

FREEDOM OF INFORMATION PROGRAM

Agency: CAMARINES NORTE STATE COLLEGE

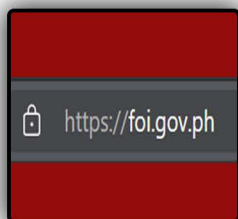
Receiving Officer: Margie O. Agawa, MLL

Designation: Head, Public Information and Community Relation Office

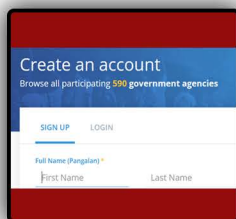
Receiving Office: Public Information and Community Relations Office
F. Pimentel Avenue, Daet, 4600 Camarines Norte

Contact No.: 09171439973

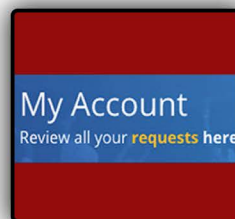
Email: mail@cnscc.edu.ph



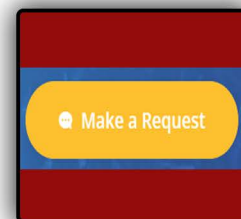
STEP 1
Go to [www.foi.gov.ph](https://foi.gov.ph) to your browser's home address.



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** which contains all the FOI requests of the account owner.



STEP 4
Click the **Make a request** button then select the name of the agency



STEP 5
You will now be directed to **Make a Request Page**. Accomplish all fields then click **Send My request**.



STEP 6
The agency will evaluate your request and will notify you within **15 working days**.



STEP 7
The agency will prepare the information for release, based on your desired format. It will be sent to you depending on the receipt of preference.

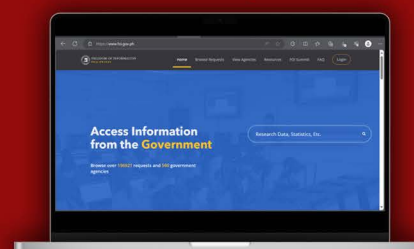
MODE OF REQUEST

Standard Request



Submit Request Form with ID and other necessary documents

eFOI Request



Lodge a request through the eFOI Portal (www.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 responses by writing to president@cnscc.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 the response letter. We will complete the review and tell you the result within 30 calendar days from the date when we received your appeal.