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FREEDOM OF INFORMATION PROGRAM

FOI RECEIVING OFFICERS:

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BASIC PROCEDURES ON FOI REQUEST

FREEDOM OF INFORMATION (FOI) REQUEST CAN BE DONE IN EITHER WAY:



STANDARD REQUEST *(Physical Filling)*

STEP 01

Requesting party shall accomplish the information Request Form and submit the same together with a photocopy of duly recognized government issued ID with photo to the FOI office.



STEP 02

The FOI Receiving Officer will stamp received the filed Information Request Form and the FOI Services Office shall process the request within 15 working days, unless exceptional circumstances warrant a longer period.



STEP 03

Within the 15 working days, the FRO shall transmit a communication informing the requesting party on the approval or denial of its request. If the requested information is not in custody of SLSU, therequesting party shall be advised and notified or referred to the proper office or agency holding custody such of information.



STEP 04

If approved, the FRO shall prepare the requested information in the desired format for release. If there are expenses incurred in the provision of the requested information, the requesting party is obliged to pay prior to its release.



eFOI REQUEST *(Online Filling)*

1 STEP

Go to www.foi.gov.ph to your browser's home address.

2 STEP

Click the Sign up button and provide all the required fields. Attach a valid ID to create an account.

3 STEP

Once logged in, you will be directed to your Dashboard. The Dashboard contains all the requests done by the account owner.

4 STEP

Click the Make a Request button, then, select the name of Southern Leyte State University (SLSU)

5 STEP

You will now be directed to the Make a Request page. Accomplish all fields, then, click Send my Request.

6 STEP

SLSU will evaluate your request and will notify you within 15 working days.

7 STEP

SLSU will prepare the information for release based on your desired format. It will be sent to you depending on the receipt of preference.

NOTE:

If the requesting party is not satisfied with the response of his information request, he may file in writing a motion for reconsideration before the office of the University President or sent it through slsu.universityfoiservices@gmail.com. The said motion shall be filed within ten (10) working days from the date of the approval or denial.