

Freedom of Information Program

Agency: **WESTERN PHILIPPINES UNIVERSITY**

Receiving Officer: Ms. Armie A. Mejorada

Designation: Administrative Officer V, Records Officer

Office: Records Office, Western Philippines University

Receiving Office: Records Office, Administration Building, San Juan, Aborlan, Palawan 5302

Contact Nos.: 09283112207/09158474715

Email: armie.mejorada@wpu.edu.ph

Secure a copy of FOI Request Form from the Records Office.



Submit two (2) copies of FOI Request Form with valid ID to the FRO.



Step 1

Step 2

Step 3

Step 4

Fill out the FOI Request Form with the FOI Receiving Officer (FRO).



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



Mode of request

Standard Request



Submit request form with ID and other necessary documents.

or

eFOI Request



Lodge a request through the eFOI Portal (<https://www.foi.gov.ph/requests?agency=WPU>)

FOI Appeals:

If you are not satisfied with the response to your FOI request, you may file an appeal of the adverse or unfavorable action of the FOI Decision Maker (FDM) with the FOI Appeals Authority. The appeal shall be filed within fifteen (15) working days from the lapse of the period to respond to the request. The appeal shall be decided by the FOI Appeals Authority within thirty (30) working days from the receipt of the appeal. Failure to decide within thirty (30) working days period shall be deemed a denial to the appeal.



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