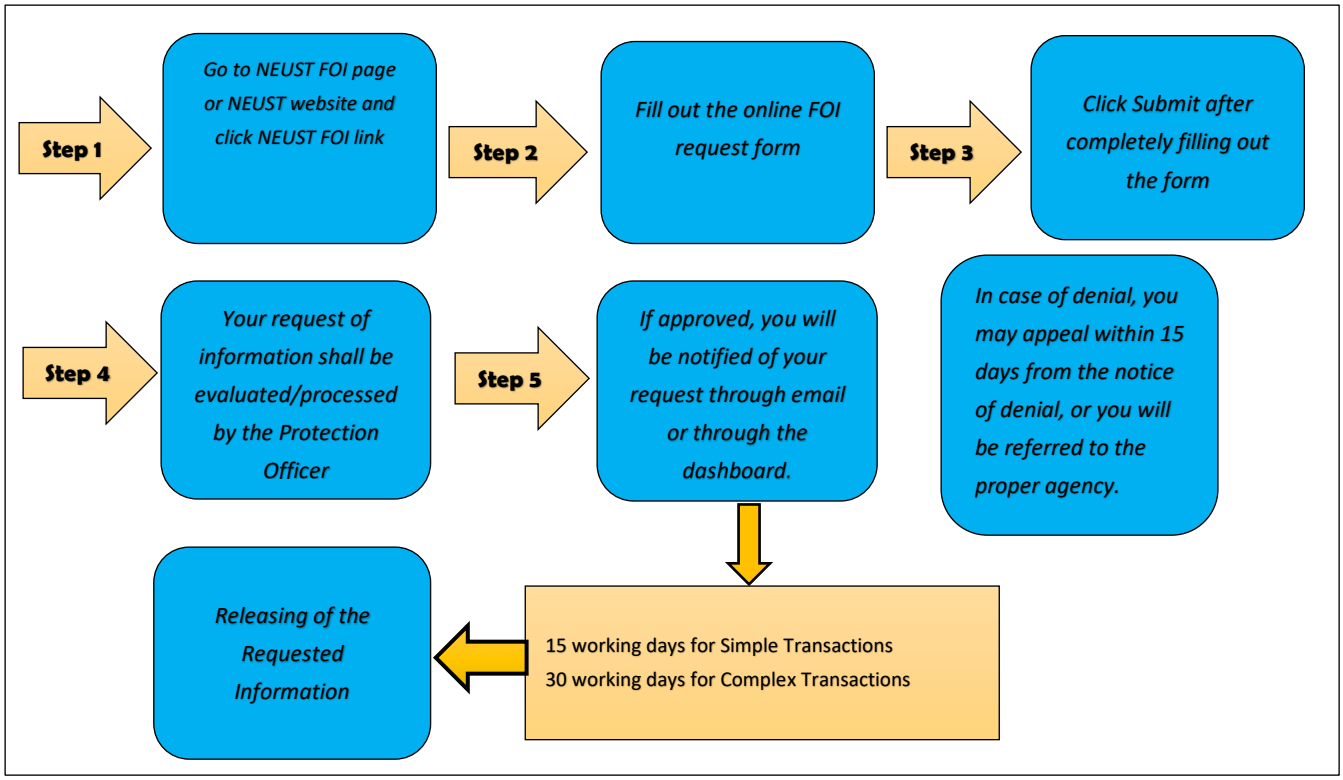
Freedom of Information One-Page Development Manual

Name of Agency	: Nueva Ecija University of Science and Technology
Address	: General Tinio Street, Cabanatuan City, Nueva
Receiving Officer	: Arceli R. Millan, PhD
Designation	: Head, Publication and Media Affairs Office/FOI Focal Person
Office	: Planning and Development Office
Receiving Office	: Planning and Development Office General Tinio Street, Cabanatuan City Nueva Ecija, Philippines
Contact Nos.	: **Globe:** 09178943690/09279515626 **Smart:** 09107675541

NEUST PROCEDURES ON THE REQUEST OF INFORMATION

In accordance with **Section 9 of Executive Order No. 2, s. 2016,** the following procedures shall be systematically observed by the **"Requesting Party"**



Basic Request Procedure

Proof of Identification and the completely filled out request online form.

NEUST FOI Appeals

If the request for information is denied, the requesting party may appeal through email provided that the appeal will be filed by the same person who made the request within the prescribed processing time from the notice of denial. The appeal shall be decided by the Data Protection Officer based on the prescribed processing time from the date the appeal was received by the DPO.