

# Freedom of Information Program

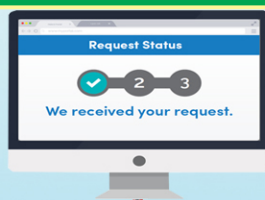


Agency: *Kalinga State University*  
Receiving Officer: *Jay C. Lapuz*  
Designation: *Administrative Officer V*  
Office: *Records Section, Office for Administrative Services*  
Receiving Office: *First Floor, Administration Building, KSU Main Campus, Bulanao, Tabuk City, Kalinga*

Contact Number: **09979119503**  
E-mail: **pingod81@yahoo.com**

## MODE OF REQUEST

### eFOI REQUEST

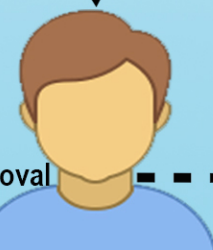


### STANDARD REQUEST



REQUESTING PARTY

Submits FOI Request Form to



RECEIVING OFFICER

Initial Evaluation/  
Clarification

Transmit to



DECISION MAKER

Deny/Approve

Inform on Approval  
or Denial

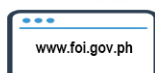


Returns to



15  
Working  
Days

**STEP 1**  
Go to [www.foi.gov.ph](http://www.foi.gov.ph)  
on your browser's  
home address bar



**STEP 2**  
Click the *Sign Up*  
*Button* for new user and  
provide all the required  
information

Sign Up ▶

**STEP 3**  
Once logged in you will be  
directed to your *Dashboard*.  
The dashboard contains all  
all the requests done by  
the account owner.

**STEP 4**  
Click the *Make a Request*  
button then select the  
name of the agency you  
wish to ask

**STEP 5**  
You will now be directed  
the *Make Request* page.  
Accomplish all fields then  
click Send My Request.

**STEP 6**  
The agency will evaluate  
your request and will  
notify you within 15  
working days

**STEP 7**  
The agency will prepare the  
information for release based  
on your desired format. It will  
be sent to you depending on  
the receipt of preference.

## FOI APPEALS

If you are unhappy with the response to your FOI Request, you may ask us to carry out an internal review of the response by writing to [ksumail@ksu.edu.ph](mailto:ksumail@ksu.edu.ph). Your request for review should explain why you are dissatisfied with this response and should be made within 15 calendar days from the date when you received this letter. We review your appeal and tell you the result within 30 calendar days from the date when we receive your review request.