



FREEDOM OF INFORMATION MANUAL

PALAWAN STATE UNIVERSITY

Office of the University President
PLANNING, MONITORING AND EVALUATION OFFICE
Palawan State University
Puerto Princesa City
October 2017



Republic of the Philippines
PALAWAN STATE UNIVERSITY
Puerto Princesa City
Office of the University and Board Secretary

CERTIFICATION

This is to certify that the PSU Board of Regents passed on 6 November 2017 during its 194th (Regular) Meeting held at the CHED Executive Lounge, CHED HEDC Building, UP Diliman, C.P. Garcia Avenue, Quezon City, the hereinafter resolution:

XXX

Resolution No. 10194-22

Series of 2017

APPROVING the Proposed Freedom of Information Manual for PSU, subject to conformity with the existing pertinent government laws and regulations.

XXX

Issued this 21st day of November 2017 at Puerto Princesa City, Palawan.

CERTIFIED CORRECT:

VENZON L. LIMPIADA
University and Board Secretary

¹⁰ Number Coding is Temporary (will change as soon as the Minutes is Finalized)

FOREWORD

The 1987 Constitution guarantees the right of the people to information on matters of public concern. Pursuant to this constitutional mandate, Republic Act No. 6713 also known as the Code of Conduct and Ethical Standards for Public Officials and Employees adopts a policy of transparency and accountability in acts or transactions of the government. Section 5 (e) of this law provides that all public officials and employees are obligated to make all public documents accessible to, and readily available for inspection by, the public within reasonable working hours.

Consistent with the foregoing, Executive Order (E.O.) No. 2 series of 2016, otherwise known as the Freedom of Information (FOI) was issued on July 23, 2016 by the Executive Branch pursuant to which all agencies of the Executive Branch including government-owned or controlled corporations (GOCCs) and state universities and colleges (SUCs) are mandated to come up with their respective People's FOI Manual.

The Palawan State University thus adopts this FOI manual as formulated in compliance with Section 8 of E.O. 2. This will provide guidance to University officials, faculty, staff, students and the general public in processing of any request for information under E.O. No. 2, series of 2016.


RAMON M DOCTO
University President

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1. OVERVIEW

1.1. Purpose of the Manual

The Palawan State University Freedom of Information Manual (PSU FOI Manual) is a guide in securing information at PSU in accordance with Executive Order No. 2, s. 2016.

1.2. Structure of the Manual

This Manual shall set out the rules and procedures to be followed by the Palawan State University when a request for access to information is received. The University President is responsible for all actions carried out under this Manual and may delegate this responsibility to the Vice Presidents or its equivalent rank. The University President shall designate the Vice President for Academic Affairs (VPAA) for academic matters, the Vice President for Research and Extension (VPRE) for research and extension matters, the Vice President for External Campus Operations (VPECO) for external campus matters, the Chief Administrative Officer (CAO) for administration matters, and the Chief Finance Officer (CFO) for finance matters as FOI Decision Maker (DM) who shall have overall responsibility for the initial decision on FOI requests (*i.e.* to decide whether to release all the records, partially release the records or deny access).

1.3. Coverage of the Manual

The Manual shall cover all requests for information directed to Palawan State University except those listed in Annex "C" hereof.

1.4. FOI Receiving Officer

There shall be an FOI Receiving Officer (FRO) designated at Palawan State University. The FRO contact details are as follows:

Name of FRO	Mr. Anthony T. de Leon, ICT-Director
Name of Office	Information and Communication Technology Office
Address	2 nd Floor, PSU Old Medical Building, Tiniguiban, Puerto Princesa City
Contact Number	(048) 433-0557
E-mail address	adeleon@psu.palawan.edu.ph

The functions of the FRO shall include receiving on behalf of the University all requests for information and forward the same to the appropriate office who has custody of the records; monitor all FOI requests and appeals; provide assistance to the FOI Decision Maker; provide assistance and support to the public and staff with regard to FOI; compile statistical information as required; and, conduct initial evaluation of the request and advise the requesting party whether the request will be forwarded to the FOI Decision Maker for further evaluation, or deny the request based on:

- a. That the form is incomplete; or
- b. That the information is already disclosed in the University's Official Website, <http://psu.palawan.edu.ph>

In case of denial of request due to incorrectly-filled out form or the information is already available online, the FRO shall explain the reason/s of such denial to the requesting party and at the same write it in the request form.

1.5 FOI Decision Maker

The Vice Presidents or its equivalent rank as mentioned in item no. 2 above shall be an FOI Decision Maker (FDM), who shall conduct evaluation of the request for information and has the authority to grant the request, or deny it based on the following:

- a. The University does not have the information requested;
- b. The information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
- c. The information requested falls under the list of exceptions to FOI; or
- d. The request is an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the University.

1.6 Central Appeals and Review Committee

There shall be a central appeals and review committee (CARC) composed of three (3) officials with a rank not lower than a Dean/Director or its equivalent, designated by the University President to review and analyze the grant or denial of request of information. The Committee shall also provide expert advice to the University President on the denial of such request.

In the interim, the CARC shall be composed of the University Legal Counsel as chair, the University/Board Secretary and the Director of Internal Control Unit as members.

1.7 Approval and Denial of Request to Information

The Decision Maker shall approve or deny all request of information. In case of denial of request, the reason/s of which shall be clearly stated as well as the circumstances on which the denial is based.

In case where the Decision Maker is on official leave, the University President may delegate such authority to his or her Chief of Staff or any Officer not below the rank of a Director.

2. DEFINITION OF TERMS

- a. **Consultation.** When a government office locates a record that contains information of interest to another office, it will ask for the views of that other agency on the disclosability of the records before any final determination is made. This process is called a “consultation.”
- b. **data.gov.ph.** The Open Data website that serves as the government’s comprehensive portal for all public government data that is searchable, understandable, and accessible.
- c. **Exceptions.** Information that should not be released and disclosed in response to an FOI request because they are protected by the Constitution, laws or jurisprudence.
- d. **FOI (Freedom of Information).** The Executive Branch recognizes the right of the people to information on matters of public concern, and adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to the procedures and limitations provided in Executive Order No. 2, s. 2016. This right is indispensable to the exercise of the right of the people and their organizations to effective and reasonable participation at all levels of social, political and economic decision-making.

- e. **FOI Contact.** The name, address and phone number at each government office where you can make an FOI request. In this case, the Records Officer of Palawan State University at Tiniguiban, Puerto Princesa City with telephone No. (+63 48) 434-8752.
- f. **FOI.gov.ph.** The website that serves as the government's comprehensive FOI website for all information on the FOI. Among many other features, FOI.gov.ph provides a central resource for the public to understand the FOI, to locate records that are already available online, and to learn how to make a request for information that is not yet publicly available. FOI.gov.ph also promotes agency accountability for the administration of the FOI by graphically displaying the detailed statistics contained in Annual FOI Reports, so that they can be compared by agency and over time.
- g. **FOI Receiving Office.** The primary contact at each agency where the requesting party can call and ask questions about the FOI process or the pending FOI request.
- h. **FOI Request.** A written request submitted to the University personally or by email asking for records on any topic. An FOI request can generally be made by any Filipino to any government office.
- i. **Frequently Requested Information.** Information released in response to an FOI request that the University determines have become or are likely to become the subject of subsequent requests for substantially the same records.
- j. **Full Denial.** When the University or any of its office cannot release any records in response to an FOI request, because, for example, the requested information is exempt from disclosure in its entirety or no records responsive to the request could be located.
- k. **Full Grant.** When University is able to disclose all records in full in response to an FOI request.
- l. **<http://psu.palawan.edu.ph>.** The Palawan State University's Official Website. It can be accessed 24/7 by the general public.
- l. **Information.** Shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of the University pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by the University.
- m. **Information for Disclosure.** Information promoting the awareness and understanding of policies, programs, activities, rules or revisions affecting the public, government agencies, and the community and economy. It also includes information encouraging familiarity with the general operations, thrusts, and programs of the government. In line with the concept of proactive disclosure and open data, these types of information can already be posted to government websites, such as data.gov.ph, without need for written requests from the public.

- n. **Multi-track Processing.** A system that divides incoming FOI requests according to their complexity so that simple requests requiring relatively minimal review are placed in one processing track and more complex requests are placed in one or more other tracks. Requests granted expedited processing are placed in yet another track. Requests in each track are processed on a first in/first out basis.
- o. **Official Record/s.** Shall refer to information produced or received by a public officer or employee, or by the University in an official capacity or pursuant to a public function or duty.
- p. **Open Data.** Refers to publicly available data structured in a way that enables the data to be fully discoverable and usable by end users.
- q. **Partial Grant/Partial Denial.** When the University is able to disclose portions of the records in response to an FOI request, but must deny other portions of the request.
- r. **Pending Request or Pending Appeal.** An FOI request or administrative appeal for which the University has not yet taken final action in all respects. It captures anything that is open at a given time including requests that are well within the statutory response time.
- s. **Perfect Request.** An FOI request, which reasonably describes the records, sought and is made in accordance with the University's regulations.
- t. **Personal Information.** Shall refer to any information, whether recorded in a material form or not, from which the identify of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.
- u. **Proactive Disclosure.** Information made publicly available by the University without waiting for a specific FOI request. The University is posting on its website: <http://psu.palawan.edu.ph> a vast amount of material concerning its functions and mission.
- v. **Processed Request or Processed Appeal.** The number of requests or appeals where the University has completed its work and sent a final response to the requester.
- w. **Public Records.** Shall include information required by law, executive orders, rules, or regulations to be entered, kept, and made publicly available by the University.
- x. **Received Request or Received Appeal.** An FOI request or administrative appeal that the University has received within a fiscal year.
- y. **Referral.** When a government office locates a record that originated with, or is of otherwise primary interest to another agency, it will forward that record to the other agency to process the record and to provide the final determination directly to the requester. This process is called a "referral."
- z. **Sensitive Personal Information.** As defined in the Data Privacy Act of 2012, shall refer to personal information:

- (1) About an individual race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;
- (2) About an individual health, education, genetic or sexual life of a person, or to any proceedings for any offense committed or alleged to have committed by such person, the disposal of such proceedings or the sentence of any court in such proceedings;
- (3) Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
- (4) Specifically established by an executive order or an act of Congress to be kept classified.

aa. **Simple Request.** An FOI request that the University anticipates will involve a small volume of material or which will be able to be processed relatively quickly.

3. PROTECTION OF PRIVACY

While providing for access to information, the University shall afford full protection to a person's right to privacy, as follows:

- a. The University shall ensure that personal information, particularly sensitive personal information, in its custody or under its control is disclosed only as permitted by existing laws;
- b. The University shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure; and
- c. The FRO, FDM, or any employee or official who has access, whether authorized or unauthorized, to personal information in the custody of the University, shall not disclose that information except as authorized by existing laws.

4. STANDARD PROCEDURE (Please see the Flowchart in Annex "A")

4.1. Receipt of Request for Information

4.1.1. The FOI Receiving Officer (FRO) shall receive the request for information from the requesting party and check compliance of the following requirements:

- a. The request must be in writing;
- b. The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization; and
- c. The request shall reasonably describe the information requested, and the reason for, or purpose of, the request for information. (Please see Annex "B" for the standard request form).

The request can be made through email, provided that the requesting party shall attach in the email a scanned copy of the FOI request form, and a copy of a duly recognized government ID with photo.

4.1.2. In case the requesting party is unable to make a written request, because of illiteracy or due to being a person with disability, he or she may make an oral request, and the FRO shall reduce it in writing.

4.1.3. The request shall be stamped received by the FRO, indicating the date and time of the receipt of the written request, and the name, rank, title and position of the public officer who actually received it, with a corresponding signature and a copy, furnished to the requesting party. In case of email requests, the email shall be printed out and shall follow the procedure mentioned above, and be acknowledged by electronic mail. The FRO shall input the details of the request on the Request Tracking System and allocate a reference number.

4.1.4. The University must respond to requests promptly, within the fifteenth (15) working day following the date of receipt of the request. A working day is any day other than a Saturday, Sunday or a day which is declared a national public holiday in the Philippines. In computing for the period, Art. 13 of the New Civil Code shall be observed.

The date of receipt of the request will be either:

- a. The day on which the request is physically or electronically delivered to the University, or directly into the email inbox of a member of staff; or
- b. If the University has asked the requesting party for further details to identify and locate the requested information, the date on which the necessary clarification is received.

An exception to this will be where the request has been emailed to an absent member of staff, and this has generated an 'out of office' message with instructions on how to re-direct the message to another contact. Where this is the case, the date of receipt will be the day the request arrives in the inbox of that contact.

Should the requested information need further details to identify or locate, then the 15 working days will commence the day after it receives the required clarification from the requesting party. If no clarification is received from the requesting party after sixty (60) calendar days, the request shall be closed.

4.2. Initial Evaluation

After receipt of the request for information, the FRO shall evaluate the contents of the request.

4.2.1. ***Request relating to more than one office under the University:*** If a request for information is received which requires to be complied with, of different offices, the FRO shall forward such request to the said office concerned and ensure that it is well coordinated and monitor its compliance. The FRO shall also clear with the respective FROs of such offices that they will only provide the specific information that relates to their offices.

4.2.2. ***Requested information is not in the custody of the University or any of its offices:*** If the requested information is not in the custody of the University or any of its offices, following referral and discussions with the FDM, the FRO shall undertake the following steps:

- a. If the records requested refer to another Agency, the request will be immediately transferred to such appropriate Agency through the most expeditious manner and the transferring office must inform the requesting party that the information is not held within

the 15-working day limit. The 15-working day requirement for the receiving office commences the day after it receives the request.

- b. If the records refer to an office not within the coverage of EO No. 2, s. 2016, the requesting party shall be advised accordingly and provided with the contact details of that office, if known.

4.2.3. ***Requested information is already posted and available on-line***: Should the information being requested is already posted and publicly available in the University website, <http://psu.palawan.edu.ph>, the FRO shall inform the requesting party of the said fact and provide them the website link where the information is posted.

4.2.4. ***Requested information is substantially similar or identical to the previous request***: Should the requested information be substantially similar or identical to a previous request by the same requester, the request shall be denied. However, the FRO shall inform the applicant of the reason of such denial.

4.3. Transmittal of Request by the FRO to the FDM

After receipt of the request for information, the FRO shall evaluate the information being requested, and notify the FDM of such request. The copy of the request shall be forwarded to such FDM within one (1) day from receipt of the written request. The FRO shall record the date, time and name of the FDM who received the request in a record book with the corresponding signature of acknowledgement of receipt of the request.

4.4. Role of FDM in Processing the Request

Upon receipt of the request for information from the FRO, the FDM shall assess and clarify the request if necessary. He or she shall make all necessary steps to locate and retrieve the information requested. The FDM shall ensure that the complete information requested be submitted to the FRO within 10 days upon receipt of such request.

The FRO shall note the date and time of receipt of the information from the FDM and report to the University President or the designated officer, in case the submission is beyond the 10-day period.

If the FDM needs further details to identify or locate the information, he or she shall, through the FRO, seek clarification from the requesting party. The clarification shall stop the running of the 15-working day period and will commence the day after it receives the required clarification from the requesting party.

If the FDM determines that a record contains information of interest to another office, the FDM shall consult with the agency concerned on the disclosability of the records before making any final determination.

4.5. Role of FRO to Transmit the Information to the Requesting Party

Upon receipt of the requested information from the FDM, the FRO shall collate and ensure that the information is complete. He or she shall attach a cover/transmittal letter signed by the

University President or the designated officer and ensure the transmittal of such to the requesting party within 15 working days upon receipt of the request for information.

4.6. Request for an Extension of Time

If the information requested requires extensive search of the University's records facilities, examination of voluminous records, the occurrence of fortuitous events or other analogous cases, the FRO should inform the FRO.

The FRO shall inform the requesting party of the extension, setting forth the reasons for such extension. In no case shall the extension exceed twenty (20) working days on top of the mandated fifteen (15) working days to act on the request, unless exceptional circumstances warrant a longer period.

4.7. Notice to the Requesting Party of the Approval/Denial of the Request

Once the DM approved or denied the request, he or she shall immediately notify the FRO who shall prepare the response to the requesting party either in writing or by email. All actions on FOI requests, whether approval or denial, shall pass through the University President or his or her designated officer for final approval.

4.8. Approval of Request

In case of approval, the FRO shall ensure that all records that have been retrieved and considered be checked for possible exemptions, prior to actual release. The FRO shall prepare the letter or email informing the requesting party within the prescribed period that the request was granted and be directed to pay the applicable fees, if any.

4.9. Denial of Request

In case of denial of the request wholly or partially, the FRO shall, within the prescribed period, notify the requesting party of the denial in writing. The notice shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based. Failure to notify the requesting party of the action taken on the request within the period herein provided shall be deemed a denial of the request to information. All denials on FOI requests shall pass through the Office of the University President or to his or her designated officer.

5. REMEDIES IN CASE OF DENIAL OF REQUEST

A person whose request for access to information has been denied may avail himself of the remedy set forth below:

1. Administrative FOI Appeal to the University Central Appeals and Review Committee: Provided, that the written appeal must be verified and under oath. It must be filed by the same requesting party within fifteen (15) working days from the notice of denial or from the lapse of the period to respond to the request.
 - a. Denial of a request may be appealed by filing a written appeal to the University Central Appeals and Review Committee within fifteen (15) working days from the notice of denial or from the lapse of the period to respond to the request.
 - b. The appeal shall be decided by the University President upon the recommendation of the Central Appeals and Review Committee within thirty (30) working days from the filing of

said written appeal. Failure to decide within the 30-day period shall be deemed a denial of the appeal.

- c. The denial of the Appeal by the University President or the lapse of the period to respond to the request may be appealed further to the Palawan State University Board of Regents, which shall be processed and disposed in accordance with the prescribed period provided under this Manual and applicable laws, rules, and regulations.
 - d. After the decision of the PSU Board of Regents, it is understood that the requesting party has already exhausted administrative appeal remedies.
2. Upon exhaustion of administrative FOI appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

6. REQUEST TRACKING SYSTEM

The Palawan State University shall establish a system to trace the status of all requests for information received by it, which may be paper-based, on-line or both. Provided, that the University shall endeavor the procurement and use of the state-of-art facilities for its tracking system subject to applicable laws, rules, and regulations.

7. FEES

1. **No Request Fee.** The University shall not charge any fee for accepting requests for access to information.
2. **Reasonable Cost of Reproduction, Copying, and/or Delivery of the Information:** The FRO shall immediately notify the requesting party in case there shall be a reproduction, copying and/or delivery fee in order to provide the information. Such fee shall be the actual amount spent by the University in providing the information to the requesting party. The schedule of fees shall be posted by the University.
3. **Exemption from Fees:** The University may exempt any requesting party from payment of fees, upon request stating the valid reason why such requesting party shall not pay the fee.

8. INFORMATION EXEMPTED FROM THE COVERAGE OF THIS MANUAL

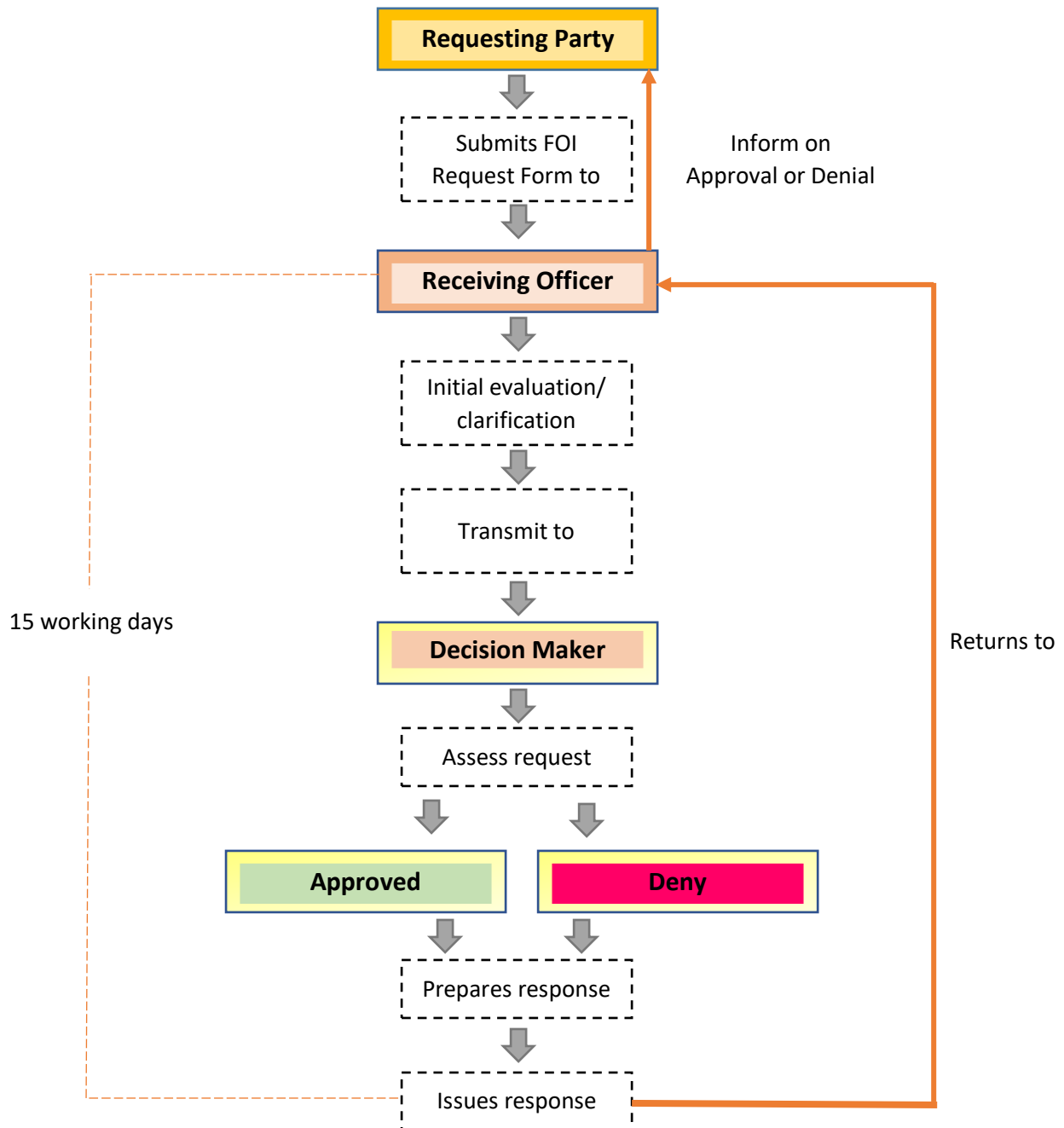
- a. The University shall come up with the list of exemptions (Annex "C") that will be categorized as Exemption from FOI as provided by the Office of the Executive Secretary.
- b. **List of Exemptions.** In addition to sensitive information as defined under this Manual, the documents shall not be released to any requesting party/ies, whose purpose other than internal use and reportorial compliance of the University; unless a proper court order is obtained with the specific instructions therein of producing the same, shall be those listed in Annex C hereof.

9. ADMINISTRATIVE LIABILITY

1. **Non-compliance with FOI.** Failure to comply with the provisions of this Manual shall be a ground for the following administrative penalties:
 - a. 1st Offense - Reprimand;
 - b. 2nd Offense - Suspension of one (1) to thirty (30) days; and
 - c. 3rd Offense - Dismissal from the service.
2. **Procedure.** The Revised Rules on Administrative Cases in the Civil Service shall be applicable in the disposition of cases under this Manual.
3. **Provisions for More Stringent Laws, Rules and Regulations.** Nothing in this Manual shall be construed to derogate from any law, any rules, or regulation prescribed by anybody or agency, which provides for more stringent penalties.

ANNEXES

Annex “A”
Palawan State University Standard Procedure in Securing Information
Pursuant to Executive Order No. 2, s. 2016



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and is NOT FOR SALE

Annex "B"
FOI Request Form



FOI Tracking Number:

FREEDOM OF INFORMATION REQUEST FORM
(Pursuant to Executive Order No. 2, s. 2016)

Please read the following information carefully before proceeding with your application. Use blue or black ink. Write neatly and in BLOCK Letters. Improper or incorrectly-filled out forms will not be acted upon. Tick or Mark Boxes with "X" where necessary.

A. Requesting Party

You are required to supply your name and address for correspondence. Additional contact details will help us deal with your application and correspond with you in the manner you prefer.

- | | | |
|--|--|-------------------|
| 1. Title (e.g. Mr, Mrs, Ms, Miss) | 2. Given Name/s (including M.I) | 3. Surname |
| _____ | _____ | _____ |
| 4. Complete Address (Apt/House Number, Street, City/Municipality, Province) | | |
| _____ | | |
| 5. Landline | 6. Mobile | 7. Email |
| _____ | _____ | _____ |
| 8. Preferred Mode of Communication | ☐ Landline ☐ Mobile Number ☐ Email ☐ Postal Address
(If your request is successful, we will be sending the documents to you this manner.) | |
| 9. Preferred Mode of Reply | ☐ Email ☐ Fax ☐ Postal Address ☐ Pick-up at Agency | |
| 10. Type of ID Given
(Please ensure your IDs Contain Your photo and signature) | ☐ Passport ☐ Driver's License ☐ SSS ID ☐ Postal ID ☐ Voter's ID | |

B. Requested Information

- | | |
|--|-------------------------|
| 11. Office/Unit (if applicable) | _____ |
| 12. Title of Document/Record Requested
(Please be as detailed as possible) | _____ |
| 13. Date or Period (DD/MM/YY) | _____ |
| 14. Purpose | _____

_____ |
| 15. Document Type | _____

_____ |
| 16. Reference Numbers (if known) | _____ |
| 17. Any Other Relevant Information | _____ |

C. Declaration

Privacy Notice: Once deemed valid, your information from your application will be used by the agency you have applied to, to deal with your application as set out in the freedom of Information Executive Order No. 2, s. 2016. If the University gives you access to a document, and if the document contains no personal information about you, the document will be published online in the University's disclosure log, along with your name and the date you applied, and, if another person, company or body will use or benefit from the documents sought, the name of that person, entity or body.

I declare that:

- The Information provided in the form is complete and correct;
- I have read the Privacy Notice;
- I have presented at least one (1) government-issued ID to establish proof of my identity

I Understand That if is an offense to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application.

Signature

Date Accomplished (DD/MM/YYYY)

D. FOI Receiving Officer (INTERNAL USE ONLY)

Name (Print Name)

Office/Unit

(if applicable, otherwise N/A)

Date entered of eFOI

(if applicable, otherwise N/A)

Proof of ID Presented (Photocopies of original should be attached) ☐ Passport ☐ Driver's License ☐ SSS ID ☐ Postal ID ☐ Voter's ID ☐ School ID ☐ Company ID ☐ Others _____

The request is recommended to be: ☐ Approved ☐ Denied

If Denied, please tick the reason for The Denial ☐ Invalid Request ☐ Incomplete ☐ Data already available Online

Second Receiving Officer Assigned

(print name)

Decision Maker Assigned to Application

(print name)

Decision on Application

If Denied, please tick the Reason For the denial

☐ Successful ☐ Partially Successful ☐ Denied ☐ Cost ☐ Invalid Request ☐ Incomplete ☐ Data already available time ☐ Exception ☐ Which Exception? _____

Date Request Finished (DD/MM/YYYY)

Date Documents (if any) Sent (DD/MM/YYYY)

FOI Registry Accomplished

☐ Yes

☐ No

RO Signature

Date (DD/MM/YYYY)

Annex “C”

List of Exemptions

The following records/documents are exempted from the coverage of this Manual, hence should not be released or disclosed to any requesting party/ies, whose purpose other than internal use and reportorial compliance of the University; unless a proper court order is obtained with the specific instructions therein of producing the same:

A. ADMINISTRATION AND MANAGEMENT

1. 201 Files
2. Academic rank evaluation documents under the National Budget Circular (NBC) No. 461 and its subsequent issuances
3. Accomplished eligibility and evaluation forms for project proposals
4. All reports not in the final form
5. Board committee report/s
6. Document specifically indicating the birthdate and age of the person concerned
7. Evaluation results for SUC levelling, AACCUP Accreditation, ISO Certification, IQUAME, and similar quality assurance evaluation processes
8. Filed cases (Court, Ombudsman and Sandiganbayan)
9. Financial report not yet audited by the Commission on Audit (COA)
10. General payroll of the university
11. Inter-office and inter-agency memorandum and correspondence
12. Individual performance commitment report (IPCR)
13. Investigation reports by committees or bodies duly constituted by the University President and/or PSU Board of Regents or duly constituted authority/ies
14. Judicial affidavit (Ombudsman, Sandiganbayan)
15. Live birth certificate
16. Medical examination results of the employees
17. Office recommendation as member of inter-agency task force/committee/body
18. Pay slip
19. Proceedings, Minutes, and Resolutions of the personnel selection for both the faculty and non-teaching personnel
20. Proceedings of anti-sexual harassment cases
21. Proceedings of any issue under the grievance machinery
22. Proceedings or notes during students' consultations with their respective advisers and counselling sessions
23. Results of the search for presidency of the university
24. Results of the search for private sector representatives
25. Statement of Assets, Liabilities, and Net Worth (SALN)

B. PROCUREMENT

1. Abstract of Bids
2. Minutes of TWG meetings
3. Proceedings and Minutes of the University Bids and Awards Committee (BAC)
4. Technical Working Group (TWG) recommendation/s

C. STUDENT RECORDS

1. Document specifically indicating the birthdate and age of the student concerned
2. Duly accomplished and processed student's enrolment form
3. Grade sheets, class cards and class records
4. Live birth certificate
5. Medical examination results of students
6. School credentials submitted by the student-applicant during enrolment period
7. Transcript of Records (TORs), Diploma, Certificate of Good Moral and Graduation

- D. Such document/s analogous of the foregoing as may be determined by the PSU Board of Regents upon the recommendation by the University President. In case that the documents requested are not found in the above list, EO No. 2, s. 2016 shall prevail.