



# FREEDOM OF INFORMATION INFORMATION REQUEST PROCESS

Agency: **BATAAN PENINSULA STATE UNIVERSITY**

Receiving Officer: **FLORA D. CANARE, Ed.D.**

Designation: **HEAD, OFFICE OF PUBLIC AFFAIRS**

Office: **OFFICE OF PUBLIC AFFAIRS**

Receiving Office: **OFFICE OF PUBLIC AFFAIRS, TANGHAL LIKHA BLDG.**

**CAPITOL COMPOUND, BRGY. TENEJERO, BALANGA CITY BATAAN, 2100**

Tel: **237-1881** Email: **public\_affairs@bpsu.edu.ph**

## Step 1:



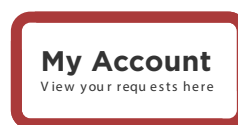
On your web browser, go to **www.foi.gov.ph**

## Step 2:



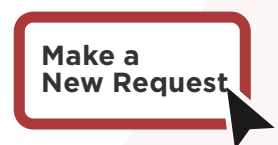
Click the **Sign Up** button and provide all the required fields. Attach a valid ID to create an account.

## Step 3:



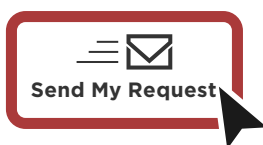
Once logged-in, you will be directed to your **Dashboard**. The dashboard contains all the requests done by the account owner.

## Step 4:



Click the **Make a New Request** button then select the name of the agency you wish to ask.

## Step 5:



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

## Step 6:



The agency will evaluate your request and will notify you within **15 working days**.

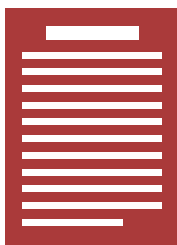
## Step 7:



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

## Mode of Request

### Standard Request



Submit request form with ID and other necessary documents

OR

### eFOI Request



Lodge a request through the eFOI Portal (www.foi.gov.ph)

### FOI Appeals

If you are not satisfied with the response to your FOI request, you may ask us to carry out an internal review of the response by writing to **public\_affairs@bpsu.edu.ph**. Your review request should explain why you are dissatisfied with the 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 received your appeal.



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# MALAYANG IMPORMASYON PARAAN NG PAGKUHA NG IMPORMASYON

Ahensya: **BATAAN PENINSULA STATE UNIVERSITY**

Opisyal na Tagatanggap: **FLORA D. CANARE, Ed.D.**  
Designasyon: **HEAD, OFFICE OF PUBLIC AFFAIRS**  
Opisina: **OFFICE OF PUBLIC AFFAIRS**

Opisinang Tagatanggap: **OFFICE OF PUBLIC AFFAIRS, TANGHAL LIKHA BLDG.**  
**CAPITOL COMPOUND, BRGY. TENEJERO, BALANGA CITY BATAAN, 2100**

Tel: **237-1881** Email: **public\_affairs@bpsu.edu.ph**

## Hakbang 1:



Sa iyong web browser, pumunta sa **www.foi.gov.ph**

## Hakbang 2:

**SIGN UP**

Pindutin ang **Sign Up** button at ibigay ang mga kinakailangang impormasyon. Magsama ng balidong ID upang makagawa ng account.

## Hakbang 3:

**My Account**

View your requests here

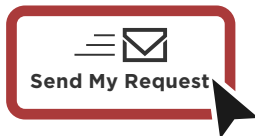
Kapag naka-login na, direkta kang dadalhin sa iyong **Dashboard**. Ang dashboard ay naglalaman ng mga impormasyong kahilingan ng may ari ng account.

## Hakbang 4:

**Make a New Request**

Pindutin ang **Make a New Request** at piliin ang pangalan ng ahensyang iyong nais hingan ng impormasyon.

## Hakbang 5:



Idirekta ka sa pahinang Make a New Request. Punan ang mga hinihinging impormasyon at pindutin ang **Send My Request**.

## Hakbang 6:



Susuriin ng ahensya ang iyong katanungan at aabisuhan ka sa loob ng **15 araw ng pagtatrabaho**.

## Hakbang 7:



Ihahanda ng ahensya ang mga ipadadalang impormasyon, base iyong piniling format. Ipadalala sa iyo ang mga ito depende sa iyong piniling paraan ng pagtanggap.

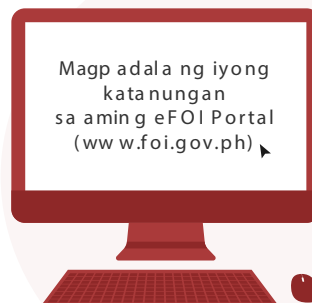
## Paraan ng Pagkuha ng Impormasyon

### Karaniwang Paghiling



Magp adala ng request form kasam a ng iyong ID at iba pang mga kinakailangang dokumento

### Kahilingang eFOI



Magp adala ng iyong katanungan sa aming eFOI Portal ([www.foi.gov.ph](http://www.foi.gov.ph))

### Mga apela sa FOI

Kung hindi sapat ang mga natanggap na sagot sa iyong FOI request, maaaring magpadala sa aming email **public\_affairs@bpsu.edu.ph** ng iyong hiling para sa isang pangkaloobang rebyu. Siguraduhing nakapaloob sa iyong kahilingan na pangkaloobang rebyu kung bakit hindi sapat ang iyong natanggap na sagot, siguraduhing nakapaloob sa 15 araw ang iyong kahilingan mula ng iyong matanggap ang sulat. Tatapusin namin ang rebyu sa loob ng 30 araw mula nang aming matanggap ang iyong kahilingan.



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# FREEDOM OF INFORMATION INFORMATION REQUEST PROCESS

Agency: **BATAAN PENINSULA STATE UNIVERSITY**

Receiving Officer: **JAN CARLO G. SALAVERIA**  
Designation: **UNIVERSITY RECORDS OFFICER**  
Office: **CENTRAL RECORDS OFFICE**

Receiving Office: **CENTRAL RECORDS OFFICE, ADMINISTRATION BLDG.  
CAPITOL COMPOUND, BRGY. TENEJERO, BALANGA CITY BATAAN, 2100**

Tel: **(047) 237-2350** Email: **central\_records@bpsu.edu.ph**

## Step 1:



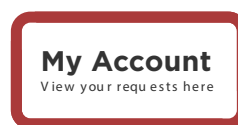
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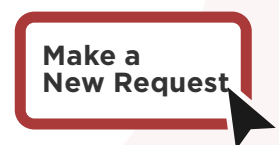
Click the **Sign Up** button  
and provide all the  
required fields. Attach a  
valid ID to create an  
account.

## Step 3:



Once logged-in, you will be  
directed to your **Dashboard**.  
The dashboard contains all  
the requests done by the  
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Click the **Make a New Request**  
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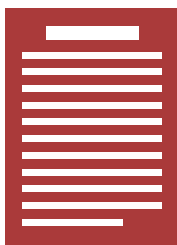
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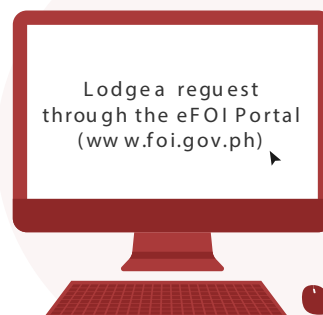
### Standard Request



Submit  
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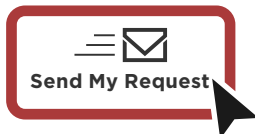
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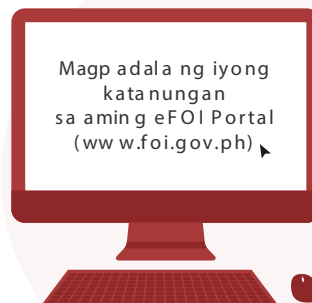
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