

FREEDOM OF INFORMATION

Information Request Process

Agency: **BATAAN PENINSULA STATE UNIVERSITY**

Receiving Officer: **PROF. ADRIAN C. PERDIO**

Designation: **HEAD, PUBLIC AFFAIRS OFFICE**

Receiving Office: **PUBLIC AFFAIRS OFFICE**

**BPSU-MAIN CAMPUS, CAPITOL COMPOUND,
BRGY. TENEJERO, BALANGA CITY, BATAAN**

E-mail: **public_affairs@bpsu.edu.ph**

Step 1:



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

Step 2:

SIGN UP

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

Step 3:

My Account

View your requests here

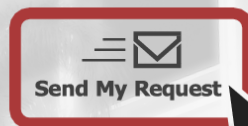
Once logged-in, you will be
directed to your **Dashboard**.
The dashboard contains all
the requests done by the
account owner.

Step 4:

**Make a
New Request**

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

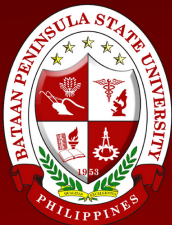
FOI Appeals

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 about the result within 30 calendar days from the date when we received your appeal.



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Opisyal na Tagatanggap: **PROF. ADRIAN C. PERDIO**

Designasyon: **HEAD, PUBLIC AFFAIRS OFFICE**

Opisinang Tagatanggap: **PUBLIC AFFAIRS OFFICE**

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Hakbang 1:



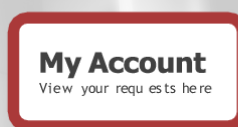
Sa iyong web browser, pumunta sa **www.foi.gov.ph**

Hakbang 2:



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

Hakbang 3:



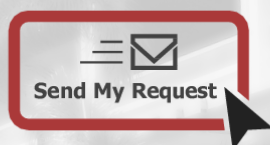
Kapag naka-login na, direkta kang dadalhin sa iyong **Dashboard**. Ang dashboard ay naglalaman ng mga impormasyong kahilingan ng may ari ng account.

Hakbang 4:



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 ipadalang impormasyon, base sa iyong piniling format. Ipapadala sa iyo ang mga ito depende sa iyong piniling paraan ng pagtanggap.

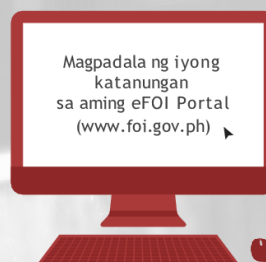
Paraan ng Pagkuha ng Impormasyon

Karaniwang Paghiling



Magpadala ng request form kasama ng iyong ID at iba pang mga kinakailangang dokumento

Kahilingang eFOI



Magpadala ng iyong katanungan sa aming eFOI Portal (www.foi.gov.ph)

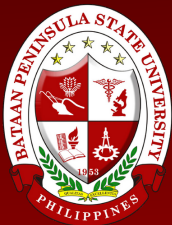
Mga apela sa FOI

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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Information Request Process

Agency: **BATAAN PENINSULA STATE UNIVERSITY**

Receiving Officer: **MR. JAN CARLO G. SALAVERIA**

Designation: **UNIVERSITY RECORDS OFFICER III**

Receiving Office: **CENTRAL RECORDS OFFICE**

**BPSU - MAIN CAMPUS. CAPITOL COMPOUND, BRGY. TENEJERO,
BALANGA CITY, BATAAN**

E-mail: **central_records@bpsu.edu.ph**

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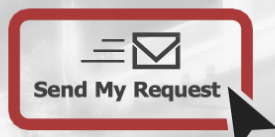
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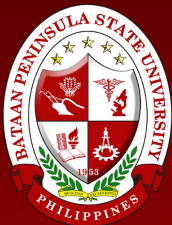
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Opisyal na Tagatanggap: **MR. JAN CARLO G. SALAVERIA**

Designasyon: **UNIVERSITY RECORDS OFFICER III**

Opisinang Tagatanggap: **CENTRAL RECORDS OFFICE**

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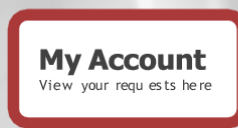
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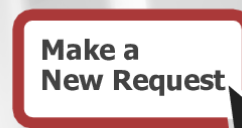
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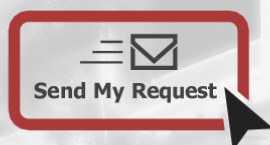
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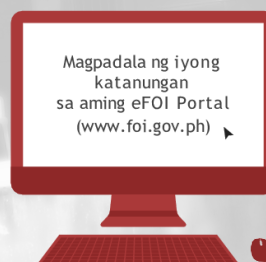
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