**May 07, 2020**

**FELICIANA P. JACOBA, Ed. D.**

University President

Nueva Ecija University of Science and Technology

**Dear Madam:**

Greetings of peace!

Pursuant to **Freedom of Information Memorandum Circular No. 1, s. 2020, re:** “Development of a One-Page FOI Manual”, I am respectfully submitting to your good office the “**Nueva Ecija University of Science and Technology’s One-Page FOI Manual”** for your perusal.

Attached is the **Freedom of Information Memorandum Circular No. 1, s. 2020.**

Thank you very much and God speed.

Truly yours,

**ARCELI R. MILLAN, Ph. D.**

Head, PMAO

**Approved:**

**FELICIANA P. JACOBA, Ed. D.**

University President

**May 07, 2020**

**Freedom of Information-Project Management Office**

Units 103-104 BFB Building, 1575 JP Laurel St. COR

Matienza St., San Miguel Manila

**Dear/Sir:**

Greetings of peace!

Pursuant to **Freedom of Information Memorandum Circular No. 1, s. 2020,** “Development of a One-Page FOI Manual”,the Nueva Ecija University of Science and Technology respectfully submits to your good office the “**Nueva Ecija University of Science and Technology’s One-Page FOI Manual”.**

Thank you and God speed.

**FELICIANA P. JACOBA, Ed. D.**

University President

***Freedom of Information Program***

**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

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**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”**

*Click Submit after completely filling out the form*

*Fill out the online FOI request form*

*Go to NEUST FOI page* *or NEUST website and click NEUST FOI link*

Step 3

Step 2

Step 1

*You will be notified of your request through email.*

*Releasing of the request of information.*

*Your request of information shall be evaluated/processed.*

Step 6

Step 5

Step 4

3 working days for Simple Transactions

7 working days for Complex Transactions

20 working days for Highly Technical Applications

Basic Request Procedure

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

 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.

NEUST FOI Appeals