

FREEDOM OF INFORMATION MANUAL

**MINDANAO STATE UNIVERSITY
TAWI-TAWI COLLEGE OF TECHNOLOGY AND OCEANOGRAPHY**



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Foreword

This Freedom of Information Manual is in compliance to the requirements of EO 2, s. 2016 and other Memorandum Circulars issued in relation to EO 2. This Manual is a modified version of the FOI Model crafted by the Presidential Communications Operation Office (PCOO), the designated lead agency in the implementation of EO No. 2, s. 2016.

Further, the Inter-Agency Task Force (IATF) issued Memo Circular No. 2017-1 requiring that for purposes of FY 2017 PBB, “SUCs should develop their FOI Manual pursuant to the requirements and provisions of EO No. 2, s. 2016.” Furthermore, the FOI Manual should be uploaded in the Transparency Seal in the Agency’s website.

In the light of the foregoing, this Manual identifies the persons responsible and provides the process by which the University shall deal with requests of information under EO No. 2 and manifests MSU – TCTO’s commitment to transparency in public service.

OFFICE OF INFORMATION, PRESS AND PUBLICATIONS

SECTION 1: OVERVIEW

1. **Purpose of the Manual:** The purpose of this Freedom of Information Manual (Manual) is to provide the process by which the University shall deal with requests of information received under Executive Order No. 2, s. 2016 on Freedom of Information (FOI). **(Annex A)**
2. **Structure of the Manual:** This manual sets out the definition of terms, standard operating procedures, remedies, fees, and administrative liability. It also provides for the relevant forms and other annexes.
3. **Coverage of the Manual:** The manual shall cover all requests for information directed to the University.
4. **Responsible Officers:** For purposes of the Manual, there shall be the Heads of the OFFICE OF INFORMATION, PRESS AND PUBLICATIONS (OIPP), the Vice-Chancellors (VCs), and the Chancellor.

SECTION 2: DEFINITION OF TERMS

1. **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 recordings, 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 any office of the University in connection with the performance or transaction of official business by the same.
2. **OFFICIAL RECORDS** shall refer to information produced or received by an officer or employee or by an office of the University in an official capacity or pursuant to a public function or duty.
3. **PERSONAL INFORMATION** shall refer to any information, whether recorded in a material form or not, from which the identity 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.
4. **PUBLIC RECORDS** shall include information required by laws, executive orders, rules, or regulations to be entered, kept, and made publicly available by a government office.
5. **SENSITIVE PERSONAL INFORMATION** shall be as defined in the Data Privacy Act of 2012 (Republic Act No. 10173), i.e., personal information:

- a. About an individual's race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;
- b. About an individual's health, education, genetic or sexual life of a person, or to any proceedings for any offense committed or alleged to have been committed by such person, the disposal of such proceedings or the sentence of any court in such proceedings;
- c. 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
- d. Specifically established by an executive order or an act of Congress to be kept classified.

SECTION 3. RIGHT TO INFORMATION

- 1. Access to Information:** The University 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 E. O. No. 2.
- 2. Exceptions:** Access to information shall be denied when the information falls under any of the exceptions. **(Annex B)**
- 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.
 - c. The OIPP, VCs, 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.

SECTION 4. STANDARD PROCEDURE

- 1. Request for Information:** All requests for information shall:
 - a. Be in writing and be accomplished using the prescribed form; **(Annex D)**

- b. Provide the full name and contact information of the requesting party including a valid government identification card with photograph and signature; and
- c. Reasonably describe the information requested, and the reason for, or purpose of, the request for information.

The request for information shall be made available in the offices of the University and on the University website.

If the OIPP determines that the request is not complete, the OIPP shall immediately return it and inform the requesting party to submit the complete form.

- 2. Manner of making Request:** A request for information shall be made by the requesting party by delivering it personally to the University, by sending it by mail, or by sending it by electronic mail.

In case the requesting party is unable to make a written request because of illiteracy or disability, he or she may make an oral request and the OIPP shall reduce it into writing. The requesting party shall sign the form.

- 3. Receipt of Request:** A complete request for information shall be signed and stamped received by the OIPP after it has been delivered to him/her by the personnel who actually delivered the request. The OIPP shall indicate the date and time of receipt and the name, rank, title and position of the said personnel at the receiving station.

For email requests sent on a non-working day, and during non-working hours, receipt shall be at the start of the working hours of the next working day. A confirmation email shall then be sent to the requesting party. For email requests to be considered received:

- 1. they must be sent to the OIPP at secretary.tcto@msu.edu.ph; and
- 2. an acknowledgement email must be sent to the requesting party within 1 working day; and
- 3. the cut-off time is at 4 p.m. of working day.

4. Period to Respond:

4.1 The University shall respond to the requesting party within fifteen (15) working days from the date of receipt of the complete request for information.

4.2 A working day is any day other than a Saturday, Sunday, or a day which is declared national public holiday in the Philippines. In computing for the period, Art. 13 of the Civil Code shall be observed.

The date of receipt shall be:

- (1) The date when the request is physically delivered to the University;
- (2) The date when the request is received by email by the University; or
- (3) The date when the request is electronically received by the University, provided that, when the request has been emailed to a University Employee who is absent and this has generated an 'out of office' message with instructions on how to re-direct the message to another contact, then it shall be the date when the request is electronically delivered to that contact.

4.3 The period may be extended whenever the request requires extensive search of the records facilities of the University, examination of voluminous records, or in case of the occurrence of fortuitous events or other analogous cases. The VC concerned upon the recommendation of the Head of the Office who has the custody of the information requested shall inform the OIPP, and the OIPP shall inform the requesting party of the extension, setting forth reasons for such extension. **(Annex E)**

In no case shall the extension exceed twenty (20) working days unless exceptional circumstances warrant a longer period.

5. Transmittal of Request: The OIPP shall forward the request for information to the Office concerned within one day from receipt and shall also inform the VC concerned that a request has been made. The OIPP shall record the date and time and the name of the VC concerned who received the request in a record book with the corresponding signature.

6. Response to the Request: Upon receipt of the request for information from the OIPP, the VC concerned shall assess the request. Response shall be relayed by the OIPP to the requesting party, by mail or by email.

6.1 Request Relates to More Than One Division/Unit: If the VC concerned needs details from different University units, clarification from said units shall be made.

6.2 Request Needs Clarification: If the VC concerned needs further details to identify or locate the information, clarification from the requesting party shall be made.
(Annex F)

This shall stop the running of the 15-day period, which will continue to run after the required details are received from the requesting party.

6.3 Approval of Request: Upon receipt of the requested information from the VC concerned, the OIPP shall collate the information, notify the requesting party in writing, and direct the party to pay any applicable fees. **(Annex G)**

6.4 Denial of Request: No request shall be denied by the VC concerned unless (i) the reason for the request is contrary to law or rules and regulations, or (ii) the request falls under the exceptions under the Inventory of Exceptions issued by the Office of the President **(Annex H)**. The OIPP shall notify the requesting party in writing, clearly setting forth the ground for denial and the circumstances on which the denial is based.

6.5 Requested Information is Substantially Similar or Identical to a Previous Request: The University shall not be required to act if, upon determination by the VC concerned, the requested information is substantially similar or identical to a previous request by the requesting party, whether the same has been granted or denied. The requesting party shall be advised accordingly. **(Annex I)**

6.6 Requested Information is Available On-Line: If the VC concerned determines that the requested information is already available on the UNIVERSITY website or any other government website covered by this E.O., the requesting party shall be advised accordingly and provided with the website link where the information is posted. **(Annex J)**

6.7 **Requested Information is not in the Custody of the UNIVERSITY:** If the VC concerned determines that the requested information refers to another government agency, the request shall be transferred to such appropriate government agency, copy furnished the requesting party. **(Annex K-1)**

If the government agency is not within the coverage of E. O. No. 2, the requesting party shall be advised accordingly and provided with the contact details of that office, if known. **(Annex K-2)**

SECTION 5. REMEDIES IN CASE OF DENIAL

- 1. In case of denial of a request for information, the requesting party may appeal to the Office of the Chancellor. The appeal shall be in writing and shall be filed within fifteen (15) working days from the denial or from the lapse of the period to respond to the request. The appeal shall be decided within thirty (30) working days from receipt of the appeal.
- 2. Upon the exhaustion of administrative appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

SECTION 6. REQUEST TRACKING SYSTEM

The University shall establish a system to trace the status of all requests for information received by it, which may be paper-based or on-line, or both.

SECTION 7. FEES

- 1. **No request Fee:** The University shall not charge any fee for accepting requests for information.
- 2. **Reasonable Cost of Reproduction and Copying of the Information:** The University may charge a reasonable fee to reimburse necessary costs, including actual costs of reproduction, copying, and digitization of the information required. The OIPP shall immediately notify the requesting party.
- 3. **Exemption from Fees:** The VCs may exempt any requesting party from payment of fees, upon submission of a written request stating the valid reason.

SECTION 8. 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 day to thirty days
 - c. 3rd Offense – Suspension of one month to six months
 - d. 4th Offense – Suspension of six months and one day to one year
 - e. 5th 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. **Provision for more Stringent Laws, Rules and Regulations:** Nothing in this Manual shall be construed to derogate from any law or rules or regulations prescribed by the Civil Service Commission which provide for more stringent penalties.

SECTION 9. FOI OFFICERS

| DESIGNATION | RESPONSIBLE OFFICE |
|-----------------------|--|
| FOI Receiving Officer | OFFICE OF INFORMATION, PRESS AND PUBLICATIONS (OIPP) |
| FOI Decision Maker | Department Head/ Vice Chancellor |
| FOI Appellate | Chancellor |

FOI Receiving Officer (OIPP)– receives all requests for information and forward the same to the appropriate office who has custody of the records; monitor all FOI requests and appeals; 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 MSU-TCTO Official Website.

FOI Decision Maker (DEPARTMENT HEAD/VCS) – conduct evaluation of the request for information and has the authority to grant the request, or deny it based on the following:

- a. The TCTO 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 unreasonably subsequent, identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the TCTO.

FOI Appellate- The Chancellor shall review and analyze the grant or denial of request of information and also provide expert advice to the OIPP Officer on the denial of such request.

SECTION 10. POSTING AND EFFECTIVITY

This Manual shall be posted on the University website upon its approval by the Board of Regents and shall take effect fifteen (15) days from the date of filing with the Office of the National Administrative Registrar.

Executive Order No. 02, s. 2016

ANNEX "A"

Signed on July 23, 2016

MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 02

OPERATIONALIZING IN THE EXECUTIVE BRANCH THE PEOPLE'S CONSTITUTIONAL RIGHT TO INFORMATION AND THE STATE POLICIES TO FULL PUBLIC DISCLOSURE AND TRANSPARENCY IN THE PUBLIC SERVICE AND PROVIDING GUIDELINES THEREFOR

WHEREAS, pursuant to Article 28, Article II of the 1987 Constitution, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law;

WHEREAS, Section 7, Article III of the Constitution guarantees the right of the people to information on matters of public concern;

WHEREAS, the incorporation of this right in the Constitution is a recognition of the fundamental role of free and open exchange of information in a democracy, meant to enhance transparency and accountability in government official acts, transactions, or decisions;

WHEREAS, the Executive Branch recognizes the urgent need to operationalize these Constitutional provisions;

WHEREAS, the President, under Section 17, Article VII of the Constitution, has control over all executive departments, bureaus and offices, and the duty to ensure that the laws be faithfully executed;

WHEREAS, the Data Privacy Act of 2012 (R.A. 10173), including its implementing Rules and Regulations, strengthens the fundamental human right of privacy, and of communication while ensuring the free flow of information to promote innovation and growth;

NOW, THEREFORE, I, RODRIGO ROA DUTERTE, President of the Philippines, by virtue of the powers vested in me by the Constitution and existing laws, do hereby order:

SECTION 1. Definition. For the purpose of this Executive Order, the following terms shall mean:

(a) "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 any government office pursuant to law, executive order, and rules

and regulations or in connection with the performance or transaction of official business by any government office.

(b) "Official record/records" shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.

(c) "Public record/records" shall include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.

SECTION 2. Coverage. This order shall cover all government offices under the Executive Branch, including but not limited to the national government and all its offices, departments, bureaus, offices, and instrumentalities, including government-owned or -controlled corporations, and state universities and colleges. Local government units (LGUs) are encouraged to observe and be guided by this Order.

SECTION 3. Access to information. Every Filipino shall have access to information, official records, public records and to documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development.

SECTION 4. Exception. Access to information shall be denied when the information falls under any of the exceptions enshrined in the Constitution, existing law or jurisprudence.

The Department of Justice and the Office of the Solicitor General are hereby directed to prepare an inventory of such exceptions and submit the same to the Office of the President within thirty (30) calendar days from the date of effectivity of this Order.

The Office of the President shall thereafter, immediately circularize the inventory of exceptions for the guidance of all government offices and instrumentalities covered by this Order and the general public.

Said inventory of exceptions shall periodically be updated to properly reflect any change in existing law and jurisprudence and the Department of Justice and the Office of the Solicitor General are directed to update the inventory of exceptions as the need to do so arises, for circularization as hereinabove stated.

SECTION 5. Availability of SALN. Subject to the provisions contained in Sections 3 and 4 of this Order, all public officials are reminded of their obligation to file and make available for scrutiny their Statements of Assets, Liabilities and Net Worth (SALN) in accordance with existing laws, rules and regulations, and the spirit and letter of this Order.

SECTION 6. Application and Interpretation. There shall be a legal presumption in favor of access to information, public records and official records. No request for information shall be denied unless it clearly falls under any of the exceptions listed in the inventory or updated inventory of exceptions circularized by the Office of the President provided in the preceding section.

The determination of the applicability of any of the exceptions to the request shall be the responsibility of the Head of the Office which is in custody or control of the information, public record or official record, or the responsible central or field officer duly designated by him in writing.

In making such determination, the Head of the Office or his designated officer shall exercise reasonable diligence to ensure that no exception shall be used or availed of to deny any request for information or access to public records, or official records if the denial is intended primarily and purposely to cover up a crime, wrongdoing, graft or corruption.

SECTION 7. Protection of Privacy. While providing access to information, public records, and official records, responsible officials shall afford full protection to the right to privacy of the individual as follows:

- (a) Each government office per Section 2 hereof shall ensure that personal information in its custody or under its control is disclosed or released only if it is material or relevant to the subject-matter of the request and its disclosure is permissible under this order or existing law, rules or regulations;
- (b) Each government office must protect personal information in its custody or control by making reasonable security arrangements against leaks or premature disclosure of personal information which unduly exposes the individual whose personal information is requested, to vilification, harassment or any other wrongful acts.
- (c) Any employee, official or director of a government office per Section 2 hereof who has access, authorized or unauthorized, to personal information in the custody of the office, must not disclose that information except when authorized under this order or pursuant to existing laws, rules or regulation.

SECTION 8. People's Freedom to Information (FOI) Manual. For the effective implementation of this Order, every government office is directed to prepare within one hundred twenty (120) calendar days from the effectivity of this Order, its own People's FOI Manual, which shall include among others the following provisions:

- (a) The location and contact information of the head, regional, provincial, and field offices, and other established places where the public can obtain information or submit requests;
- (b) The person or office responsible for receiving requests for information;
- (c) The procedure for the filing and processing of the request as specified in the succeeding section 8 of this Order.
- (d) The standard forms for the submission of requests and for the proper acknowledgment of requests;
- (e) The process for the disposition of requests;
- (f) The procedure for the administrative appeal of any denial for access to information; and
- (g) The schedule of applicable fees.

SECTION 9. Procedure. The following procedure shall govern the filing and processing of request for access to information:

- (a) Any person who requests access to information shall submit a written request to the government office concerned. The request shall state the name and contact information of the requesting party, provide valid proof of his identification or authorization, reasonably describe the information requested, and the reason for, or purpose of, the request for information: Provided, that no request shall be denied or refused acceptance unless the reason for the request is contrary to law, existing rules and regulations or it is one of the exceptions contained in the inventory or updated inventory of exception as hereinabove provided.
- (b) The public official receiving the request shall provide reasonable assistance, free of charge, to enable, to enable all requesting parties and particularly those with special needs, to comply with the request requirements under this Section.
- (c) The request shall be stamped by the government office, indicating the date and time of receipt and the name, rank, title and position of the receiving public officer or employee with

the corresponding signature, and a copy thereof furnished to the requesting party. Each government office shall establish a system to trace the status of all requests for information received by it.

(d) The government office shall respond to a request fully compliant with requirements of sub-section (a) hereof as soon as practicable but not exceeding fifteen (15) working days from the receipt thereof. The response mentioned above refers to the decision of the agency or office concerned to grant or deny access to the information requested.

(e) The period to respond may be extended whenever the information requested requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.

(f) Once a decision is made to grant the request, the person making the request shall be notified of such decision and directed to pay any applicable fees.

SECTION 10. Fees. Government offices shall not charge any fee for accepting requests for access to information. They may, however, charge a reasonable fee to reimburse necessary costs, including actual costs of reproduction and copying of the information required, subject to existing rules and regulations. In no case shall the applicable fees be so onerous as to defeat the purpose of this Order.

SECTION 11. Identical or Substantially Similar Requests. The government office shall not be required to act upon an unreasonable subsequent identical or substantially similar request from the same requesting party whose request from the same requesting party whose request has already been previously granted or denied by the same government office.

SECTION 12. Notice of Denial. If the government office decides to deny the request, in whole or in part, it shall as soon as practicable, in any case within fifteen (15) working days from the receipt of the request, notify the requesting party 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 stipulated shall be deemed a denial of the request for access to information.

SECTION 13. Remedies in Cases of Denial of Request for Access to Information.

(a) Denial of any request for access to information may be appealed to the person or office next higher in the authority, following the procedure mentioned in Section 7 (f) of this Order: Provided, that the written appeal must be filed by the same person making the request within fifteen (15) working days from the notice of denial or from the lapse of the relevant period to respond to the request.

(b) The appeal be decided by the person or office next higher in authority within thirty (30) working days from the filing of said written appeal. Failure of such person or office to decide within the afore-stated period shall be deemed a denial of the appeal.

(c) Upon exhaustion of administrative appeal remedies, the requesting part may file the appropriate case in the proper courts in accordance with the Rules of Court.

SECTION 14. Keeping of Records. Subject to existing laws, rules, and regulations, government offices shall create and/or maintain accurate and reasonably complete records of important information in appropriate formats, and implement a records management system that facilitates easy identification, retrieval and communication of information to the public.

SECTION 15. Administrative Liability. Failure to comply with the provisions of this Order may be a ground for administrative and disciplinary sanctions against any erring public officer or employee as provided under existing laws or regulations.

SECTION 16. Implementing Details. All government offices in the Executive Branch are directed to formulate their respective implementing details taking into consideration their mandates and the nature of information in their custody or control, within one hundred twenty (120) days from the effectivity of this Order.

SECTION 17. Separability Clause. If any section or part of this Order is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force or effect.

SECTION 18. Repealing Clause. All orders, rules and regulations, issuances or any part thereof inconsistent with the provisions of this Executive Order are hereby repealed, amended or modified accordingly: Provided, that the provisions of Memorandum Circular No. 78 (s. 1964), as amended, shall not be deemed repealed pending further review.

SECTION 19. Effectivity. This Order shall take effect immediately upon publication in a newspaper of general circulation.

DONE, in the City of Manila, this 23rd day of July in the year of our Lord two thousand and sixteen.

(Sgd.) **RODRIGO ROA DUTERTE**
President of the Philippines

By the President:

(Sgd.) **SALVADOR C. MEDIALDEA**
Executive Secretary

REVISED

ANNEX “B”

**LIST OF
EXCEPTIONS**

**(Access to
Information)**

A. MANAGEMENT, ADMINISTRATIVE, ACADEMIC AND PERSONNEL RECORDS

1. Results of the Search for Deanship of the Colleges
2. Proceedings, Minutes and Resolutions of the Human Resource Management Office for both the Faculty and Non-Teaching Personnel
3. Financial Reports not yet audited by the COA
4. All reports not in the final form
5. Inter-office and inter-agency memorandum and correspondence
6. Campus Committee Report/s
7. Proceedings of anti-sexual harassment cases
8. Proceedings of any issue under the grievance machinery
9. Investigation Reports of committees or bodies duly constituted by the Chancellor and/or MSU Board of Regents or duly constituted authority/ies
10. Office Performance Commitment Reports (OPCRs) and Individual Performance Commitment Reports (IPCRs)
11. 201 Files of all employees
12. Academic Rank Evaluation Documents
13. SALN
14. Live Birth Certificate of employees
15. Document specifically indicating the birthdate and age of the person concerned
16. Proceedings or notes during students’ consultations with their respective advisers and counseling sessions
17. General Payroll of the University
18. Pay Slip
19. Medical and Psychological examination results of the employees
20. All pending cases involving the University and its employees
21. Minutes of Academic, Administrative and Research and Extension Council Meetings

B. PROCUREMENT RECORDS:

1. Proceedings and Minutes of the University Bids and Awards Committee
2. Abstract of Bids
3. Technical Working Group (TWG) recommendations
4. Minutes of TWG Meetings and recommendations
5. Accomplished eligibility and evaluation forms for project proposals

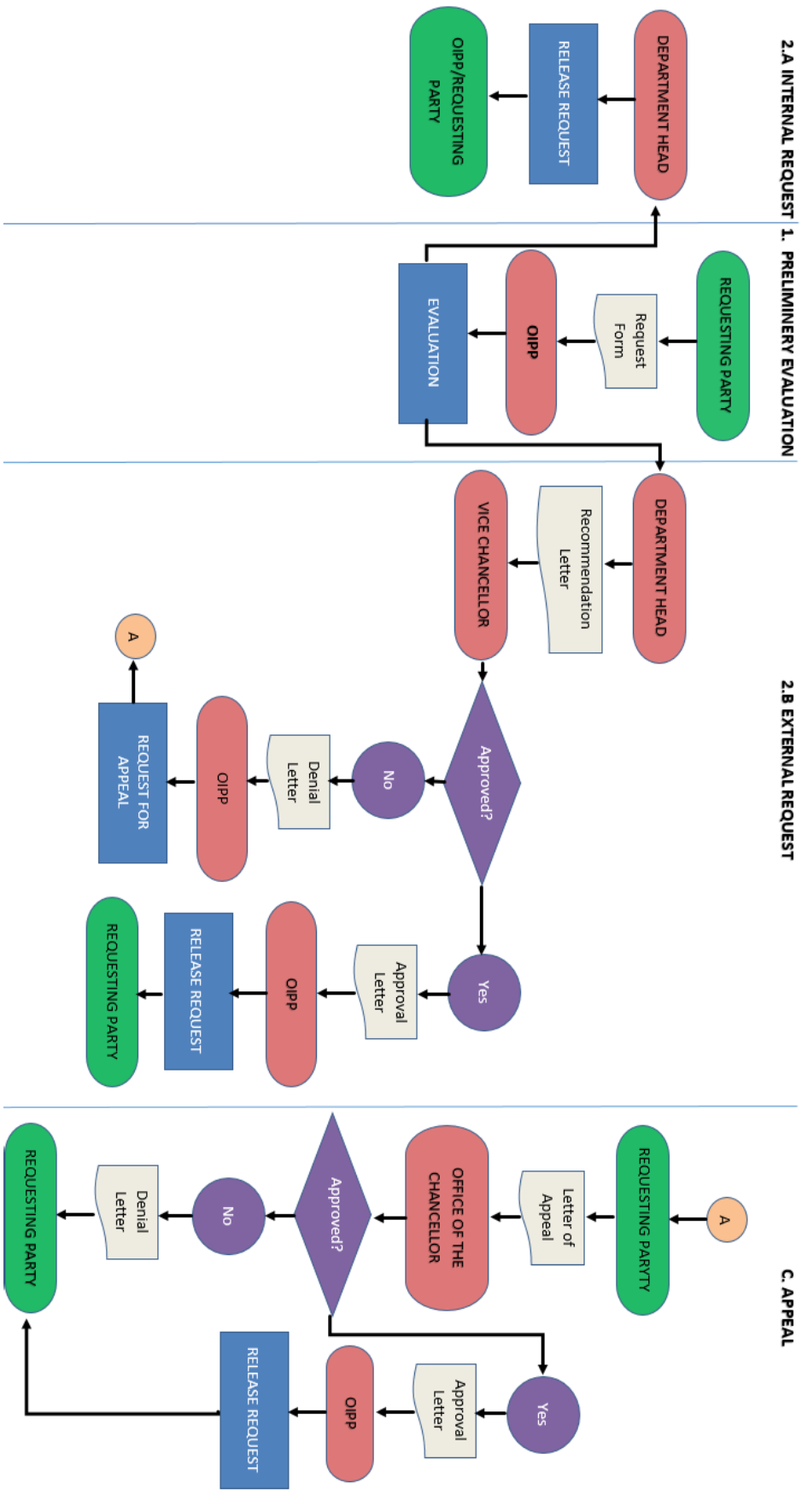
C. STUDENTS' RECORDS:

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

D. Such document/s analogous to the foregoing as maybe determined by the Management. In case that the documents requested are not found in the above list, EO No. 2 shall prevail

Note: Revision shall be done regularly to update with the existing laws.

FLOW CHART



ANNEX "C"

ANNEX “C-1”

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

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. Title (e.g. Mr., Mrs., Ms., Miss

3. Surname

◀ _____

◀ _____

◀ _____

1. Complete Address (Apt/House No., Street, City/Municipality, Province)

◀ _____

2. Landline/Fax

3. Mobile

4. Email

◀ _____

◀ _____

◀ _____

5. Preferred Mode of Reply

☐ Landline

☐ 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

☐ Voter's ID

☐ School ID

☐ Company ID

☐ Postal ID

☐ others

B. Requested Information

11. Title of document/Record Requested
(Please be as detailed as possible)

◀ _____

12. Date or Period (DD/MM/YY)

◀ _____

13. Purpose

◀ _____

14. Document Type

◀ _____

15. Reference Numbers (if known)

◀ _____

16. Any other Relevant Information

◀ _____

C. Declaration

Privacy Notice: Once deemed valid, your information from your application will be used by the University, to deal with your application as set out in the Freedom of Information Executive Order No. 2. 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 it 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. Receiving Officer [INTERNAL USE ONLY]

Name (Print name)

◀ _____

Agency-Connecting Agency
(if applicable, otherwise N/A)

◀ _____

Date (if applicable, otherwise N/A)

◀ _____

Proof of ID Presented (Photocopies of original should be attached)

☐ **Passport** ☐ **Driver's License** ☐ **SSS ID** ☐ **Voter's ID**
☐ **School ID** ☐ **Company ID** ☐ **Postal ID** ☐ **others**

The request is recommended to be

☐ **Approved** ☐ **Denied**

If denied, please pick 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

☐ **Successful** ☐ **Partially Successful** ☐ **Denied** ☐ **Cost**
☐ invalid request ☐ Incomplete ☐ Data already available online
☐ Exception Which Exception?

If denied, please pick the reason for the denial

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 “D”
FOI RESPONSE TEMPLATE - Extension of Time

DATE

Dear _____,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information.

Your request

You asked for <quote request exactly, unless it is too long/complicated>.

Reason for extension of time

Thank you.

Respectfully,

OIPP Officer

ANNEX “E”
FOI RESPONSE TEMPLATE - Clarification

DATE

Dear _____,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information.

Your request

You asked for <quote request exactly, unless it is too long/complicated>.

Further clarification as follows:

Thank you.

Respectfully,

OIPP Officer

ANNEX “F”

FOI RESPONSE TEMPLATE - Approval and Payment of Fees

DATE

Dear _____,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information.

Your request

You asked for <quote request exactly, unless it is too long/complicated>.

Response to your request (payment required)

Your FOI request is approved. Please pay as follows the required fees:

Thank you.

Respectfully,

OIPP Officer

ANNEX “G”

FOI RESPONSE TEMPLATE - Under Exceptions

DATE

Dear _____,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information.

Your request

You asked for <quote request exactly, unless it is too long/complicated>.

Response to your request

While our aim is to provide information whenever possible, in this instance we are unable to provide [some of] * the information you have requested because an exception(s) under section(s) <insert specific section number(s) of the List of Exceptions applies to that information>. The reasons why that exemption(s) applies are explained in the Annex to this letter.

Your right to request a review

If you are unhappy with this response to your FOI request, you may make an appeal by writing to the Chancellor at secretary.tcto@msu.edu.ph. Your appeal should explain why you are dissatisfied with this 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 workings days from the date when we receive your appeal.

Thank you.

Respectfully,

OIPP Officer

ANNEX “H”

FOI RESPONSE TEMPLATE - Identical Request

DATE

Dear _____,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information.

Your request

You asked for <quote request exactly, unless it is too long/complicated>.

Response to your request

While our aim is to provide information whenever possible, in this instance we are unable to provide the information you have requested because it is substantially similar or identical to a previous request that you made on <insert date of previous request>, which we responded to on <insert date of response>.

Your right to request a review

If you are unhappy with this response to your FOI request, you may make an appeal by writing to the Chancellor at secretary.tcto@msu.edu.ph. Your appeal should explain why you are dissatisfied with this 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 workings days from the date when we receive your appeal.

Thank you.

Respectfully,

OIPP Officer

ANNEX “I”

FOI RESPONSE TEMPLATE - Document Available Online

DATE

Dear _____,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information.

Your request

You asked for <quote request exactly, unless it is too long/complicated>.

Response to your request

[Some/Most/All] of the information you have requested is already available online from <add details of where that specific information can be obtained e.g. data.gov.ph, foi.gov.ph or other government websites>.

Your right to request a review

If you are unhappy with this response to your FOI request, you may make an appeal by writing to the Chancellor at secretary.tcto@msu.edu.ph. Your appeal should explain why you are dissatisfied with this 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 workings days from the date when we receive your appeal.

Thank you.

Respectfully,

OIPP Officer

ANNEX “J-1”

FOI RESPONSE TEMPLATE - Document Not Available

DATE

Dear _____,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information.

Your request

You asked for <quote request exactly, unless it is too long/complicated>.

Response to your request

While our aim is to provide information whenever possible, in this instance this Office does not have [some of] * the information you have requested. However, you may wish to contact <insert name of other authority/organization> at<insert contact details. Who may be able to help you. The reasons why we do not have the information are explained in the Annex to this letter.

Your right to request a review

If you are unhappy with this response to your FOI request, you may make an appeal by writing to the Chancellor at secretary.tcto@msu.edu.ph. Your appeal should explain why you are dissatisfied with this 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 workings days from the date when we receive your appeal.

Thank you.

Respectfully,

OIPP Officer

ANNEX “J-2”

FOI RESPONSE TEMPLATE - Available in other Agency

DATE

Dear _____,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information .

Your request

You asked for <quote request exactly, unless it is too long/complicated>.

Response to your request

Requested information may be sought from government agency cited below:

Thank you.

Respectfully,

OIPP Officer