

# Freedom of Information Program

**Agency:** CARLOS HILADO MEMORIAL STATE UNIVERSITY

**Receiving Officer:** REBECCA C. GEGANTONI

**Designation:** RECORDS MANAGEMENT OFFICER

**Office:** RECORDS MANAGEMENT OFFICE

**Receiving Office:** RECORDS MANAGEMENT OFFICE, 2ND FLOOR,  
ADMINISTRATION BLDG., CHMSU, MABINI ST., TALISAY CITY, NEGROS OCCIDENTAL

**Contact No.:** 0977 805 4060 **Email:** [fro@chmsu.edu.ph](mailto:fro@chmsu.edu.ph)

**+63 (34) 712-0006 local 114**

Electronic

## Mode of request

Standard

### Step 1

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



### Step 2

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



### Step 3

Once logged-in, you will be directed to your Dashboard. The Dashboard contains all the FOI requests of the account owner.



### Step 6

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



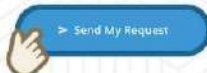
### Step 7

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.



### Step 5

You will now be directed to the Make a Request Page. Accomplish all fields then click Send My Request.



### Step 4

Click the Make a Request button then select the name of the agency you wish to ask.



All within **15** working days



Requesting Party

Submits request to



Receiving Officer

Initial evaluation/clarification and transmits to



Decision Maker

APPROVE

DENY

returns to

## FOI Appeals

If you are not satisfied with the response to your FOI request, you may ask us to carry out an internal review of the response by writing to email: [records.office@chmsu.edu.ph](mailto:records.office@chmsu.edu.ph). Your review request should explain why you are dissatisfied with the response, and should be made within **15 calendar days** from the date when you received this letter. We will complete the review and tell you the result within 30 calendar days from the date when we receive your appeal.



**FREEDOM OF INFORMATION  
PHILIPPINES**

Be **informed**. Be **engaged**. Know your government better.