

FREEDOM OF INFORMATION PROGRAM

AGENCY: WEST VISAYAS STATE UNIVERSITY



WVSU Main Campus

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WVSU College of Agriculture and Forestry

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WVSU Janiuay Campus

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WVSU Himamaylan City Campus

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WVSU Lambunao Campus

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WVSU Medical Center

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STEPS ON HOW TO MAKE A REQUEST

1

Go to
foi.gov.ph
to your browser's
home address

2

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

3

Once logged-in. You
will be directed to your
Dashboard. It contains
all the FOI requests
of the account owner.

4

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

5

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

6

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

7

The Agency will prepare the
information for release
based on your desired
format. It will be sent to you
depending on the receipt

Mode of Request

Standard - Submit request form with necessary personal documents
eFOI - Lodge a request through the eFOI portal (foi.gov.ph)

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 president@wvsu.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



Be informed. Be engaged. Know your Government Better