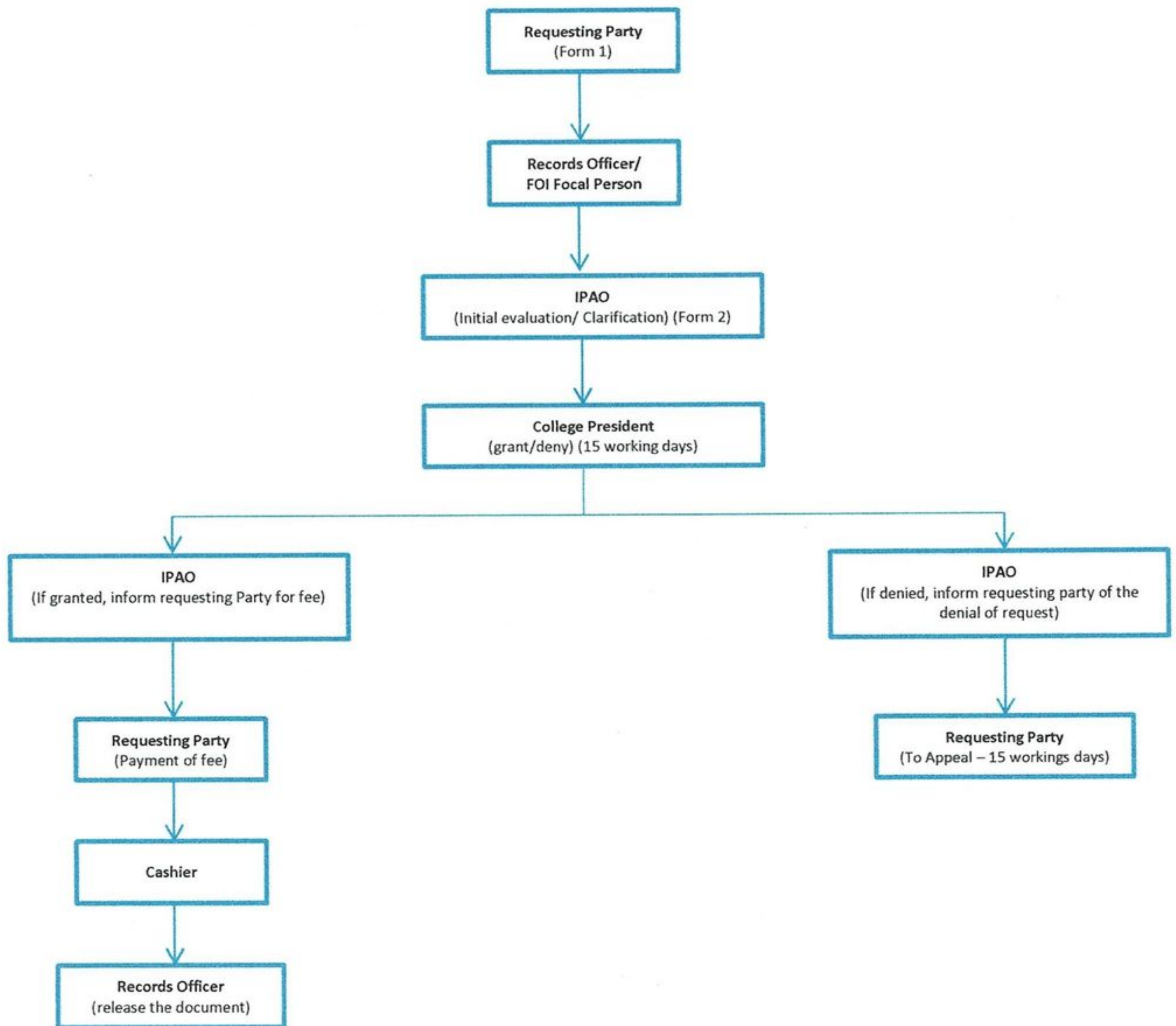




## FOI MANUAL

This FOI Manual is a document to provide the procedural guidelines in assisting designated personnel of J. H. Cerilles State College System concerning all its campuses and ESUs in dealing with requests for information received under Executive Order No. 2 on Freedom of Information.

### FLOW CHART



FOI Receiving Officer:

**JOVEY P. MEDINA**

Records Officer – Designate

Email Address: records@jhsc.edu.ph