



ONE PAGE FOI MANUAL ENGLISH

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

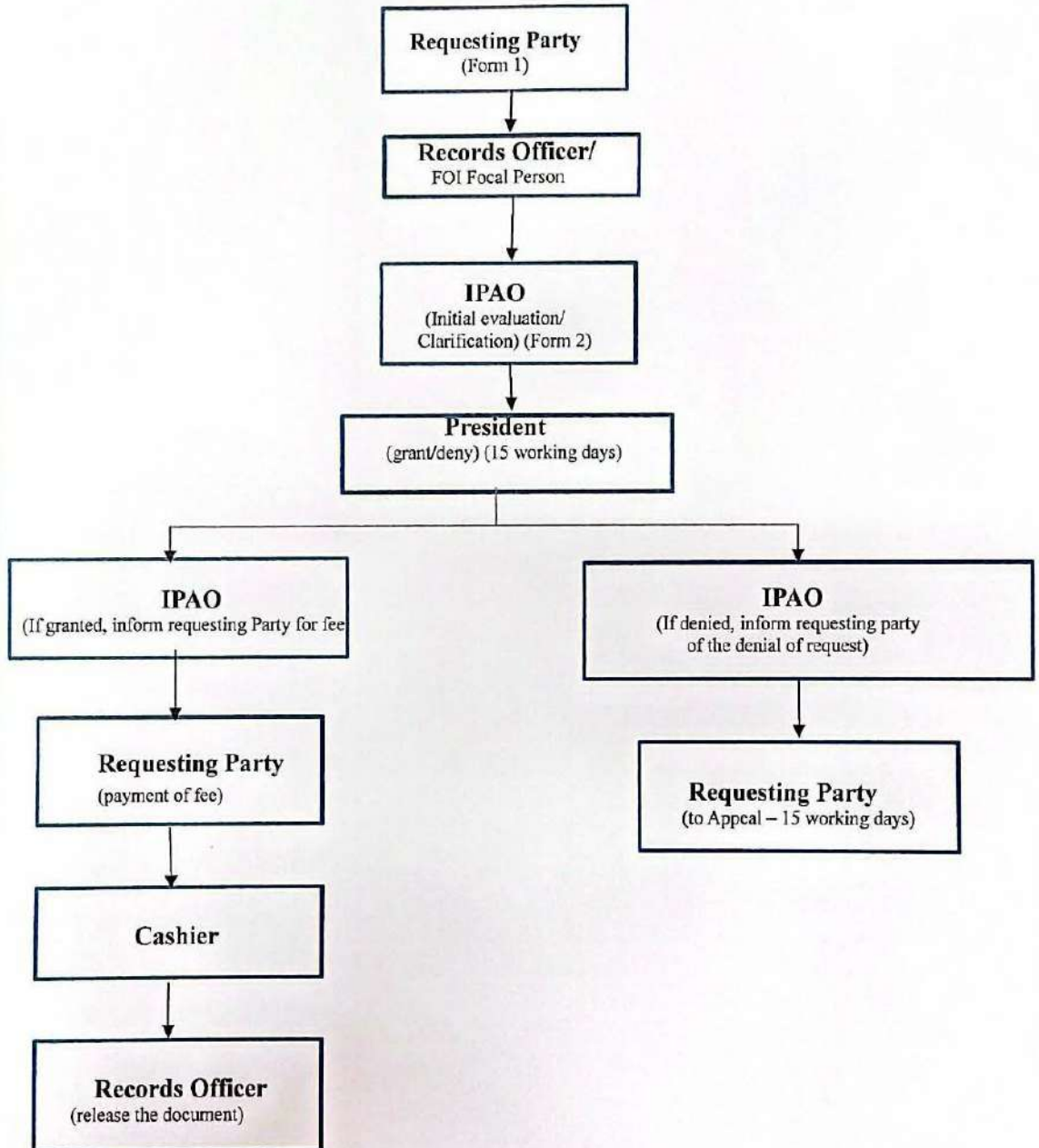
Justice, Peace and Unity
Hope, Honesty and Humility
Credibility and Integrity
Social Responsibility and Interfaith Dialogue
Collaboration and Shared Competence

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



ATTY. PRINCESS ROSAL B. INCLAN, LPT

JHCSC FOI Focal Person/FOI Receiving Officer

August 2024-Present

09057076469

foi@jhsc.edu.ph



PROCESS WORKFLOW FOR eFOI REQUEST

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The Requesting Party 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/Receiving Officer** shall acknowledge receipt of the **request** within **15 working days**

The FOI Focal Person/Receiving Officer 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/Receiving Officer 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/Receiving Officer shall inform the Requesting Party of the fact in

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 may **appeal** the decision to the President within **15 calendar days**

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

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

ATTY. PRINCESS ROSAL B. INCLAN, LPT

JHCSC FOI Focal Person/Receiving Officer

09057076469

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