

UNIVERSITY OF NORTHERN PHILIPPINES

FREEDOM OF INFORMATION

Receiving Clerks: **MARK ANTHONY AGUSTIN; CRISTIAN OPEÑA; ALBERTO CUEVAS**

Receiving Office: **UNP RECORDS OFFICE**

Address: **Ground Floor, Administration Building, University of Northern Philippines, Quirino Boulevard, Tamag, Vigan City, Ilocos Sur 2700**

Contact No.: (077) 644 2261

E-mail: records@unp.edu.ph

STEP 1

Go to the UNP Records Office and fill out or e-mail your written request with the information/document requested and the purpose.

STEP 2

The UNP Records Office shall evaluate your request and will notify you within 15 working days.

STEP 3

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



OR

e-Mail



Appeals

If you are not satisfied with the response to your FOI request, you may file your appeal in writing within fifteen (15) days from receipt of notice at the UNP Office of the President or e-mail the same at op@unp.edu.ph. Your appeal should clearly state the legal and/or factual basis thereof, with supporting arguments. We will decide on your appeal within thirty (30) days from the date when we receive your appeal.