**ANNEX A**

**ELECTRONIC FREEDOM OF INFORMATION (eFOI) PORTAL**

**ONBOARDING FORM**

| **Agency Acronym** | UPC |
| --- | --- |
| **Agency Seal / Logo** | Note: Logo details: 110x110 pixels and save to PNG format. |
| **Agency Name** | University of the Philippines Cebu |
| **Short Description of Agency**  *(One-liner description of the agency and/or its mandate)* | Public university in Cebu |
| **Complete Description of Agency**  *(Complete mandate of the agency)* | The University of the Philippines Cebu is a public research university and the youngest constituent university of the University of the Philippines System, located in Cebu City, the capital city of Cebu province in the Philippines. UP Cebu has two campuses. |
| **Agency Website** | https://www.upcebu.edu.ph/ |
| **eFOI Decision Maker/s (FDMs)** | ATTY. LEO B. MALAGAR  Chancellor  [lbmalagar@up.edu.ph](mailto:lbmalagar@up.edu.ph)  (032) 2313086 |
| **eFOI Receiving Officer/s (FROs)** | GRACE L. MENDEZ  Administrative Office V  [fro.upcebu@up.edu.ph](mailto:fro.upcebu@up.edu.ph)  (032) 2328187 loc 325 |

***Note:***

* *Accomplished onboarding form shall be submitted in MS Word format (.doc) through* ***foi.pco@gmail.com****.*
* *FDMs and FROs must have different email addresses as it will serve as their login credentials.*
* *It is advisable to create an FOI email address than to use the personal email accounts of the eFOI officers. Official/business email addresses (@gov.ph) are also preferred.*

**SUBMITTED BY:**

GRACE L. MENDEZ

Administrative Office V

Date: 22 May 2025

Contact Number: (032) 2328187 loc 325

Email Address: [fro.upcebu@up.edu.ph](mailto:fro.upcebu@up.edu.ph)

*----------------------------------To be accomplished by FOI-PMO Officers---------------------------------*

**REVIEWED AND APPROVED BY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Designation

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REGISTERED BY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Designation

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*-------------------------------------------------Nothing follows here-----------------------------------------------*