



CENTRAL MINDANAO UNIVERSITY  
UNIVERSITY TOWN, MUSUAN, MARAMAG, BUKIDNON, PHILIPPINES

# FREEDOM OF INFORMATION (FOI)

Agency : **Central Mindanao University**

Head of Agency : **Dr. Rolito G. Eballe**

Designation: **University President**

Address : **University Town, Musuan, Maramag, Bukidnon**

FOI Decision Maker : **Atty. James M. Violon**

FOI Receiving Officer : **Atty. Gretel J. Timario**

Office : **Office of the Legal Counsel**

Contact Number : **09177070321**

E-mail Address : **cmulegal@cmu.edu.ph**

## MODE OF REQUEST

### ELECTRONIC REQUEST

1. ACCESS THE CMU WEBSITE AND CLICK THE FOI ICON TO BE REDIRECTED TO THE FOI PORTAL.
2. DOWNLOAD AND FILL OUT THE REQUEST FOR INFORMATION FORM AND EMAIL IT TO CMULEGAL@CMU.EDU.PH, INCLUDING ONE VALID IDENTIFICATION CARD FOR VERIFICATION PURPOSES.
3. THE RECEIVING OFFICER SHALL EVALUATE THE REQUEST AND PROVIDE ANY REASONABLE ASSISTANCE/INFORMATION FOR COMPLIANCE WITH THE REQUIREMENTS OF CMU IN ACCORDANCE WITH THE FOI MANUAL.
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.
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

1. SECURE AND FILL UP THE REQUEST FOR INFORMATION FORM, WHICH CAN BE OBTAINED FROM THE OFFICE OF THE LEGAL COUNSEL.
2. SUBMIT THE DULY ACCOMPLISHED FORM TO THE LEGAL OFFICE, WHICH SHALL BE RECEIVED AND EVALUATED BY THE RECEIVING OFFICER.
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.
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, THEY MAY ASK TO CARRY OUT AN INTERNAL REVIEW OF THE RESPONSE THROUGH A LETTER ADDRESSED TO THE UNIVERSITY PRESIDENT AND SENT TO [CMU1910OP@CMU.EDU.PH](mailto: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.