahilingang mapalawig ang oras sa paghahanda ng kailangang impormasyon.

APPEALS MECHANISM

Kung tinanggihan ang kahilingan para sa impormasyon, maaaring maghain apela ang humihiling na partido sa Pangulo ng Unibersidad sa loob ng labinlimang araw (15) mula sa abiso ng pagtanggig. Hindi kinakailangan na nasa legal na pormat ang apela, basta't ito ay nakasulat, nilagdaan, at naglalaman ng sapat na mga dahilan para pagbigyan ang apela. Maaaring pagbigyan o tanggihan ng Pangulo ng Unibersidad ang apela. Aabisuhan ng FRO ang humihiling na partido tungkol sa desisyon ng Pangulo ng Unibersidad. Kung pinagbigyan ang apela, aabisuhan ng FRO ang FDM upang maihanda ang hinihinging impormasyon o dokumento. Ang pagtanggig sa apela ay hindi magiging hadlang sa pagagamit ng mga panghukuman o administratibong lunas.



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