



SOUTHERN LEYTE STATE UNIVERSITY

Main Campus, Sogod, Southern Leyte

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president@southernleytestateu.edu.ph

FREEDOM OF INFORMATION PROGRAM

FOI RECEIVING OFFICERS

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Tomas Oppus Campus

STANDARD REQUEST

STEP 1

Requesting party shall accomplish the Information Request Form and submit together with a photocopy of a duly recognized government-issued ID to the SLSU FOI Office.

STEP 2

The FOI Receiving Officer (FRO) will stamp "Received" on the filed Information Request Form and the SLSU FOI Office shall process the request within 15 working days, unless exceptional circumstances warrant a longer period.

STEP 3

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, the requesting party shall be advised, notified or referred to the proper office or agency holding custody of such information.

STEP 4

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

01



Browse

Go to www.foi.gov.ph using your web browser.

02



Sign Up

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

03



Log In

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

04



Make a Request

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

05



Send Request

Accomplish all the required fields at the Make a Request Page then click **Send My Request**.

06



Evaluation

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

07



Release

SLSU 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 dissatisfied with the response to your FOI request, you may ask us to carry out an internal review of the response by writing to **Dr. Jude A. Duarte** through president@southernleytestateu.edu.ph. Your request for review should explain why you are dissatisfied with the response and should be made within 10 working days from the receipt of the response. We will complete the review and forward the result to you within 30 calendar days from the date when we received your appeal.

BE INFORMED. BE ENGAGED. KNOW YOUR GOVERNMENT BETTER.