

FREEDOM OF INFORMATION (FOI)

Agency : PHILIPPINE HIGH SCHOOL FOR THE ARTS

Receiving Officers : LYZA G. AMAT
DIANNE L. FERNANDEZ

Designation : Administrative Officer III
Acting Registrar

Office : Human Resource Mgt Unit Office
Registrar Office

Receiving Office : Philippine High School for the Arts National Arts Center, Mt Makiling Los Baños 4031, Laguna

Contact Nos. : Landline: (049)5767015,5767016, Mobile No. 09054559324 Email : phsafoi@gmail.com



STEP	https://www.foi.gov.ph
1	Go to www.foi.gov.ph on your browser's home address


STEP	SIGN UP - LOGIN
2	Click the Sign Up button and provide all the required fields. Attach a valid ID to create an account

STEP	My Account Review All your request here
3	Once logged-in, you will be directed to your Dashboard. The Dashboard contains all the requests done by the account owner

STEP	MAKE A REQUEST
4	Click the Make Request button, then select the name of the agency to answer your request

STEP	SEND MY REQUEST
5	You will be directed to the Make a Request page. Accomplish all fields then click Send my Request

STEP	15 DAYS
6	The Agency will evaluate your request and 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 based on your indicated preference.

MODE OF REQUEST

STANDARD REQUEST

Submit request form with ID and other necessary documents

or eFOI Request

Lodge a request through the eFOI Portal (foi.gov.ph)

FOI Appeals

FOI Appeals are not satisfied with the response to your FOI request, you may ask to carry out an internal review of the response by writing to phsafoi@gmail.com. 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 this letter. We will complete the review and tell you the result within 30 calendar days from the date we receive your appeal.

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PHILIPPINES**



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