



ONE PAGE FOI MANUAL TAGALOG

PAMAMARAAN NG PAGHILING

Ang Requesting Party ay maaaring magsubmit ng kahilingan
Sa pamamagitan ng pag-fill-up sa **Form 1**

Ang kahilingan ay maaring isumite sa *Records Officer/*
FOI Focal Person

Ang *Information and Public Affairs Office (IPAO)* ay magsasagawa ng
pangunahing ebalwasyon o klaripikasyon tungkol sa kahilingan sa
pamamagitan ng pag fill-up ng **Form 2**

Ang **Presidente** ay magdedesiyon kung pagbibigyan o tatanggihan ang
kahilingan sa loob ng **15 na araw (working days)**

Kung pagbibigyan ang kahilingan ng
Presidente, ipapaalan ng IPAO ang
Requesting Party ang kaukulang
halaga na dapat bayaran

Kung tinanggihan ang kahilingan ng
Presidente, ipapaalam ito ng IPAO sa
Requesting Party sa pamamagitan ng
sulat

Ang *Requesting Party* ay may
tungkuling magbayad ng kaukulang
halaga sa *Cashier* ng Ahensiya

Ang Requesting Party ay may
karapatan na **iapela** ang disisyon ng
Presidente sa loob ng **15 na araw**
(calendar days)

Ipapakita ng Requesting Party ang
Resibo sa pagbabayad mula sa *Cashier*
sa *Records Officer*. Pagkatapos,
ibibigay nito ang kaukulang
dokumento sa *Requesting Party*

Ang Presidente ay magbibigay ng
kanyang desisyon patungkol sa apela
sa loob ng **30 na araw (working**
days)

ATTY. PRINCESS ROSAL B. INCLAN, LPT

JHCSC FOI Focal Person/Receiving Officer

09057076469

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VISION

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

MISSION

- Provides need-based tertiary and advanced programs in Agriculture, Education and allied fields;
- Undertakes applied research, extension and production services that yield - workable and durable solutions to sector specific challenges, thus improving the socio-economic 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



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PROCESS WORKFLOW FOR eFOI REQUEST



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