

REPUBLIC OF THE PHILIPPINES  
**WEST VISAYAS STATE UNIVERSITY**  
La Paz, Iloilo City

**FREEDOM  
OF  
INFORMATION MANUAL**

PURSUANT TO EXECUTIVE ORDER NO. 02, SERIES OF 2016  
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 THEREFORE

**Approved by the WVSU Board of Regents**

Per BOR Resolution No. 86-2017

Dated September 9, 2017

**Revised**

Per BOR Resolution No. 17-2020

Dated April 29, 2020

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## Section 1. Overview

1. **Title.** This shall be known as the West Visayas State University Freedom of Information Manual, hereinafter referred to as the WVSU FOI Manual.
2. **Legal Bases of Promulgation.** Article 11, Section 28 of the 1987 Constitution provides that the State shall adopt and implement a policy of full and public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law. Article 111, Section 7 of the Constitution, guarantees the right of the people to information on matters of public concern.

In order to implement the constitutional provisions, the President Rodrigo Roa Duterte issued Executive Order (EO) No. 2 (s. 2016) which directs every government office to prepare its own Freedom of Information Manual (FOI).

In recognition of the human right of privacy and the role of free and open exchange of information in democracy in enhancing transparency and accountability in official government acts, the West Visayas State University (WVSU) formulated the original WVSU FOI Manual in 2017.

3. **Objectives.** In line of the provisions set forth in EO No. 2, series of 2016, the WVSU FOI Manual aims to achieve the following objectives:
  - 3.1. Facilitate access to information through the most efficient and expeditious manner in line with the procedures in this Manual;
  - 3.2. Promote transparency in the exercise of the University's mandate and functions; and
  - 3.3. Uphold the fundamental right of the public to free flow of information.
4. **Structure.** This Manual prescribes rules and procedures to be followed by the WVSU System when a request for access of information is received. The University President is responsible for all actions carried out under this Manual. He/she may designate at least a 3<sup>rd</sup> level permanent plantilla official as FOI Decision Maker (FDM) as deemed appropriate.
5. **Scope.** This Manual covers all requests for information directed to WVSU pursuant to the abovementioned EO following the prescribed procedures set forth herein.
6. **FOI Receiving Officer.** There shall be at least one (1) FOI Receiving Officer (FRO) per campus and the University Medical Center. He/She shall be designated by the University President upon the recommendation of the Campus Administrators or the Medical Center Chief as the case. The FRO shall preferably be the Records Officer.

The FRO receives all requests for information and forwards the same to the FDM; monitors all FOI requests and appeals; provides assistance and support to the public and staff with regards to FOI; compiles statistical information as required; conducts initial evaluation of the request; and advises the concerned person requesting the information.

7. **FOI Decision Maker.** The FDM is a 3<sup>rd</sup> ranking University official who was appointed by the University President, and vested with the authority to receive, conduct an evaluation, decide whether to grant or deny a FOI request based on the recommendation of the FRO.
8. **Central Appeals and Review Committee.** The CARC is composed of at least three (3) permanent personnel, designated by the University President to review and analyze the denial of the request for information and/or cost. This Committee also provides expert advice to the University President on the denial of such request.

The CARC shall (a) receive, review, evaluate, and assess the appeal on the denial of the request for information; (b) determine if the appeal was filed within the period provided under EO No. 2, s. 2016; (c) recommend to the head of agency the actions on the appeal filed by the requesting party; (d) ensure that the appeal be decided within thirty (30) working days from the filing of said appeal; (e) provide expert advice to the head of agency on denial of said request for information; and (f) implement the decision of the head of agency regarding the appeal.

## **Section 2. Definition of Terms**

1. **3<sup>rd</sup> Level Permanent Plantilla Official.** An official whose position is included in the authorized positions created by DBM, and who is appointed/designated to a rank that is two levels lower than the agency head.

In the case of WVSU, the University President is considered the agency head and thus the first in rank. This being the case, the second in rank would have to be unit heads immediately under the President of WVSU. The third in rank would be the unit heads under the 2<sup>nd</sup> ranking officials.

2. **Administrative FOI Appeal.** An independent review of the decision made by a FDM in response to a FOI request. Requesting parties who are dissatisfied with the response made on their initial request have a right to appeal the decision to an office within the agency, which will then conduct an independent review.
3. **Annual FOI Report.** A report to be filed each year with the Presidential Communications Operations Office (PCOO) by all government agencies detailing the administration of the FOI. Annual FOI Reports contain detailed statistics on the number of FOI requests and appeals received, processed, and pending at each government office.
4. **Consultation.** When a government office locates a record that contains information of interest to an entity, it will ask for the views of that entity, whether the records are disclosable or not, before any final decision is made. This process is called a "consultation."
5. **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.

6. **Denied Request.** When the government agency cannot release any records in response to an FOI Request because the requested information is among the exceptions or no records responsive to the request could be located. Therefore the information cannot be disclosed in its entirety.
7. **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.
8. **Freedom of Information (FOI).** Program of the Philippine Government that gives the Filipino people the right 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.
9. **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.
10. **FOI Request.** A request submitted to a government office through the standard, pen and paper, or by electronic means asking for documents/records on any topic. An FOI request can generally be made by any Filipino to any government office.
11. **Information.** 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.
12. **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.
13. **Invalid Request.** A request is invalid if :
  - a. the purpose stated in the request is considered to be irrelevant or inappropriate;
  - b. there are any misleading/fabricated/fictitious information regarding the requestor's identity;

- c. the requestor cannot provide a valid identification card/ proof of identity
  - d. the requestor is not a Filipino citizen.
14. **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.
  15. **Official Records.** Any 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.
  16. **Online Request.** An electronic request submitted through the online FOI Portal which can be accessed using the address, [foi.gov.ph](http://foi.gov.ph).
  17. **Open Data.** Publicly available data structured in a way that enables the data to be fully discoverable and usable by end-users.
  18. **Partially Successful Request.** When a government agency is able to disclose portions of the records in response to an FOI request, but must deny other portions of the request.
  19. **Pending Request or Pending Appeal.** FOI request or administrative appeal for which a government agency has not yet taken final action in all respects. It takes into account anything that is open at a given time including requests that are well within the statutory response time.
  20. **Personal Information.** 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.
  21. **Proactive Disclosure.** Information made publicly available by government agencies without waiting for a specific FOI request. Government agencies now post on their websites a vast amount of material concerning their functions and mission.
  22. **Processed Requests or Processed Appeals.** Requests or appeals the agency has completed and has sent a final response to the requestor.
  23. **Public Records.** Includes information required by laws, executive orders, rules, or regulations to be entered, kept, and made publicly available by a government office.
  24. **Received Requests or Request Appeals.** An FOI request or administrative appeal that an agency has received within a fiscal year.

25. **Referral.** When the University locates a record that originated with, or is of otherwise primary interest to another WVSU campus, it will forward that record to the other WVSU campus to process the record and to provide the final determination directly to the requestor. This process is called a “referral.”
26. **Requestor.** Any Filipino citizen requesting information from the University.
27. **Revised Rule on Administrative Cases.** Rules that apply to all disciplinary and non-disciplinary administrative cases brought before the Civil Service Commission, agencies and instrumentalities of the National Government, local government units, and government-owned or controlled corporations with original charters except as may be provided by law.
28. **Sensitive Personal Information.** Information about:
- a. A person’s race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations, health, education, genetic or sexual life;
  - b. 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;
  - c. Information 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.
29. **Simple Request.** A FOI request that an agency anticipates will involve a small volume of material or which will be able to be processed relatively quickly.
30. **Standard Request.** A request done through pen and paper.
31. **Successful Request.** When a government agency is able to disclose all records in full in response to an FOI request.
32. **Valid government issued identification (ID).** Any document ID issued by the Philippine government that bears information about a person. Examples are voter’s ID, GSIS, SSS, driver’s license, postal ID, Passport, company ID, birth certificate. Such document should be readable, authentic and has validity that can be verified.
33. **Working Day.** 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.
34. **WVSU System.** Collective consideration of the Main Campus, the Satellite campuses in Calinog, Himamaylan, Janiway, Lambuano, and Pototan, and the University Medical Center of West Visayas State University.

35. **www.wvsu.edu.ph.** The official website of the WVSU System that can be accessed by the general public online.

### **Section 3. Promotion of Openness in Government**

**A. Duty to Publish Information.** The WVSU System shall regularly publish, print and disseminate at no cost to the public and in an accessible form, in conjunction with Republic Act 9485, or the Anti-Red Tape Act of 2007, and through their website, timely, true, accurate and updated key information including, but not limited to:

1. A description of its mandate, structure, powers, functions, duties and decision-making processes;
2. A description of the frontline services it delivers and the procedure and length of time by which they may be availed of;
3. The names of its key officials, their powers, functions and responsibilities, and their profiles and curriculum vitae;
4. Work programs, development plans, investment plans, projects, performance targets and accomplishments, and budgets, revenue allotments and expenditures;
5. Important rules and regulations, orders or decisions;
6. Current and important database and statistics that it generates;
7. Bidding processes and requirements; and
8. Mechanisms or procedures by which the public may participate in or otherwise influence the formulation of policy or the exercise of its powers.

**B. Accessibility of Language and Form.** The WVSU System shall endeavour to translate key information into major Filipino languages and present them in popular form and means. The various units may translate the Manual into local dialect if they deem it necessary. Translation should however be within the scope of the Manual.

**C. Keeping of Records.** The WVSU System shall create and/or maintain in appropriate formats, accurate and reasonably complete documentation or records, policies, transactions, decisions, resolutions, enactments, actions, procedures, operations, activities, communications and documents received or filed with them and the data generated or collected.



## **Section 4 – Protection of Privacy**

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

1. Ensure that personal information, particularly sensitive personal information, in its custody or under its control is disclosed only as permitted by existing laws;
2. Protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure;
3. Ensure that no employee or official who has access, whether authorized or unauthorized, to personal information in the custody of the West Visayas State University System, shall disclose such information except as authorized by existing laws.

## **Section 5 – Standard Procedure**

### **A. RECEIPT OF REQUEST FOR INFORMATION**

- A.1 The FRO receives the request for information from the requestor through standard (paper based) or electronic (eFOI) mode and check for compliance of the following requirements:
- 1.1 If the requestor has stated his/her name and contact information and has provided valid proof of identification or authorization; and
  - 1.2 If the requestor has reasonably described the information requested, and the reason for, or purpose of, the request for information (See Annex B).
- A2 Individuals with special needs may make a request with the assistance of the FRO or any responsible companion.
- A3 The FRO stamps "RECEIVED" on the accomplished form, indicating the time and date the request was received, as well as the name, rank, title, and position of the public officer who actually received it, with the corresponding signature and a copy, furnished to the requestor.
- A4 The FRO records the request in the FOI Registry Sheet
- A5 The WVSU System responds to any FOI request within fifteen (15) working days following the date of receipt of the request.

The date of the receipt of the request will either be:

- a. The day on which the request is physically or electronically delivered to the WVSU;

- b. If the WVSU has asked the requestor for further details or identify and locate the requested information, the date on which the necessary clarification is received.

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 requestor. If no clarification is received from the requestor after 60 calendar days, this request shall be closed.

## **B. INITIAL EVALUATION**

After receipt of the request for information, the FRO evaluates the contents of the request.

1. If the requested information is found in a different WVSU Campus, the FRO refers the request to the FRO concerned and inform the requestor of such referral.
2. If the requested information is not in the custody of the WVSU System, the FDM denies the request indicating such reason. The FRO informs the requestor of the denial and the entity where he/she can request the information.
3. If the information being requested is already posted and publicly available in the WVSU website, and or at data.gov.ph, the FRO provides the requestor of the said fact and provide him/her with the proper website link where the information is posted.
4. If the requested information is substantially similar or identical to a previous request by the same requestor, the FRO verifies the request from the requestor regarding the repetition of the act. Thereafter, the FRO informs the requestor the cause of the denial or consequences or any action taken on request.

## **C. TRANSMITTAL REQUEST BY THE FRO TO THE FDM**

After receipt of the FOI request, the FRO shall evaluate and forward it to the FDM within one (1) day from the receipt of the request.

## **D. PROCESSING THE REQUEST**

Upon receipt of the request for information, from the FRO, the FDM assesses and clarifies the necessity or validity of the request. He or she makes all necessary steps to locate and retrieve the information requested. (a) For standard requests, the FDM ensures that the information requested is provided to the FRO within ten (10) days upon receipt of such request; (b) For online requests, the FDM ensures that the complete information requested be sent directly to the requestor within ten (10) days upon receipt of the request.

The FRO notes the date of receipt of the information from the FDM and reports to the University President in case the compliance exceeds the 10-day period. If the FDM needs further details to identify or locate the information, he/she, through the FRO, will seek clarification from the requesting party. The clarification stops the counting of the 15 working day period and continues the day after it receives the clarification from the requesting party.

If the FDM determines that a record contains information of interest to another agency, the FDM consults the agency concerned, whether the records are disclosable or not, before making any final decision.

#### **E. RELEASING THE REQUESTED INFORMATION TO THE REQUESTOR**

Upon receipt of the requested information from the FDM, the FRO collates and ensures the information is complete. The requestor pays the production cost, if there are any, and the FRO releases the information to the requestor upon presentation of the claim slip.

### **Section 6 - Remedies in Case of Denial**

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

1. Administrative FOI Appeal to the WVSU Central Appeals and Review Committee: Prided, that the written appeal is filed by the same requestor within fifteen (15) calendar days from the notice of denial.
  - a. Denial of the Appeal by the FDM may be appealed by filing a written appeal to the Central Appeals and Review Committee within fifteen (15) calendar days from the notice of denial.
  - b. The University President evaluates and decides whether to approve or deny the appeal, upon the recommendation of the Central Appeals and Review Committee, within thirty (30) working days from the filing of said written appeal.
  - c. The denial of the Appeal by the University President may be appealed further to the WVSU Board of Regents. The appeal is processed and disposed in accordance with the prescribed period provided under these Manual and applicable laws, rules, and regulations.

Upon exhaustion of administrative FOI appeal remedies, the requesting party or requestor may file the appropriate judicial action in accordance with Rules of Court.

## **Section 7 - Request Tracking System**

The West Visayas State University System, through the collaboration of the FRO and the Management Systems Information (MIS) Office, establishes a system to trace the status of all requests for information received, which may be paper-based, online or both. Provided, that the University endeavors the procurement and use of the state-of-art facilities for the tracking system subject to applicable laws, rules, and regulations.

## **Section 8 – Fees**

- A. **No Request Fee.** As a general policy, the University shall not charge any fee in accessing the information.
- B. **Reasonable Cost of Reproduction and Copying of the Information.** The FRO shall immediately notify the requestor in case there shall be any reproduction and copying fee in order to provide the information. Such fee shall be the sufficient to cover the expenses in providing the information to the requestor.
- C. **Exemptions from Fees.** During filing, the University may exempt any requestor from payment of fees due to indigency, lack of funds, or similar circumstances upon request, stating the valid reason why such requesting party or requestor shall not pay the fee.

## **Section 9 – Exceptions**

- A. The WVSU System shall come up with the list of exceptions (See Annex D) that will be categorized as Exceptions as provided by the Office of the Executive Secretary.
- B. In addition to sensitive information as defined under this Manual, the documents shall not be released to any requestor, 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 D hereof.

## **Section 10 - Administrative Liability**

- A. Non-compliance with FOI or failure to comply with the provisions of this Manual shall be a ground for the following administrative penalties:
  - 1) First to Third Offense – reprimand
  - 2) Fourth Offense – suspension
  - 3) Fifth Offense – dismissal from the service

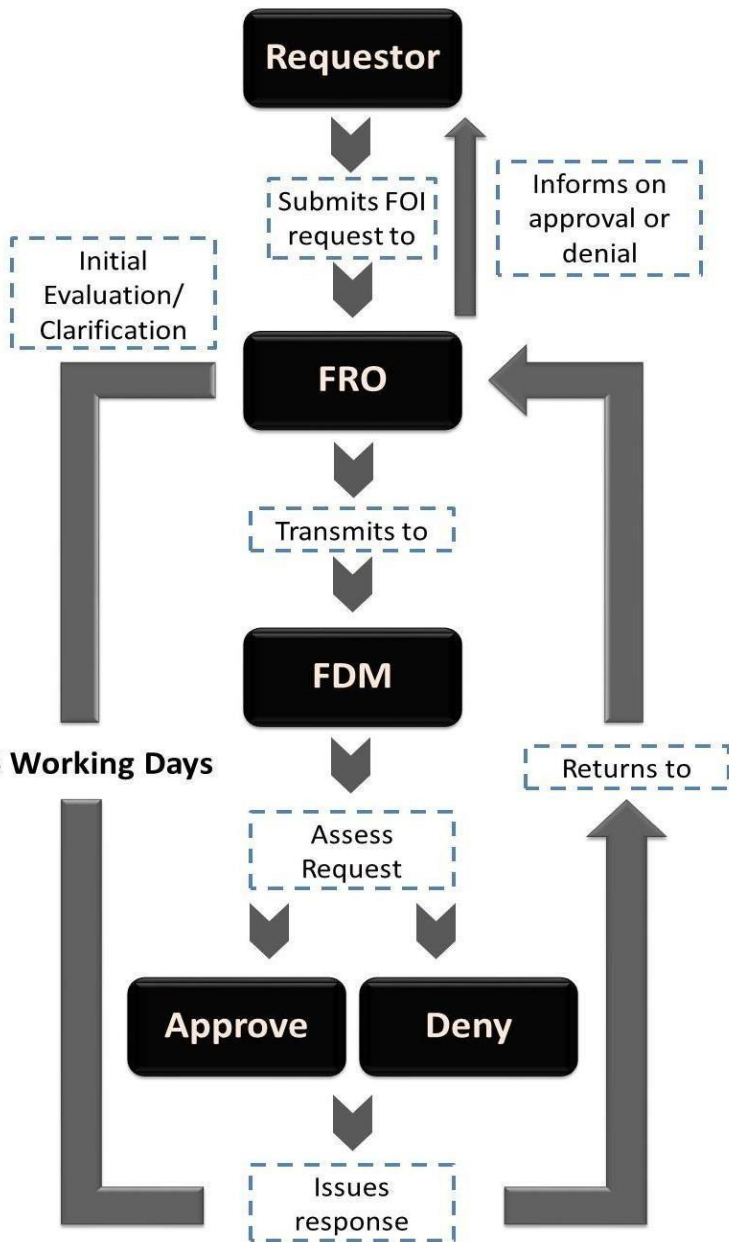
In case of serious offense, even for the first time, the University Administration may impose the highest penalty after a proper investigation of the offense has been conducted.

- B. **Procedure.** The Revised Rules on Administrative Cases in the Civil Service (RRACCS) and its subsequent issuances shall be applicable in the disposition of cases under this Manual.
- C. **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 more stringent penalties.

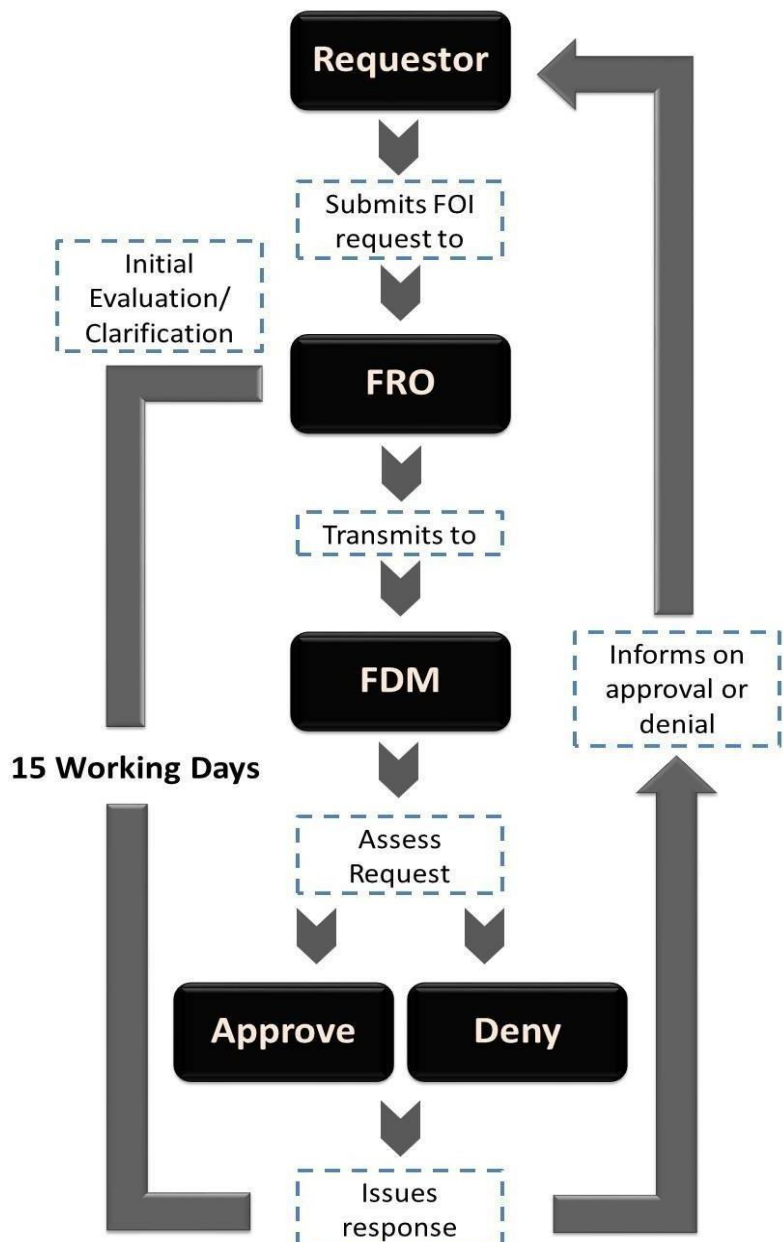
Revised this 10<sup>th</sup> day of January 2020 and Approved by the BOR on the 29<sup>th</sup> day of April 2020

ANNEX A  
FOI REQUEST FLOW CHART

**PEN AND PAPER FLOWCHART**

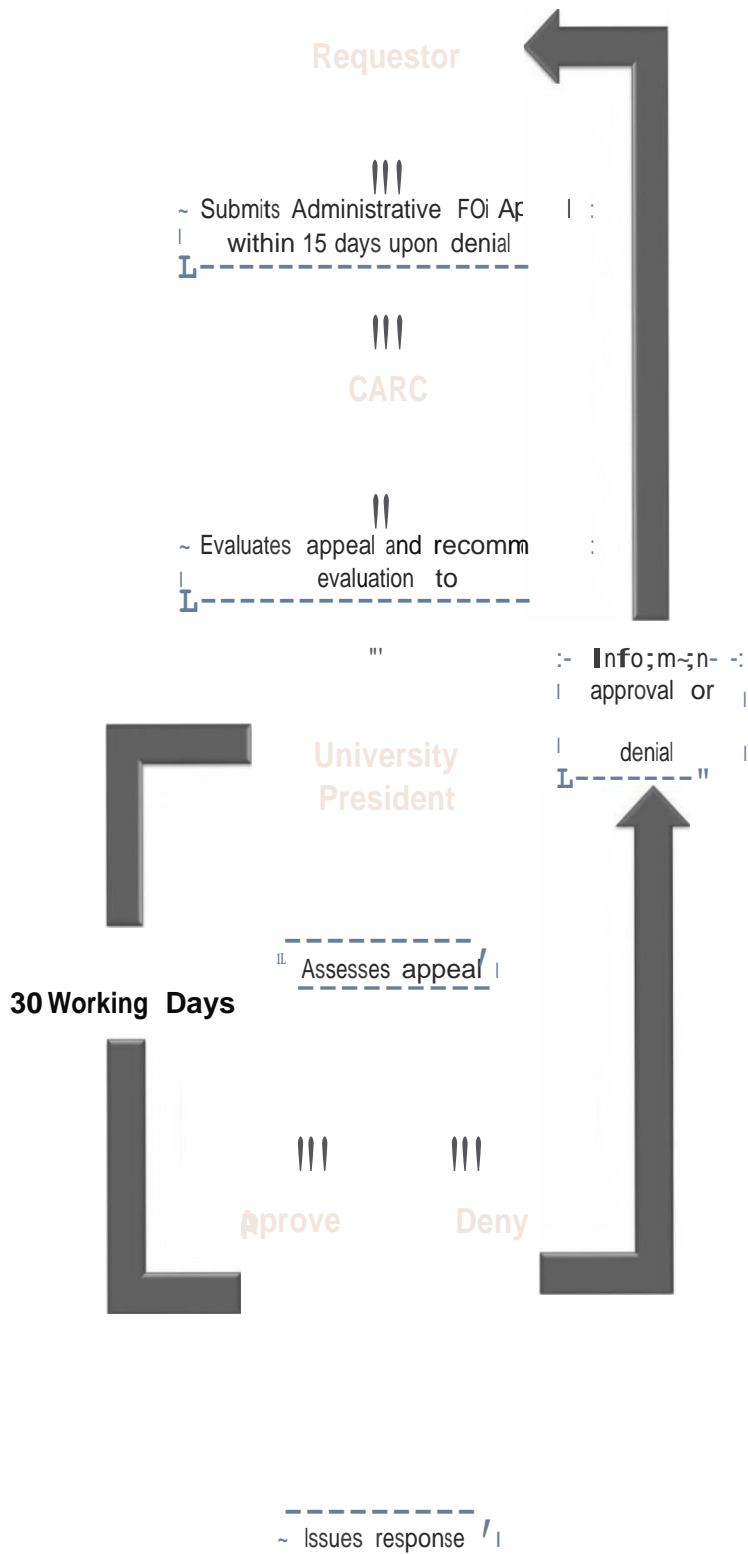


**eFOI FLOWCHART**

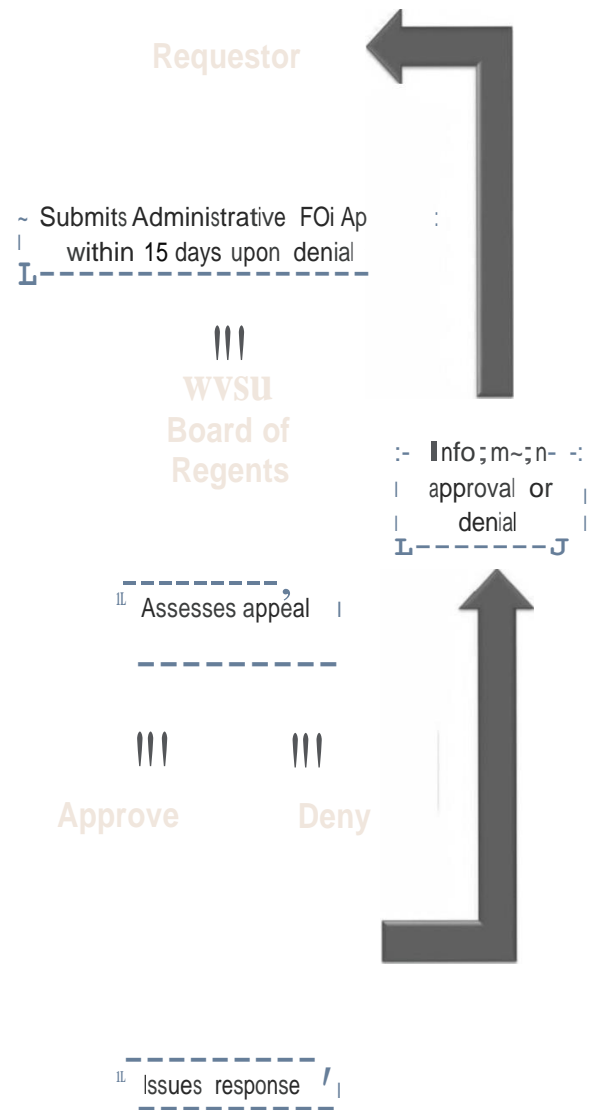


**ANNEX B**  
**FOI REQUEST DENIAL REMEDIES FLOWCHART**


**Denial of the Request by the FDM**



**Denial of the Request by the University President**



**ANNEX C**  
**FOI REQUEST FORM (Page 1)**

<small>This document may be reproduced and is NOT FOR SALE</small>		<b>FOI Tracking Number:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>FREEDOM OF INFORMATION REQUEST FORM</b> <small>(Pursuant to Executive Order No. 2, s. 2016) as of March 2017</small>		
<small>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. Note: (*) denotes a MANDATORY field.</small>		

**A. Requesting Party**

Please provide your name and address for correspondence. Additional information will help us deal with your application and correspond with you in the manner you prefer.

**1. Title (e.g. Mr, Mrs, Miss)**      **2. Given Name/s (including M.I.)**      **3. Surname**

\_\_\_\_\_

**4. Permanent Address (Apt/ House Number, Street, City/ Municipality, Province)**

\_\_\_\_\_

**5. Present Address (Apt/ House Number, Street, City/ Municipality, Province)**

\_\_\_\_\_

**5. Landline/ Fax**      **6. Mobile**      **7. Email**

\_\_\_\_\_

**8. Preferred Mode of Communication**

☐ Landline      ☐ Mobile Number  
☐ Email      ☐ Postal Address  
*(If there is any clarification in your request, we will be contacting you in this manner)*

**9. Preferred Mode of Reply**

☐ Email      ☐ Postal Address  
☐ Fax      ☐ Pick-up at the Agency  
*(If your request is successful, we will be sending the documents to you in this manner)*

**10. Type of ID Given (Please ensure your IDs contain your photo and signature)**

☐ Passport      ☐ Driver's License  
☐ SSS ID      ☐ Company ID  
☐ Voter's ID      ☐ School ID  
☐ Postal ID      ☐ Others \_\_\_\_\_

**ID No.** \_\_\_\_\_

**B. Requested Information**

**11. Agency – Connecting Agency (if applicable)** \_\_\_\_\_

**12. Document/ Record Requested (Please be as detailed as possible)** \_\_\_\_\_

**No. of Copies** \_\_\_\_\_

**13. Date or Period of the Document (DD/MM/YY)** \_\_\_\_\_

**14. Purpose** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**15. Document Type** \_\_\_\_\_

**16. Reference Numbers (if known)** \_\_\_\_\_

**17. Any other relevant information** \_\_\_\_\_

\_\_\_\_\_

\*Submit the accomplished request form to the appropriate Records Officer/ Receiving Officer  
Main Campus – [records@wvsu.edu.ph](mailto:records@wvsu.edu.ph)  
CAF – [caf@wvsu.edu.ph](mailto:caf@wvsu.edu.ph)  
Calinog – [calinog@wvsu.edu.ph](mailto:calinog@wvsu.edu.ph)  
Himamaylan – [himamaylan@wvsu.edu.ph](mailto:himamaylan@wvsu.edu.ph)  
Janiuay – [januay@wvsu.edu.ph](mailto:januay@wvsu.edu.ph)  
Lambunao – [lambunao@wvsu.edu.ph](mailto:lambunao@wvsu.edu.ph)  
Pototan – [pototan@wvsu.edu.ph](mailto:pototan@wvsu.edu.ph)  
UMC – [medcenter@wvsu.edu.ph](mailto:medcenter@wvsu.edu.ph)

**C. Declaration**

I declare that:

- The information provided in the form are complete and correct;
- I have presented at least one (1) government-issued ID to establish proof of my identity; and
- I shall use the data/ information solely for the purpose stated in the request.

I understand that it is an offense to give misleading information about my identity and that doing so may result in the denial of my request

**Signature** \_\_\_\_\_

**Date Accomplished (DD/MM/YYYY)** \_\_\_\_\_



## FOI REQUEST FORM (Page 2)

### D. FOI Receiving Officer (INTERNAL USE ONLY)

Name (Print Name) \_\_\_\_\_

Date entered on eFOI (if applicable, otherwise N/A) \_\_\_\_\_

The request is recommended to be:

☐ Approved Cost \_\_\_\_\_ ☐ Denied

*if Denied, please tick the reason for the Denial*

☐ Invalid Request ☐ Incomplete  
☐ Data already available online  
☐ Exception Which Exception? \_\_\_\_\_

Second FRO Assigned, if request is forwarded to another campus (print name) \_\_\_\_\_

FDM Assigned (print name) \_\_\_\_\_

Decision on Request

☐ Successful ☐ Partially Successful  
☐ Denied Cost \_\_\_\_\_

*If Denied, please tick the reason for the Denial*

☐ Invalid Request ☐ Incomplete  
☐ Data already available online  
☐ Exception Which Exception? \_\_\_\_\_

Date Request Finished (DD/MM/YYYY) \_\_\_\_\_

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

FOI Registry Accomplished

☐ Yes ☐ No

FRO Signature \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_

Note: The Requestor can request for a copy of his/her request

### CLAIM SLIP

OR No./Date: \_\_\_\_\_

Requestor: \_\_\_\_\_

Date of Release: \_\_\_\_\_

No. of Copies/Pages: \_\_\_\_\_

Total Amount: \_\_\_\_\_

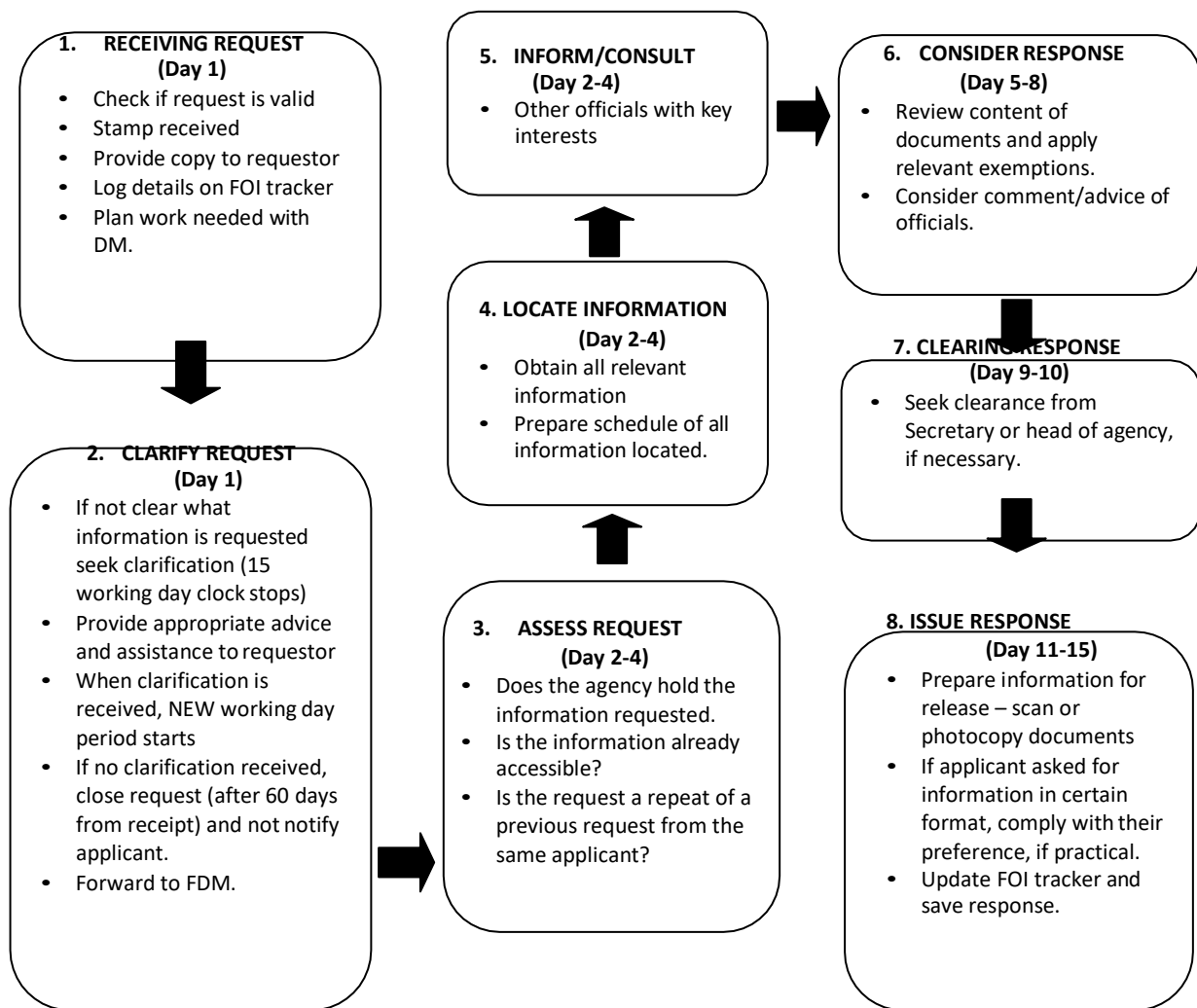
Signature Over Printed Name & Date

### REMINDER:

For authorized representatives, please bring authorization letter, valid ID and photocopy of valid ID of requestor.

## ANNEX D

### DETAILED FOI REQUEST PROCESS



**Annex E**  
**LIST OF EXCEPTIONS**

**A. ADMINISTRATIVE, ACADEMIC, AND PERSONNEL RECORDS:**

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. Affidavit of courts and quasi-judicial bodies (Ombudsman, Sandiganbayan)
5. All reports not in the final form
6. Board Committee Report/s
7. Document specifically indicated the birthdate and age of the person concerned
8. Evaluation results for SUC levelling, AACUP Accreditation, ISO Certification, IQAME, and similar quality assurance evaluations processes
9. Filed cases (Court, Ombudsman and Sandiganbayan)
10. Financial Report not yet audited by COA
11. General Payroll of the University
12. Income Tax Return
13. Individual Performance Commitment Report (IPCR)
14. Inter-office and inter-agency memorandum and correspondence
15. Investigation Reports by committees or bodies duly constituted by the University President and/or WVSU-Board of Regents or duly constituted authority/ies
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. SALN
26. Minutes of CODI

**B. PROCUREMENT RECORDS:**

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

**C. STUDENTS' RECORDS:**

1. Anecdotal records
2. Document specifically indicating the birthdate and age of the person concerned
3. Duly accomplished and processed students' enrolment forms
4. Grade sheets, class cards and class records
5. Medical examination results of students
6. School credentials submitted by the student-applicants during enrolment period

7. Transcript of Records (TORs), Diploma, Certificate of Good Moral and Graduation
8. Minutes of Grievance/Disciplinary Committee

**D. HOSPITAL RECORDS**

1. Clinical clerkship, postgraduate internship, on-the-job training, and volunteer information that can be prejudicial to the subject
2. Health Records
3. Individual clinical affiliation information
4. Individual financial transactions, including billing and cashier information
5. Individual laboratory and diagnostic information
6. Individual social service evaluation and recipient reports
7. Other information generated during health care delivery that discloses personal or sensitive personal information
8. Patient lists
9. Policy provisions that may be interpreted to have adverse implications on specific identifiable groups of people

- E.** Such document/s analogous of the foregoing as may be determined by the WVSU-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 shall prevail.

**Annex F**  
**LIST OF FOI RECEIVING OFFICERS**

<b>Name of Campus</b>	WVSU Main Campus
<b>Name of FOI Receiving Officer (FRO)</b>	Ms. Jeany G. Garque/ Ms. Noreen A. De La Cruz
	Receiving Officer / Alternate Receiving Officer
<b>Contact Number</b>	320-0870 to 78 local 1132 & 1133
	09299778961/ 09173281674
<b>E-mail Address</b>	<a href="mailto:foi.main@wvsu.edu.ph">foi.main@wvsu.edu.ph</a>

<b>Name of Campus</b>	WVSU Calinog Campus
<b>Name of FOI Receiving Officer (FRO)</b>	Ms. Elsa F. Lanceta / Ms. Janie K. Saballa
	Receiving Officer / Alternate Receiving Officer
<b>Contact Number</b>	(033) 330-0924 or 330-0250 Fax: (033) 330-0210
	09706463289 / 09663958891
<b>E-mail Address</b>	<a href="mailto:foi.calinog@wvsu.edu.ph">foi.calinog@wvsu.edu.ph</a>

<b>Name of Campus</b>	WVSU College of Agriculture and Forestry
<b>Name of FOI Receiving Officer (FRO)</b>	Ms. Jecel Grace B. Bearneza / Ms. Mary Ann L. Caro
	Receiving Officer / Alternate Receiving Officer
<b>Contact Number</b>	(033) 396-2596
	09195216676 / 09309159548
<b>E-mail Address</b>	<a href="mailto:foi.caf@wvsu.edu.ph">foi.caf@wvsu.edu.ph</a>

<b>Name of Campus</b>	WVSU Himamaylan City Campus
<b>Name of FOI Receiving Officer (FRO)</b>	Ms. Apple T. De La Cruz / Ms. Dannica A. Peneciva
	Receiving Officer / Alternate Receiving Officer
<b>Contact Number</b>	(034) 744-7273 Fax: (034) 388-3300
	09687163963 / 09565876571
<b>E-mail Address</b>	<a href="mailto:foi.hcc@wvsu.edu.ph">foi.hcc@wvsu.edu.ph</a>

<b>Name of Campus</b>	WVSU Janiuay Campus
<b>Name of FOI Receiving Officer (FRO)</b>	Ms. Analin C. Constantinopla / Ms. Marian M. Banquillo
	Receiving Officer / Alternate Receiving Officer
<b>Contact Number</b>	Tel: (033) 531-8343 Fax: (033) 531-9852
	09317675940 / 09156068788
<b>E-mail Address</b>	<a href="mailto:foi.janiuay@wvsu.edu.ph">foi.janiuay@wvsu.edu.ph</a>

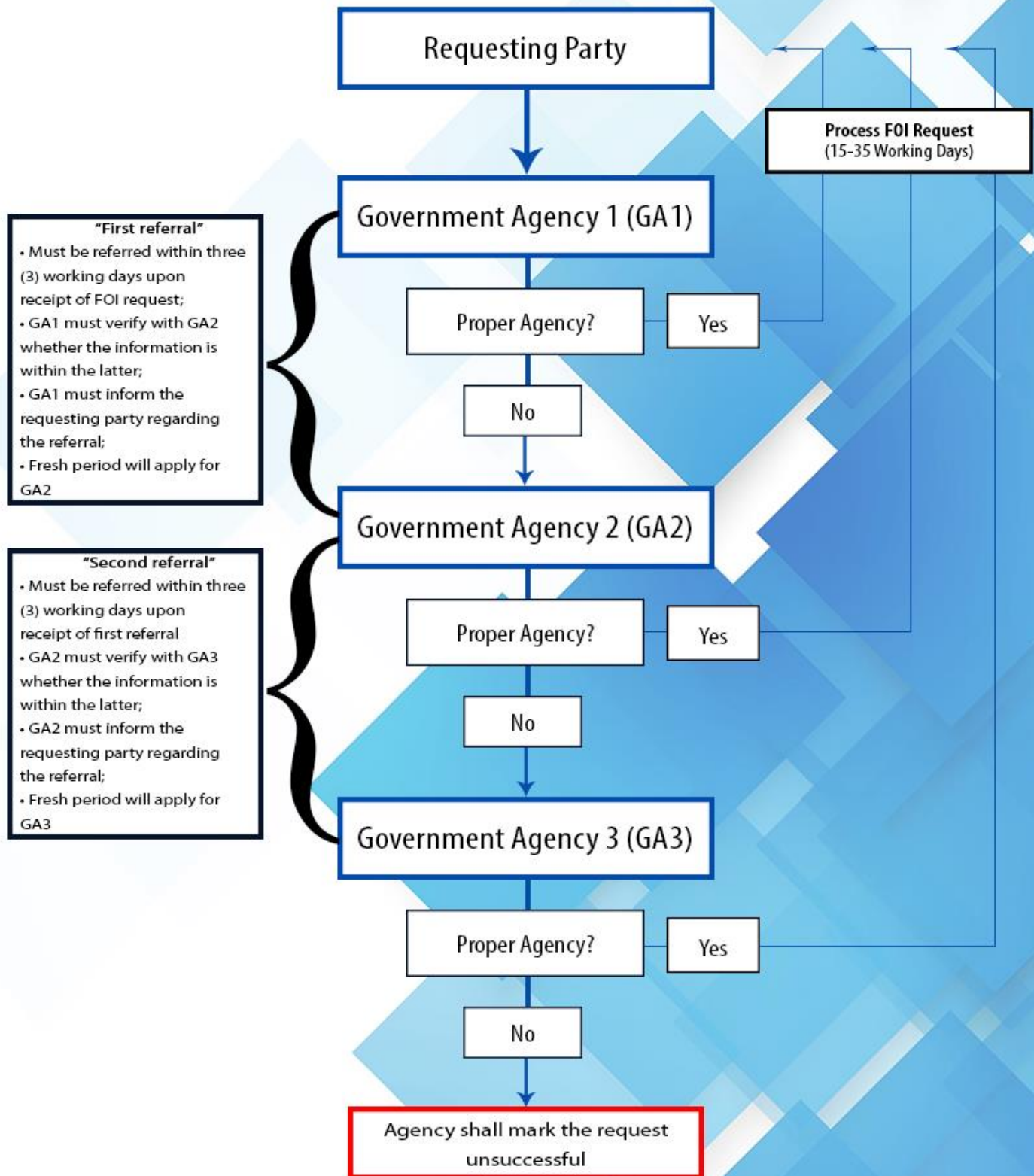
<b>Name of Campus</b>	WVSU Lambunao Campus
<b>Name of FOI Receiving Officer (FRO)</b>	Ms. Anna Fe S. Alayon / Ms. Joan S. Salcedo
	Receiving Officer / Alternate Receiving Officer
<b>Contact Number</b>	(033) 349-2006 Fax: (033) 533-8053
	09501637475 / 09178394721
<b>E-mail Address</b>	<a href="mailto:foi.lambunao@wvsu.edu.ph">foi.lambunao@wvsu.edu.ph</a>

<b>Name of Campus</b>	WVSU Pototan Campus
<b>Name of FOI Receiving Officer (FRO)</b>	Ms. Nieva P. Gonzales / Ms. Ma. Mercedes L. Cantuba
	Receiving Officer / Alternate Receiving Officer
<b>Contact Number</b>	Tel: (033) 529-8716 Fax: (033) 529-7227
	09107118501 / 09107118450
<b>E-mail Address</b>	<a href="mailto:foi.pototan@wvsu.edu.ph">foi.pototan@wvsu.edu.ph</a>

<b>Name of Campus</b>	WVSU Medical Center
<b>Name of FOI Receiving Officer (FRO)</b>	Mr. Leonard A. Aranjuez / Ms. Pamia Laiz C. Elpos
	Receiving Officer / Alternate Receiving Officer
<b>Contact Number</b>	Tel: (033) 320-2431 to 38 loc 131
	09088993157 / 09209580433
<b>E-mail Address</b>	<a href="mailto:foi.umc@wvsu.edu.ph">foi.umc@wvsu.edu.ph</a>

## Annex G

### NO WRONG DOOR POLICY FLOWCHART



#### NOTE:

If GA1 fails to refer the request within three (3) working days upon its receipt, the FOI Receiving Officer (FRO) shall act on it within the remaining period to respond pursuant to EO No. 2, s. 2016. No fresh period shall apply.



# West Visayas State University

(Formerly Iloilo Normal School)  
OFFICE OF THE BOARD SECRETARY  
Luna St., La Paz, Iloilo City 5000  
Iloilo, Philippines

\* Trunkline: (063) (033) 320-0870 loc 1902 \* Telefax No.: (033) 320-0878  
\* Website: [www.wvsu.edu.ph](http://www.wvsu.edu.ph) \* Email Address: [bor@wvsu.edu.ph](mailto:bor@wvsu.edu.ph)



**EXCERPT FROM THE MINUTES OF THE 222nd BOARD OF REGENTS' MEETING (REGULAR) OF THE WEST VISAYAS STATE UNIVERSITY HELD AT THE TELECONFERENCE ROOM, ADMINISTRATION BUILDING, WEST VISAYAS STATE UNIVERSITY, LA PAZ, ILOILO CITY ON APRIL 29, 2020 AT 11:30 A.M.**

Upon motion duly seconded and carried, the following resolution was adopted by the WVSU Board of Regents, thus:


## **RESOLUTION NO. 17-2020**

**RESOLVED, AS IT IS HEREBY RESOLVED**, that after full deliberation on the matter, the Board approved the Revised WVSU Freedom of Information (FOI) Manual


**APPROVED.**

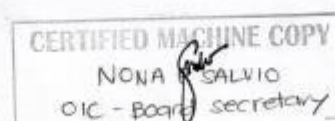
I hereby certify to the authenticity and veracity of the foregoing resolution.

Certified Correct:  
This certification is not valid unless  
attested by the Chairman/Vice Chairman:

  
**NONA P. SALVIO**  
OIC-Board Secretary

Attested by:

  
**JOSELITO F. VILLARUZ, M.D., Ph.D., FPPS**  
President, WVSU and  
Vice/Chair, WVSU BOR



MAY 21 2020

**REFERENCES:**

<https://pra.gov.ph/wp-content/uploads/2018/10/b.-PRA-FOI-Manual.pdf>

“Know Your Government Better” (PCOO Material)

“eFOI Portal” (PCOO Material)

“Freedom of Information – Model People’s Manual” (PCOO)

“Freedom of Information Manual” (CHED)

Data Request Form and List of Exceptions

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