



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

QUEZON HALL

Forum-Dimensions

FREEDOM OF INFORMATION MANUAL

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. 131-2023
Dated November 15, 2023

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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, 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 with 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 to information is received. The University President is responsible for all actions carried out under this Manual. He/she may designate at least a 3rd-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. (See Annex A)

The FRO receives all requests for information, and forwards the same to the FDM; monitors all FOI requests and appeals; assists and supports 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 3rd ranking University official who was appointed by the University President, and vested with the authority to receive, conduct an evaluation, and decide whether to grant or deny an FOI request based on the recommendation of the FRO.

The FOI Decision Makers (FDM) for the various areas are the following:

A. Main Campus

Academic Affairs	Vice President for Academic Affairs
Administration & Finance	Vice President or Administration & Finance
Research & Extension	Vice President for Research, Innovation, and Extension
Medical & Allied Sciences	Vice President for Medical & Sciences

B. Satellite Campus

Campus Administrator

C. University Medical Center

University Medical
Center Chief

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.

The Central Appeals and Review Committee will be composed of the following:

Chair	Director, University Planning & Development Office
Co-Chair	Chief Administrative Officer (Administrative Division)
Members	Director, Quality Assurance
	Director, University Research and Development Center
	Chief Administrative Officer (Finance Division)

Section 2. Definition of Terms

1. **3rd 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 2nd ranking officials.
2. **Administrative FOI Appeal.** An independent review of the decision made by the FDM in response to an 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 the entity, whether the records will be disclosed 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).** A 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, locate records that are already available online, and learn how to make a request for information that is not yet publicly available. foi.gov.ph also promotes agency accountability for the administration by graphically displaying the detailed statistics contained in Annual FOI Reports, so that they can be compared by the agency 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
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 the 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 is any misleading/fabricated/fictitious information regarding the requestor's identity;
 - c. the requestor cannot provide a valid identification card/ proof of identity; or
 - 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.
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 considers 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.
28. **Sensitive Personal Information.** Information about:
 - a. A person's race, ethnic origin, marital status, age, color, religious, philosophical, or political affiliations, health, education, and genetic or sexual life;
 - b. 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. Information issued by government agencies peculiar to an individual which includes, but is not limited to, social security numbers, previous or current health records, licenses or their 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 is 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, and birth certificate. Such a document should be readable, authentic, and has a validity that can be verified.
33. **Working Day.** A working day is any day other than a Saturday, Sunday, or a day that 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 CAF, Calinog, Himamaylan, Janiuay, 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 endeavor 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 (See Annex B)

- A.1 The FRO receives the request for information from the requestor through standard (paper-based) or electronic (eFOI) mode (See Annex C) and checks for compliance with 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.

- A.2 Individuals with special needs may make a request with the assistance of the FRO or any responsible companion.

- A.3 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.

- A.4 The FRO records the request in the FOI Registry Sheet

- A.5 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 identified and located 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 informs the requestor of such referral.
2. If the requested information is not in the custody of the WVSU System, the FDM denied the request indicating such reason. The FRO forwards it to the appropriate organization and informs the requestor where the request was forwarded.
3. If the information being requested is already posted and publicly available on the WVSU website, and or at data.gov.ph, the FRO provides the requestor with the said fact and provides 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 of the cause of the denial, 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 (See Annex D)

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

- a. 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.
- b. 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.
- c. 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.
- d. 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 of in accordance with the prescribed period provided under this 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 the Rules of Court.

Section 7 - Request Tracking System

The West Visayas State University System, through the Management Information Systems Office and in collaboration with the FRO, establishes a system to track 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.

For a summarized version of the process, see Annex E.

Section 8 – Fees

- A. **No Request Fee.** As a general policy, the University shall not charge any fee for 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 a fee shall be sufficient to cover the expenses of 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.

- 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 12th day of October 2023 and Approved by the BOR on the 15th day of November 2023.

Section 9 – Exceptions

- A. The WVSU System shall come up with the List of Exceptions (See Annex F) 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 a 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.

ANNEX A

LIST OF FOI RECEIVING OFFICERS

Name of Campus	WVSU Main Campus
Name of FOI Receiving Officer (FRO)	Jeany G. Garque
Address	Records Office, 3 rd Floor, Lopez Jaena Hall, WVSU, Luna St., La Paz, Iloilo City, Iloilo, Philippines
Contact Number	320-0870 to 78 loc. 1132 & 1133
Email Address	foi.main@wvsu.edu.ph

Name of Campus	WVSU Janiuay Campus
Name of FOI Receiving Officer (FRO)	Analín C. Constantinopla
Address	WVSU Janiuay Campus, Cabeza Jose Brana St., Janiuay, Iloilo, Philippines
Contact Number	(033) 531-8343
Email Address	foi.janiuay@wvsu.edu.ph

Name of Campus	WVSU Calinog Campus
Name of FOI Receiving Officer (FRO)	Elsa F. Lanceta
Address	WVSU Calinog Campus, Brgy. Simsiman, Calinog, Iloilo, Philippines
Contact Number	(033) 330-0924/ 0250
Email Address	foi.calinog@wvsu.edu.ph

Name of Campus	WVSU CAF
Name of FOI Receiving Officer (FRO)	Jecel Grace B. Bearmeza
Address	WVSU CAF, Brgy. Jayobo, Lambunao, Iloilo, Philippines
Contact Number	(033) 396-2596
Email Address	foi.caf@wvsu.edu.ph

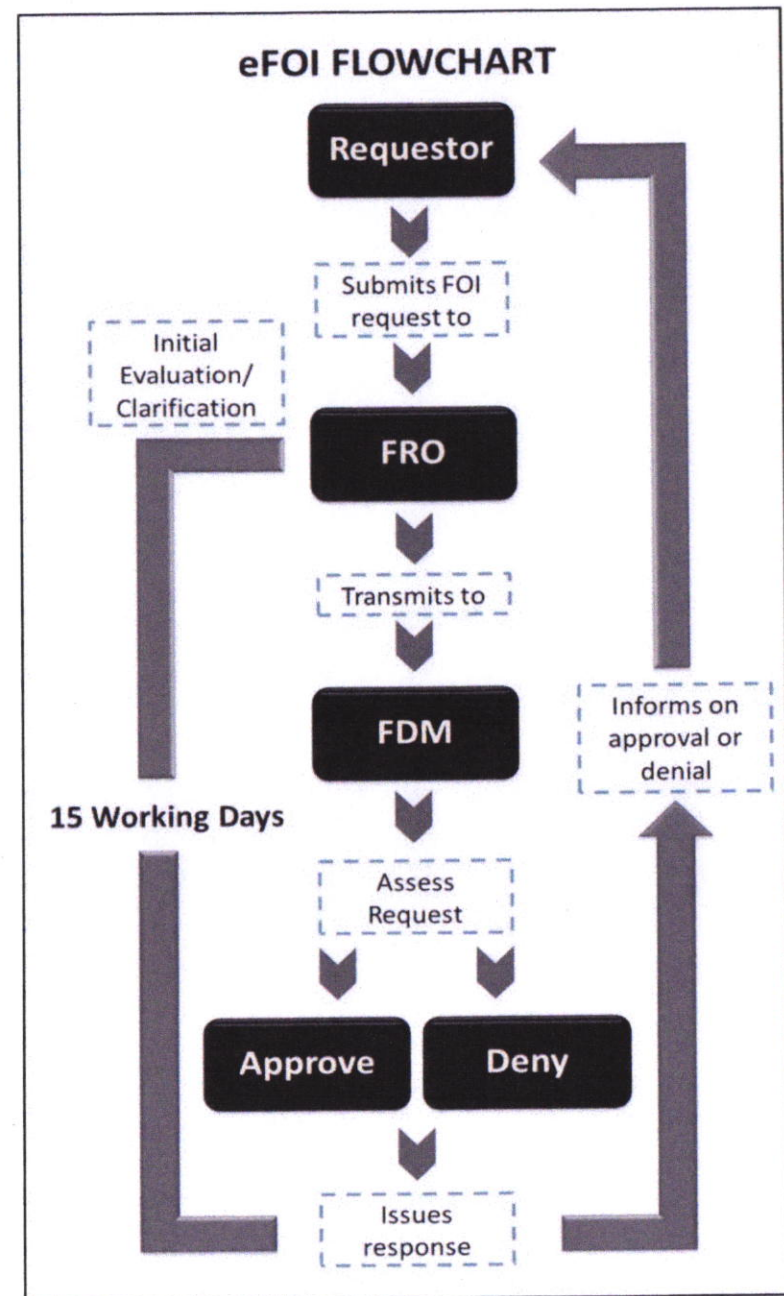
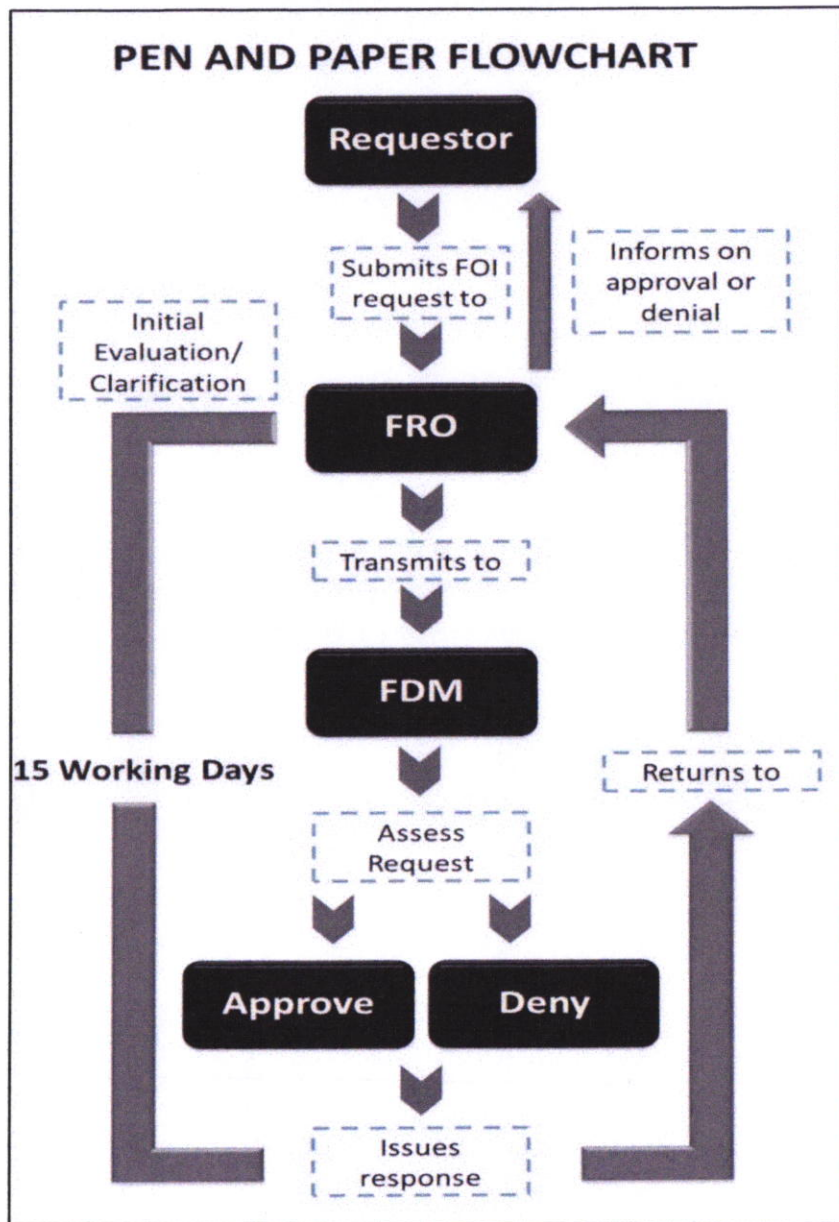
Name of Campus	WVSU Pototan Campus
Name of FOI Receiving Officer (FRO)	Nieva P. Gonzales
Address	WVSU Pototan Campus, Brgy. Cau-ayan, Pototan, Iloilo, Philippines
Contact Number	(033) 529-8716
Email Address	foi.pototan@wvsu.edu.ph

Name of Campus	WVSU Lambunao Campus
Name of FOI Receiving Officer (FRO)	Anna Fe S. Alayon
Address	WVSU Lambunao Campus, Ladrida St., Poblacion Ilawod, Lambunao, Iloilo, Philippines
Contact Number	(033) 349-2006
Email Address	foi.lambunao@wvsu.edu.ph

Name of Campus	WVSU Himamaylan Campus
Name of FOI Receiving Officer (FRO)	Apple T. De La Cruz
Address	WVSU Himamaylan Campus, Brgy. Caridio-an, Himamaylan City, Negros Occidental, Philippines
Contact Number	(034) 744-7273
Email Address	foi.hcc@wvsu.edu.ph


Name of Campus	WVSU Medical Center
Name of FOI Receiving Officer (FRO)	Leonard A. Aranjuez
Address	WVSU Medical Center, E. Lopez St., Jaro, Iloilo City, Iloilo, Philippines
Contact Number	(033) 320-2431
Email Address	foi.umc@wvsu.edu.ph

ANNEX B FOI REQUEST FLOWCHART



ANNEX C FOI REQUEST FORM

This document may be reproduced and is NOT FOR SALE.



FREEDOM OF INFORMATION REQUEST FORM
(Pursuant to Access to Information Act No. 2, 2016)
as of March 2017

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: (M) denotes a MANDATORY field.

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) _____

6. Landline/ Fax _____ 7. Mobile _____ 8. 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
☐ SSN 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 _____

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) _____

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 ☐ Denied
Cost _____

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

Requestor: _____ OR No./Date: _____

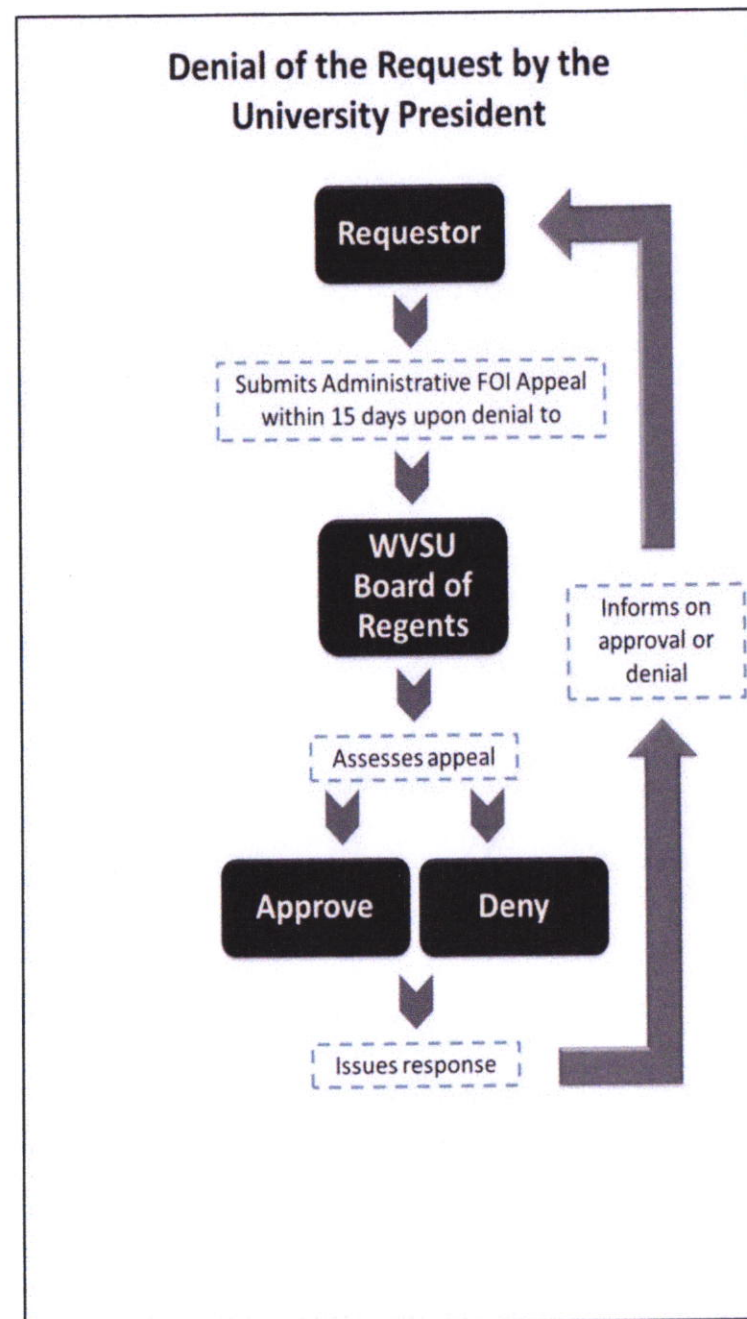
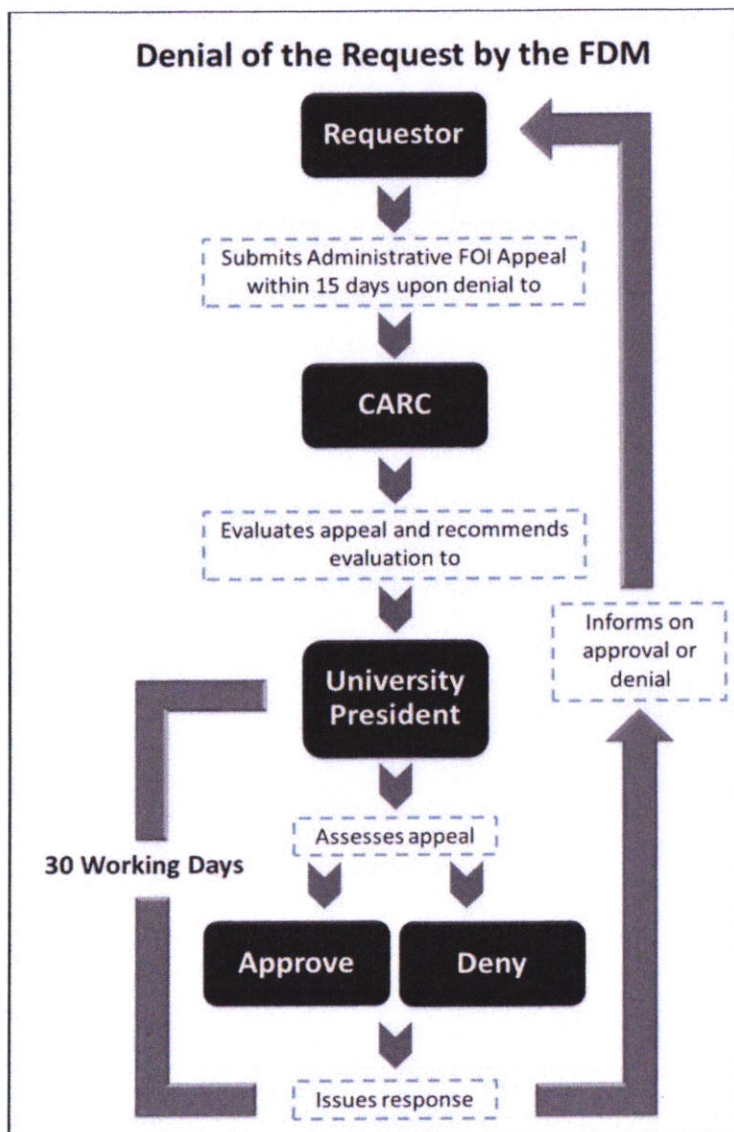
No. of Copies/Pages: _____ Date of Release: _____

Total Amount: _____

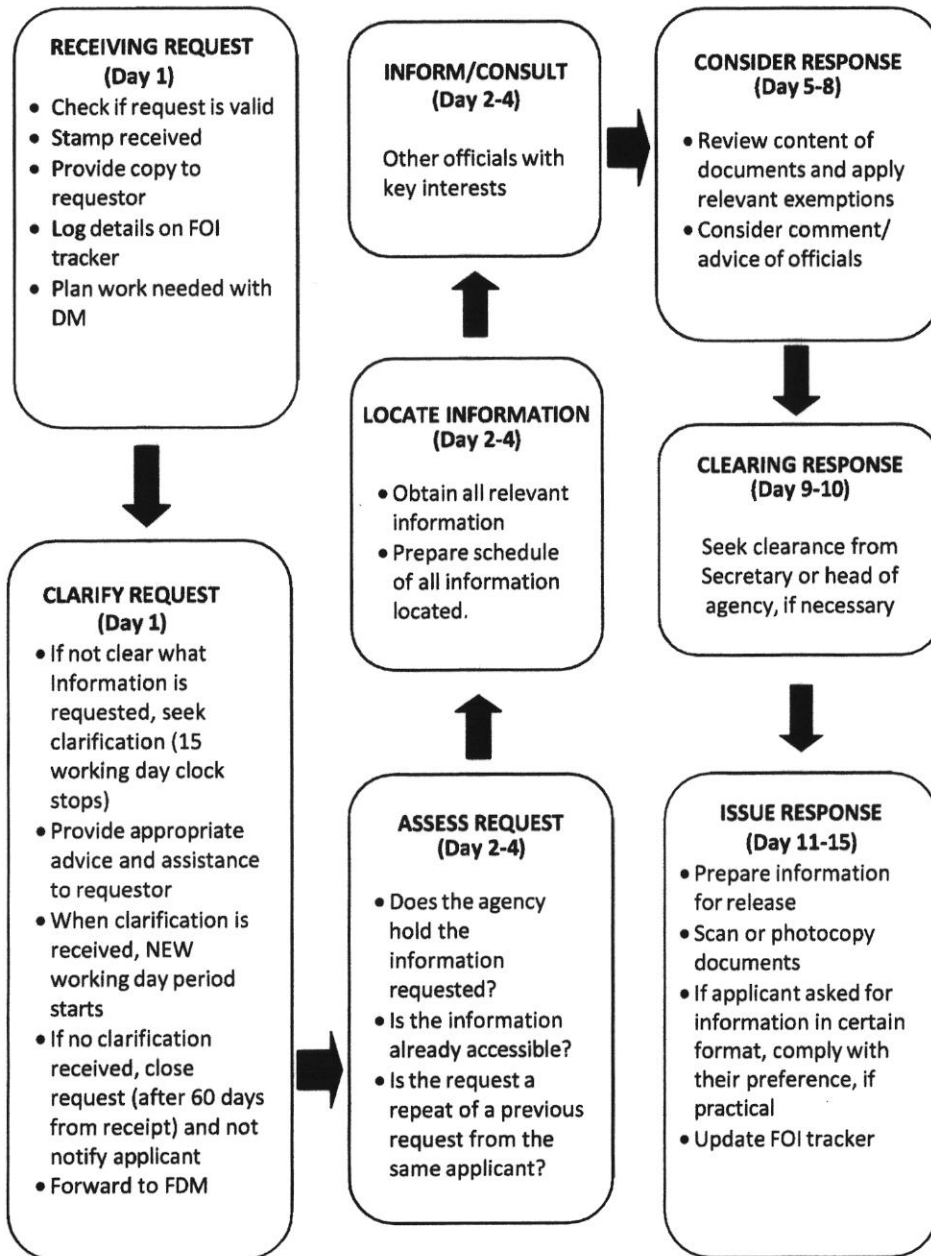
Signature Over Printed Name & Date _____

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

ANNEX D FOI REQUEST DENIAL REMEDIES



Annex E DETAILED FOI REQUEST PROCESS



Annex F 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 leveling, 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 counseling 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

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

REFERENCES:

[https://pra.gov.ph/wp-content/uploads/2018/10/ b.-PRA-FOI-Manual.pdf](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.

THE FOI COMMITTEE

Chair:	VP for Administration and Finance
Co-Chair:	Director, University Planning and Development Office
Members:	Campus Administrator/ Representative (FROs) Medical Center Chief/ Representative (FRO) Planning Officer
Secretariat:	Records Officer/ Representative

Approved By:


JOSELITO F. VILLARUZ, M.D., Ph.D., FPPS
SUC President IV