


ANNEX A

ELECTRONIC FREEDOM OF INFORMATION (eFOI) PORTAL ONBOARDING FORM

Agency Acronym	KSU
Agency Seal / Logo	
Agency Name	Kalinga State University
Short Description of Agency <i>(One-liner description of the agency and/or its mandate)</i>	Kalinga State University is a government owned and controlled higher education institution created through Republic Act 10584 located in Bulanao, Tabuk City, Kalinga.
Complete Description of Agency <i>(Complete mandate of the agency)</i>	KSU has a general mandate of providing advanced education, higher technological, professional instruction and training in the arts, agriculture, forestry, social and natural sciences and technology, and other relevant fields of study. It shall also promote and undertake research and extension services, and provide progressive leadership in its areas of specialization.
Agency Website	https://ksu.edu.ph/
eFOI Decision Maker/s (FDMs)	<p>EDUARDO T. BAGTANG, CPA, DBM SUC President III Email Address: etbagtang@ksu.edu.ph</p> <p>DR. ROMUALDO U. WACAS Chief Administrative Officer Contact Details: CP No. 09368652998 Email Address: lionhart82@gmail.com / wacas@ksu.edu.ph</p>
eFOI Receiving Officer/s (FROs)	<p>MR. JAY C. LAPUZ Supervising Administrative Officer/ HRMO Designate Contact Details: CP No. 09979119503 Email Address: pingod81@yahoo.com.ph</p> <p>MR. RONALDO B. DALUPING Administrative Officer V Contact Details: CP No. 09177744185 Email Address: hrmomail@ksu.edu.ph</p>

Note:

- Accomplished onboarding form shall be submitted in MS Word format (.doc) through **foi.pco@gmail.com**.
- FDMs and FROs must have different email addresses as it will serve as their login credentials.
- It is advisable to create an FOI email address than to use the personal email accounts of the eFOI officers. Official/business email addresses (@gov.ph) are also preferred.

SUBMITTED BY:

ROMUALDO U. WACAS

Chief Administrative Officer/FOI Decision Maker

Date: January 30, 2024

Contact Number: 09368652998

Email Address: rwacas@ksu.edu.ph

-----*To be accomplished by FOI-PMO Officers*-----

REVIEWED AND APPROVED BY

REGISTERED BY

Printed Name and Designation

Date: _____

Printed Name and Designation

Date: _____

-----*Nothing follows here*-----