



# Davao Oriental State University's Freedom of Information (FOI) One-page Manual

**FOI Decision Maker** : DR. ROY M. PADILLA, Vice President for Administration and Finance  
**FOI Receiving Officer** : MS. VIVIAN C. LABASANO, Records Officer III  
**Receiving Office** : University Records Office, Davao Oriental State University Main Campus  
 Guang-guang, Dahican, City of Mati 8200 Davao Oriental, Philippines  
**Contact Number** : (087) 3883 - 195 **FOI email:** foi\_ro@dorsu.edu.ph

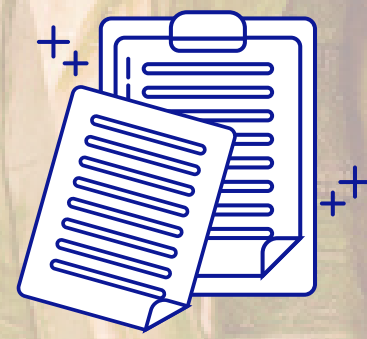
## HOW TO REQUEST INFORMATION THROUGH FOI

### Electronic

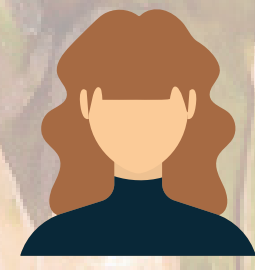
### Mode of Request

### Standard

- STEP 1**  
Go to [www.foi.gov.ph](http://www.foi.gov.ph) to your browser's home address.
- STEP 2**  
Click the **Sign-Up Button** and provide all the required fields. Attach a valid ID to create an account.
- STEP 3**  
Once logged in, you will be directed to your **Dashboard**. The dashboard contains all the FOI request of the account owner.
- STEP 4**  
Click the **Make a Request** button then select **Davao Oriental State University** from the list of agencies.
- STEP 5**  
You will now be directed to **Make a Request Page**. Accomplish all fields then click **Send my Request**.
- STEP 6**  
DOrSU will evaluate your request and will notify you through email once the requested information is available within 15 working days.



Print a copy of the FOI request form available at DOrSU FOI Receiving office



**REQUESTING PARTY**

Submits FOI request form to



**RECEIVING OFFICER**

Initial Evaluation/Clarification

Transmit to



**DECISION MAKER**

Deny/Approve

Inform on approval of denial

RETURNS TO

ALL WITHIN  
**15**  
WORKING DAYS

### FOI APPEALS

Should you find the response to your FOI request unsatisfactory, you may seek an internal review by submitting a written request to [foi\\_ro@dorsu.edu.ph](mailto:foi_ro@dorsu.edu.ph). The request must include the reasons for your dissatisfaction and should be submitted within **15 calendar days** from the receipt of the initial FOI response. Our internal review process will be concluded within **30 calendar days** from the date of receiving your appeal, and the outcome will be communicated promptly thereafter.



Freedom of Information  
PHILIPPINES

Be Informed. Be Engaged.  
Know your government better.