

Freedom of Information Program

Agency : Central Mindanao University

Head of Agency : Dr. Rolito G. Eballe Designation : University President

Address : University Town, Musuan, Maramag, Bukidnon

FOI Receiving Officer: Louiela B. Joromat Designation: FOI Receiving Officer

Office : Legal Office

Receiving Office : Office of the Legal Counsel

Contact Number : 09177070321

E-mail Address : cmulegal@Cmu.edu.ph

MODE OF REQUEST

Electronic Request

STEP 1

Access the CMU Website and click the FOI icon to be redirected to FOI portal

STEP 2

Download and fill out the Request for Information Form and email to cmulegal@cmu.edu.ph including one valid Identification Card for verification purposes

STEP 3

The Receiving Officer shall evaluate the request and provide any reasonable assistance/information for compliance with the requirements of the CMU in accordance with the FOI Manual

STEP 4

The University through the FOI Decision Maker shall further evaluate the request. The Requesting Party shall be notified of the decision within 15 working days

STEP 5

If the request is approved, the University shall prepare the information for release based on the desired format through the email used by the Requesting Party.

Standard Request

STEP 1

Secure and fill up the Request for Information Form which can be obtained from the Office of the Legal Counsel

STEP 2

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Submit the duly accomplished form to the Legal Office and shall be received and evaluated by the Receiving Officer.

STEP 3

The University through the FOI Decision Maker shall further evaluate the request. The Requesting Party shall be notified of the decision within 15 working days

STEP 4

If the request is approved, the University shall prepare the information for release based on the desired format of the Requesting Party.

Unsatisfied with the FOI Response?

If the Requesting Party is not satisfied with the response of the University, he/she may ask to carry out an internal review of the response through a letter address to the University President and send to cmu1910op@cmu.edu.ph. The request for review should explain why the Requesting Party is dissatisfied with the response, and should be made within 15 calendar days from receipt of the decision of the request. The University will complete the review and will notify the Requesting Party within 30 calendar days from receipt of the request for review.