



Agency : Western Philippines University
Receiving Officer: Ms. Armie A. Mejorada
Designation: Administrative Officer V, Records Officer
Office: Records Office, WPU Aborlan Campus
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HOW TO MAKE AN FOI REQUEST?

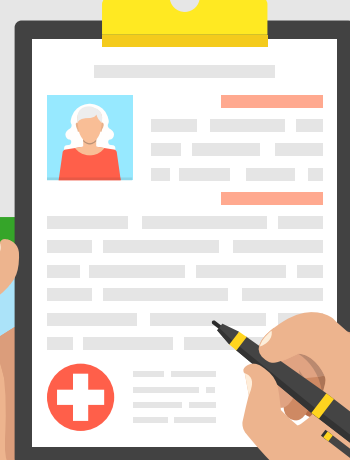
STEP 1

Secure a copy of FOI Request Form from the Records Office.



STEP 2

Fill out the FOI Request Form with the FOI Receiving Officer (FRO).



STEP 3

Submit two (2) copies of FOI Request Form with valid ID to the FRO.



STEP 4

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



FOI Appeals:

If you are not satisfied with the response to your FOI request, you may file an appeal of the adverse or unfavorable action of the FOI Decision Maker (FDM) with the FOI Appeals Authority. The appeal shall be filed within fifteen (15) working days from the lapse of the period to respond to the request. The appeal shall be decided by the FOI Appeals Authority within thirty (30) working days from the receipt of the appeal. Failure to decide within thirty (30) working days period shall be deemed a denial to the appeal.

MODE OF REQUEST

eFOI Request

Lodge a request through the eFOI Portal (foi.gov.ph)



Standard Request

Submit request form with ID and other necessary documents.



Be Informed, Be Engaged, Know Your Government Better!



foi@wpu.edu.ph



wpu.edu.ph



Western Philippines University