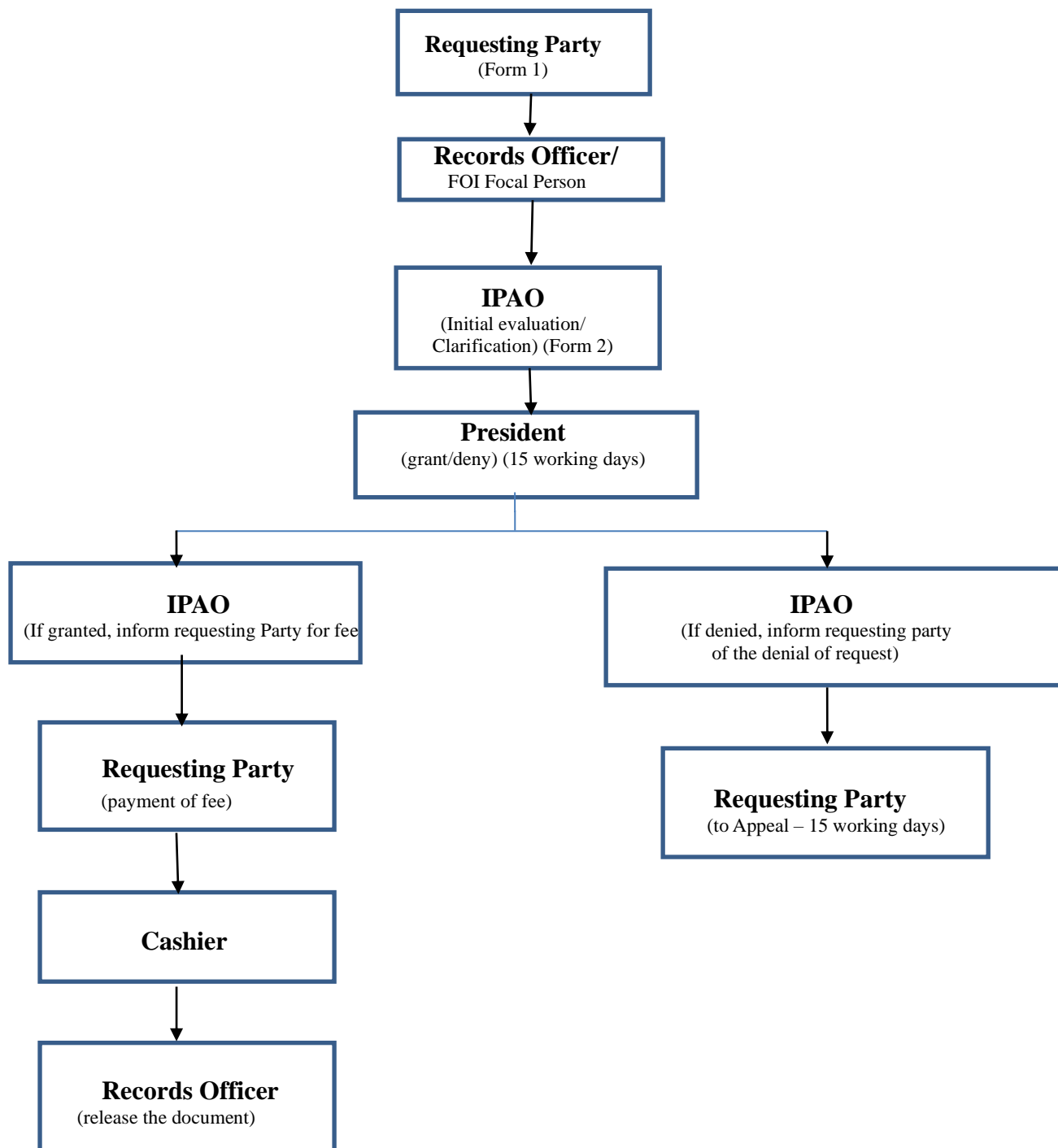


## FOI MANUAL

This FOI 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

### ANNEX A

#### Flow Chart



FOI Receiving Officer:

**ATTY. PRINCESS ROSAL B. INCLAN**  
FOI Focal Person  
Email Address: [foi@jhsc.edu.ph](mailto:foi@jhsc.edu.ph)