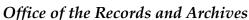


J.H. CERILLES STATE COLLEGE

Mati, San Miguel, Zamboanga del Sur





ONE PAGE FOI MANUAL ENGLISH

VISION

Leading public higher education institution serving the ASEAN community with quality, innovative and culture-sensitive programs

MISSION

- Provides needbased tertiary and advanced programs in Agriculture, Education and allied fields;
- Pundertakes applied research, extension and production services that yield workable and durable solutions to sector specific challenges, thus improving the socioeconomic well- being of identified communities

CORE VALUES

Justice, Peace and Unity

Hope, Honesty and Humility

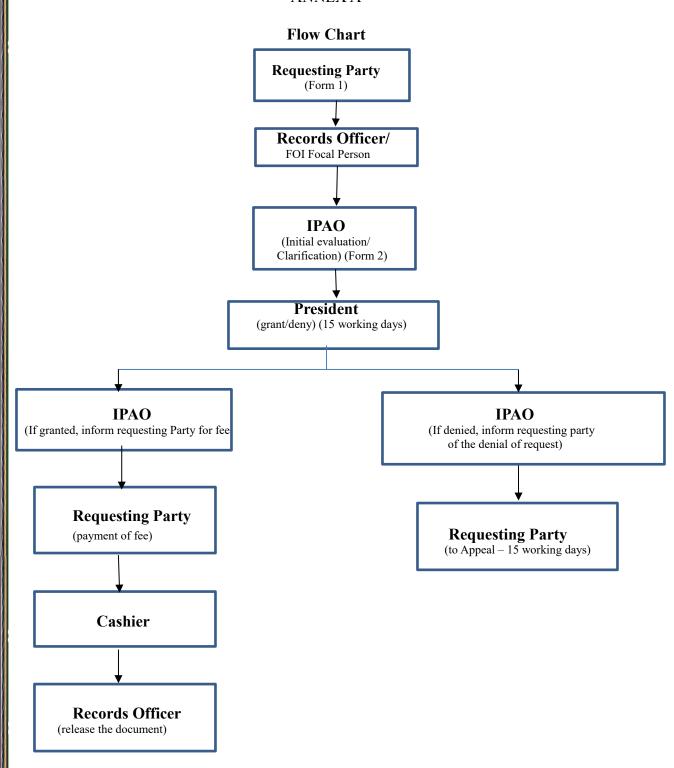
Credibility and Integrity

Social Responsibility and Interfaith Dialogue

Collaboration and Shared Competence 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

FOI MANUAL

ANNEX A



ATTY. PRINCESS ROSAL B. INCLAN, LPT

JHCSC FOI Focal Person/FOI Receiving Officer August 2024-Present 09057076469

foi@jhcsc.edu.ph

legal@jhcsc.edu.ph

main@jhcsc.edu.ph Page 1 of 2



J.H. CERILLES STATE COLLEGE

Mati, San Miguel, Zamboanga del Sur Office of the Records and Archives



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PROCESS WORKFLOW FOR eFOI REQUEST

The requester shall submit **request** through the eFOI Portal of the Agency. It must clearly indicate its full name, contact details, valid ID and clear description of the information requested

The Agency through its **FOI Focal Person** shall acknowledge receipt of the **request** within **15 working days**

The FOI Focal Person shall conduct evaluation whether the requested information is available, within the Agency's jurisdiction or covered by any exceptions under Executive Order No. 2, s. 2016

The FOI Focal Person shall forward the **request** to the **President** of the Agency through a letter. Thereafter, the President shall render decision whether to grant or not the **request** within **15 working days**

If the President hereby **grants** the **request**, the FOI Focal Person shall forward the **request** to the relevant office of the Agency for the retrieval of the requested information

If the President hereby **denies** the **request,** the FOI Focal Person shall inform the Requesting Party of the fact in writing

The Requesting Party shall be forwarded to the Cashier for the payment of reasonable fees to cover the printing and copying of the document

The Requesting Party shall present the Official Receipt from the Cashier to the FOI Focal Person/ email the copy of the Official Receipt to foi@jhcsc.edu.ph. Thereafter, the FOI Focal Person shall release the document to the Requesting Party

The Requesting Party may **appeal** the decision to the President within **15** calendar days

The President shall decide on the appeal within **30 working days**

ATTY. PRINCESS ROSAL B. INCLAN, LPT

JHCSC FOI Focal Person/FOI Receiving Officer 09057076469 foi@jhcsc.edu.ph

<u>legal@jhcsc.edu.ph</u>

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