

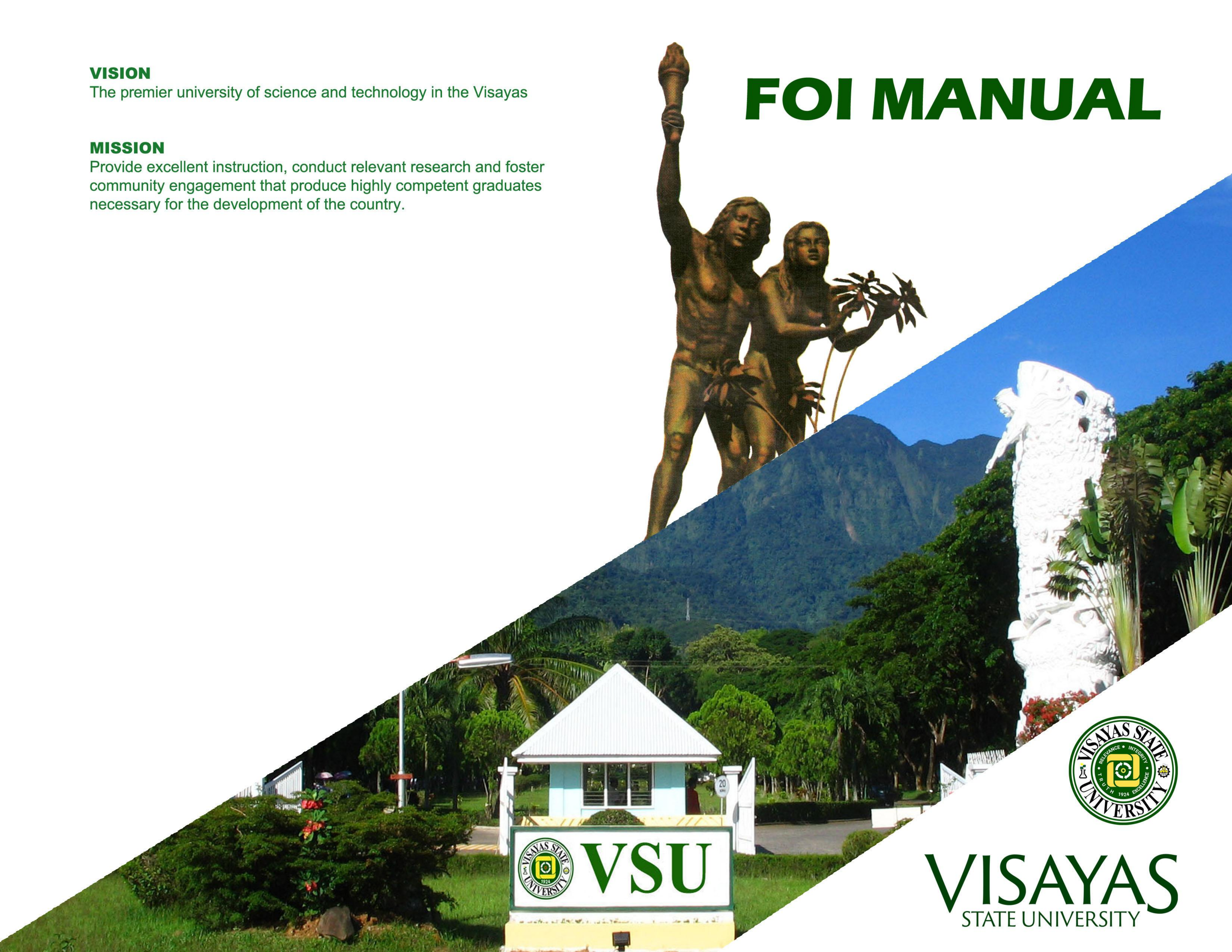
## **VISION**

The premier university of science and technology in the Visayas

## **MISSION**

Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.

# **FOI MANUAL**



**VISAYAS**  
STATE UNIVERSITY



## FOREWORD

Due to its culture of excellence, the University usually trailblazes in all areas from instruction, research, extension and in administration particularly in human resource management. In most cases, a number of other universities and agencies come to benchmark best practices of the university which these other universities and agencies feel is also very much applicable to them. As a result, there are a number of

## FOI MANUAL

of the

VISAYAS STATE UNIVERSITY

in accordance with

Executive Order No. 02

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

**Prepared by:**

**LOURDES B. CANO**  
Director, ODAHRD

**Reviewed by:**

**REMBERTO A. PATINDOL**  
Vice President for Administration & Finance  
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## **Section 1. OVERVIEW**

### **RATIONALE:**

Executive Order No. 02 otherwise entitled “Rationalizing 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” was signed by Rodrigo Roa Duterte, 16<sup>th</sup> President of the Republic of the Philippines. Under Section 2 & 8 thereof, all government offices, including state universities and colleges, are directed to prepare its own People’s FOI Manual. This executive order provided guidelines to implement a constitutional mandate of full public disclosure and to guarantee the right of the people to information on matters of public concern.

In order to provide the general public of such information but at the same time preserve a person’s right to privacy, this manual is prepared for the guidance of all concerned.

### **OBJECTIVES OF THIS MANUAL**

This FOI manual of the Visayas State University is prepared to achieve the following objectives:

1. Facilitate access by the people to information of public concern through the most efficient and expeditious manner;
2. Promote transparency in the performance by the faculty and staff of the mandate and functions of the university; and
3. Uphold the fundamental right of the public to free flow of information.

### **SCOPE OF THE MANUAL**

This manual covers the main campus at Baybay City, Leyte and branch campuses in Alang-alang, Isabel, Tolosa & Villaba, all of the province of Leyte. Although the four (4) campuses have their own Records Office, the policies and procedures in records management follows the policies and procedures prescribed by the main campuses for all the campuses of the university.

This Information Manual contains the following information:

1. The location and contact information of the main campus
2. The Records Officer or authorized Officer to handle requests related to the freedom of information;

3. The procedures on:
  - a. Request to Access Information / Record; and
  - b. Appeal to Access Information / Record.
4. Forms on: a. Request Form; and b. Letter Template for the Denial of Request.
5. Schedule of applicable fees.

## **POLICY STATEMENT**

It shall be policy of the university to disclose information to the public involving public interest, subject to limitations as provided by the Constitution, applicable laws, rules, regulations and procedures, such as the Republic Act (RA) No. 10173, otherwise known as the “Data Privacy Act,” and the List of Exceptions approved by the Office of the President, among others.

## **Section 2: PROMOTION OF OPENNESS IN THE PUBLIC SERVICE**

**1. DUTY TO PUBLISH INFORMATION.** The Visayas State University 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:

- a. A description of its mandate, structure, powers, functions, duties and decision-making processes;
- b. Citizen’s Charter reflecting the description of the various frontline services it deliver and the procedure and length of time by which they may be availed of;
- c. The names of its key officials, their powers, functions and responsibilities, and their profiles and curriculum vitae;
- d. Quality Policy, Quality Objectives and other documents reflecting the Quality Management System of the university
- e. Vacancy announcements for administrative positions and faculty positions, when necessary;
- f. Work programs, development plans, investment plans, projects, performance targets and accomplishments, and budgets, revenue allotments and expenditures;
- g. Important rules and regulations, orders or decisions affecting the clients and the general public;
- h. Current and important database and statistics that it generates;
- i. Bidding processes and requirements aside from the Philgeps when necessary; and,

- j. Mechanisms or procedures by which the public may participate in or otherwise influence the formulation of policy, among others, the strategic priorities of the university.

### **Section 3: PROTECTION OF PRIVACY**

In its effort to provide the public access to information of general concern, the university shall not, however, allow violation of person's right to privacy. Instead, it shall ensure its full protection as shown in the following policies:

- a. Personal information, particularly sensitive personal information, in its custody or under its control shall be disclosed only as permitted by the employee concerned or by existing laws;
- b. Personal information in its custody or under its control shall be protected by introducing and implementing reasonable security arrangements against unauthorized access, leaks or premature disclosure; and
- c. Records Officer (RO) 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, subject to the University President.

### **Section 4: DEFINITION OF TERMS**

1. **INFORMATION** - means 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.
2. **OFFICIAL RECORD/RECORDS** - 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.
3. **PUBLIC RECORD/RECORDS** - include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.

4. **RECORDS** - refer to information, whether in its original form or otherwise, including documents, signatures, seals, texts, images, sounds, speeches, or data compiled, recorded or stored. **RECORDS OFFICER.** Refers to the employee responsible for overseeing the agency's records management program and providing guidance on adequate and proper recordkeeping. For the purpose of this manual, the Records Officer shall be in charge of all requests, to wit: the RO shall receive, act on, facilitate and/or monitor all requests filed with the Commission, collate and ensure correctness and completeness of requested information/record upon retrieval, and release/withhold information in accordance with necessary provisions as to approval/disapproval of requests.
5. **REQUESTOR.** – **refers to any** individual, entity, or party seeking access to certain information as provided for in this manual.

## **Section 5: GUIDELINES**

### **1. FILING AND RECEIPT OF REQUEST FOR INFORMATION**

The Records Officer (RO) shall receive and stamp as received the request for information from the requesting party and do the following:

- 1.1. The RO shall check compliance and completeness of the following requirements:
  - a. It must be in writing using the prescribed request form;
  - b. The request must provide the required information particularly the name and contact information of the requesting party, as well as provide valid proof of identification or authorization; and
  - c. The request must reasonably describe the information requested, and the purpose or intended use of the requested information.
- 1.2. In case the requesting party is unable to make a written request, because of illiteracy or due to being a person with disability, the RO shall fill the Request Form on behalf of the requestor.
- 1.3. If already complete and compliant, the RO stamps as "Received" the Request Form, and indicate the date and time of receipt, his/her name, designation, and signature.

### **2. EVALUATION OF REQUEST.**

Upon receipt, the RO shall evaluate the information being requested whether it is already posted in the website, is similar to previously requested information and as to who is in custody of said information, and determine access restrictions to the information. His action of the request shall depend on the result of his evaluation of the request as follows:

- 2.1. **Requested information is already posted in the website.** If the information requested is already available in the website, the RO shall inform the requesting party and provides the website link where the information is posted in the space provided for in the request form.
- 2.2. **Requested information is substantially similar or identical to previous requests.** The RO shall deny an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the office. However, the RO shall inform the applicant the reason of such denial by indicating the same in the space provided for in the request form.
- 2.3. **Requested information is in custody of Records Office.** The RO shall determine availability of information requested and act upon the request, whether approval or denial, within one (1) day.
- 2.4. **Requested information is in the custody of other Unit/Division.** The RO shall endorse/forward the request and coordinate, through the most expeditious manner, with the concerned unit/division for immediate action. The requesting party shall be advised that the requested information is not currently with the Records Office and his request has been appropriately endorsed to the right office for immediate action. The RO shall coordinate action on the request he endorsed. Action whether approval or denial of the request shall be released by the RO to the requestor within the appropriate time frame as indicated in the Flow Chart below.

### **3. ROLE OF THE RECORDS OFFICER (RO)**

- 3.1. Upon receipt of the request for information, the RO shall assess if release of requested information is allowable and clarify the request, if necessary. If allowable as no violation of existing laws and regulation or right to privacy will NOT be violated if granted, RO recommends approval of the request by the Vice President for Administration & Finance.
- 3.2. Upon receipt of the approval by the Vice President for Administration & Finance, the RO shall make all necessary steps to locate and retrieve the information requested.



- 3.2. The RO shall coordinate with the concerned unit/division to facilitate action of requests and retrieval of requested information in the custody of the other unit/division concerned.
- 3.3. The concerned division/unit shall advise the RO of its decision on the request. Release of information or issuance of denial letter shall be made through the RO. As such, the RO shall monitor action by other units concerned of the all requests for information.
- 3.4. The RO shall collate and ensure that the information is complete prior to release. The RO shall fill up the release portion of the request form and release the information to the requesting party.

#### **4. PERIOD FOR APPROVAL AND RELEASE.**

Pursuant to Section 9 (d) of EO No. 2, request for information shall be acted upon within fifteen (15) working days from the date of receipt of the request, or the day on which the request is physically or electronically delivered to the government office.

#### **5. REQUEST FOR AN EXTENSION OF TIME.**

Should the information requested require extensive search of the government office record facilities, examination of voluminous records, the occurrence of fortuitous events or other analogous cases, the RO shall advise the requesting party immediately of the extension of another fifteen (15) day period. Pursuant to Section 9 (e) of the EO No. 2, in no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.

#### **6. APPROVAL AND RELEASE OF REQUEST.**

The Vice President for Administration & Finance shall approve the request duly recommended by the RO. Upon receipt of approved request, the RO shall ensure that all records have been retrieved and checked for possible exceptions. The RO shall inform the requestor that the request was favorably granted and to pay applicable fees indicated in the Claim Slip. The Official Receipt number and other details shall be indicated in the request form and after which, requested information shall be released to the requestor.

- 6.1. For information in custody of other unit/division, upon determination that the request can be favorably granted, the RO shall inform the requestor of the retrieval and release of such information in the custody of other unit/division, and indicate the date of release on the Claim Slip. The Division Staff concerned shall apprise the RO when the information is retrieved and ready for claiming.



- 6.2. Claiming of requested information shall not exceed thirty (30) working days from the due date of release. Information/record not claimed within thirty (30) working days of the release date shall be disposed of accordingly.

## **7. DENIAL OF REQUESTS.**

In case of denial of the request, the RO shall, within two (2) working days, notify the requesting party of the denial in writing. In case of denial of request for information which are in custody of other unit/division, the unit/division concerned should be required to indicate the reason for denying the request in the space provided for in the request form. The notice signed by the RO and shall clearly set forth the reasons for denial and the circumstances in which the denial is based.

### **Section 6: REMEDIES IN CASE OF DENIAL**

A person or party whose request for access to information has been denied may file an appeal set forth below.

1. **APPEAL TO THE VSU PRESIDENT and the BOARD OF REGENTS.** Provided, that the written appeal must be filed by the same requesting party within fifteen (15) working days upon denial of request.
  - 1.1. Denial of request shall be appealed to the VSU President by filing a written appeal within fifteen (15) working days from the date of notice or letter of denial.
  - 1.2. The letter of appeal should state why the requestor/requesting party disagrees with the reason/s for denying the request. The appellant may provide supporting information to the appeal.
  - 1.3. In case the President affirms the denial of the request, the request shall be appealable to the VSU Board of Regents by submitting the appeal through the BOR Secretary within fifteen (15) working days from the date of notice or letter of denial of the first appeal.
  - 1.4. Appeals shall be decided upon by the Board of Regents during its board meeting en banc. Decision of the appeal shall be released by the Board Secretary to the requestor within 15 days after the date of the board meeting.



## **Section 7: FEES**

- 1. REASONABLE COST OF REPRODUCTION OF INFORMATION.** The RO shall immediately notify the requesting party of the cost of reproduction of the requested information.
- 2. SCHEDULE OF FEES.** The cost of reproduction is Php10.00 per page in accordance with the existing Citizen's Charter of the Records Office.
- 3. NO FEES ON APPROVED APPEALS.** No fees shall be charged to the appellant in case of approval of an appeal.
- 4. EXEMPTION FROM FEES.** The university may exempt any requesting party from payment of fees, upon request stating the valid reason why such requesting party shall not pay the fee.

## **Section 8: DOCUMENT ROUTING SYSTEM (DRS)**

All requests for information shall be encoded in the Insurance Commission – Document Routing System (IC-DRS) for monitoring of the status of the requests it received.

## **Section 9: ADMINISTRATIVE LIABILITY**

- 1. NON-COMPLIANCE WITH FOI.** Failure to comply with the provisions of this Manual shall be a ground for administrative penalties. The Revised Rules on Administrative Cases in the Civil Service (RRACS) shall be applicable in the disposition of cases under this Manual.

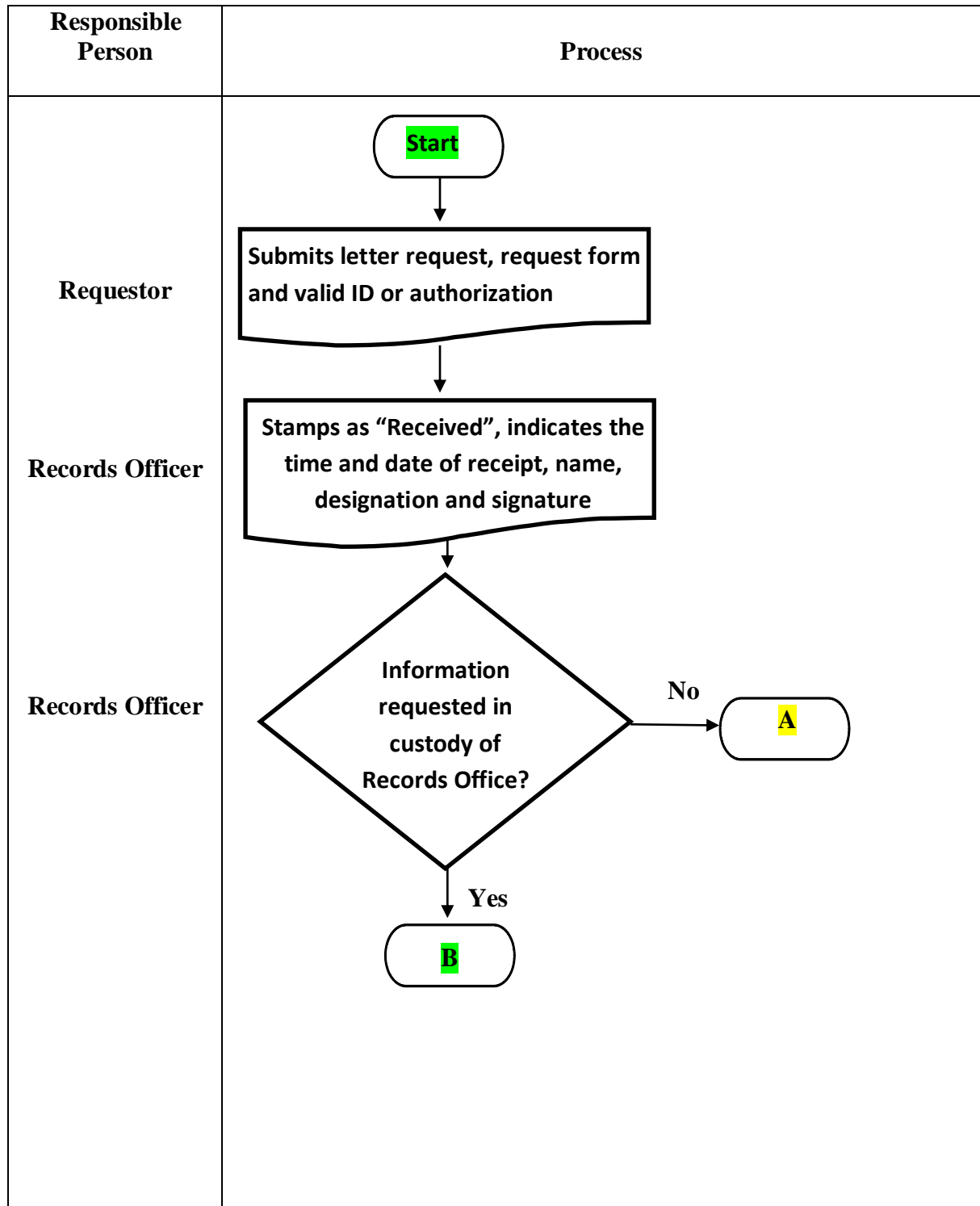
## **Section 10: PROCESS FLOWCHARTS**

The procedure for Request to Access Information / Record covers the filing of request for information, receipt and evaluation of request, and approval/denial of request.

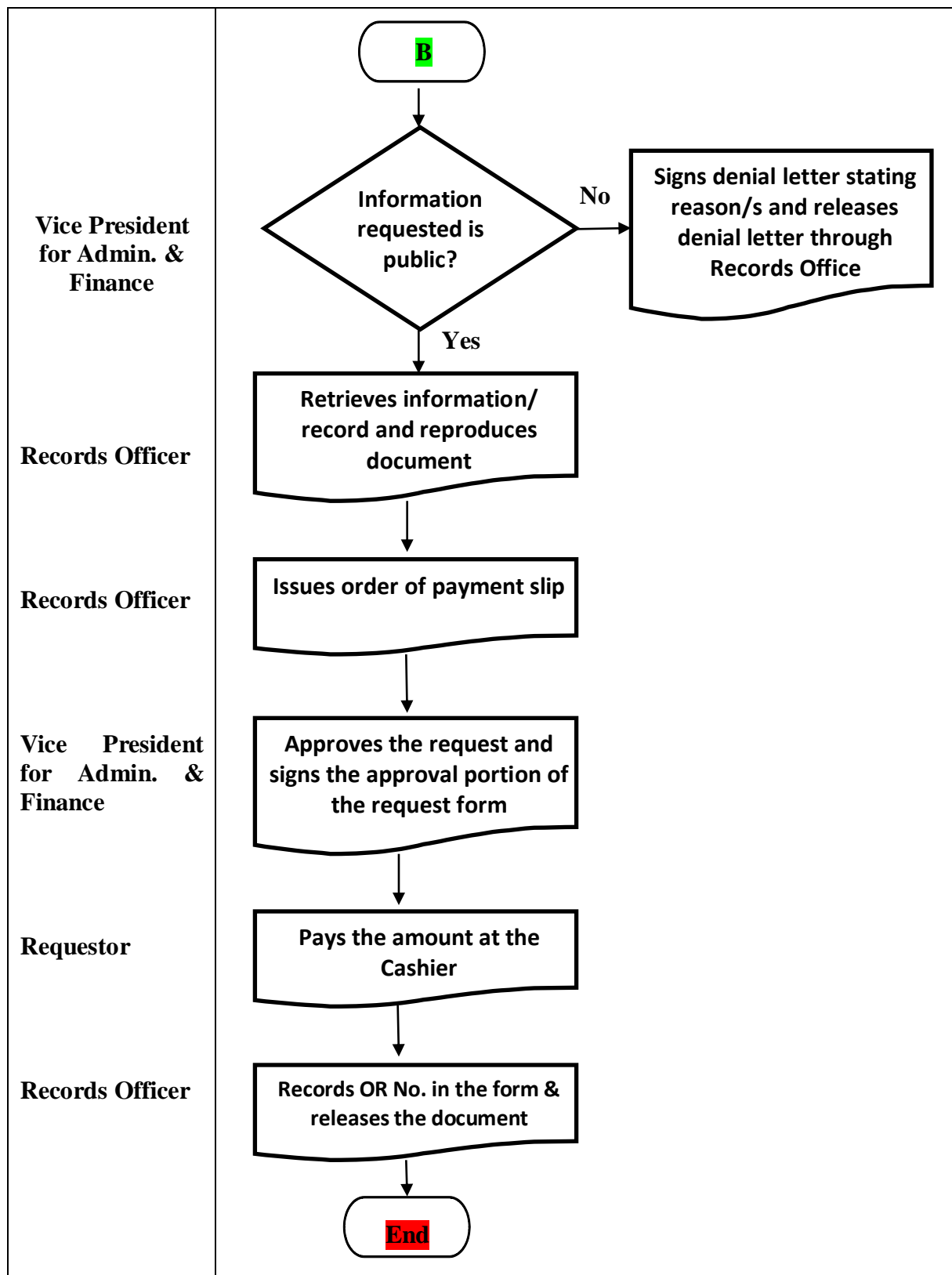
Requirements: 1. Written request 2. Duly accomplished Request Form 3. Valid identification card 4. For representatives, an authorization letter and valid ID



## PROCESS FLOWCHART: REQUEST TO ACCESS INFORMATION / RECORD

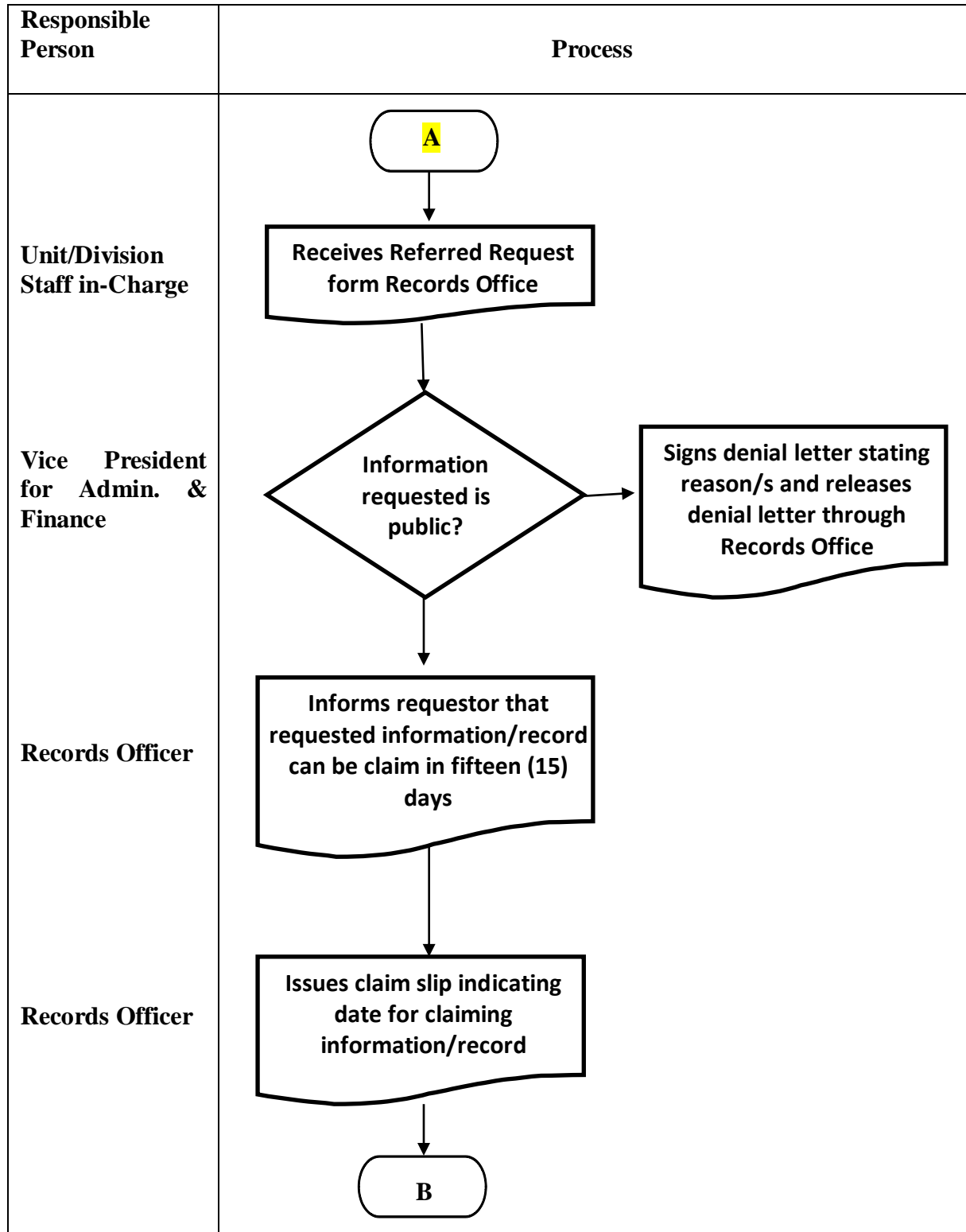




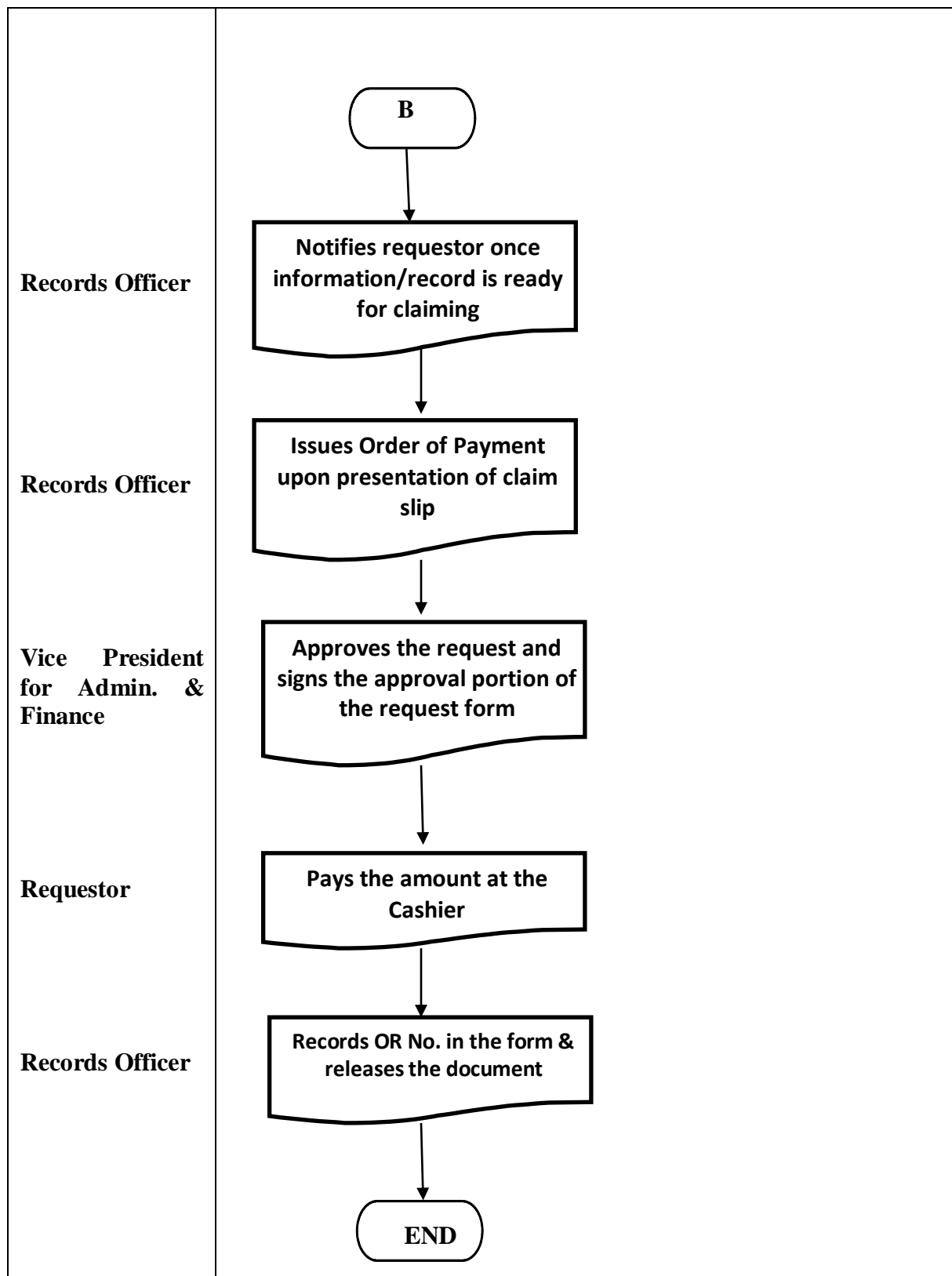




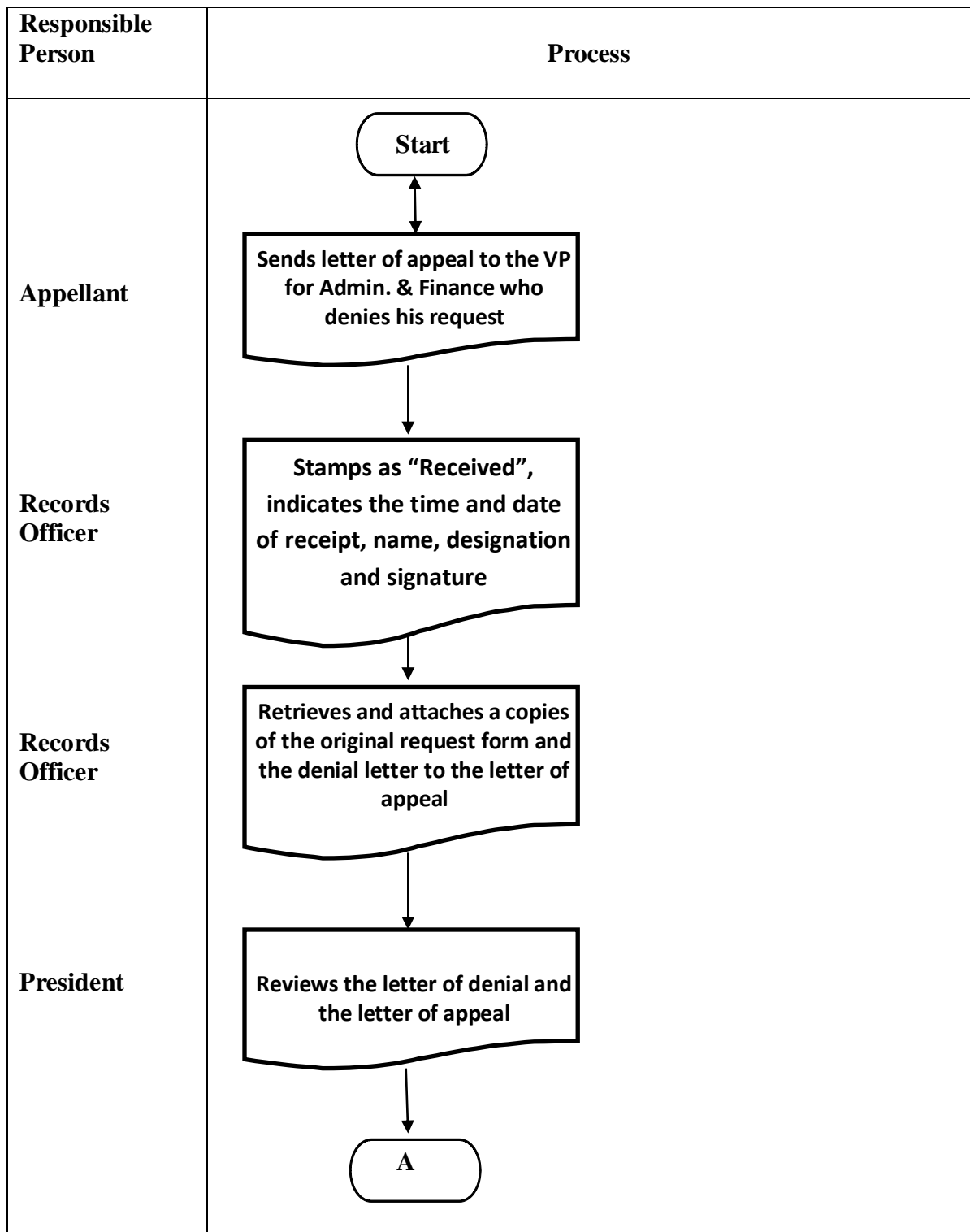
**Process Flow: Referral of Request to other Units/Division in Custody of Information**



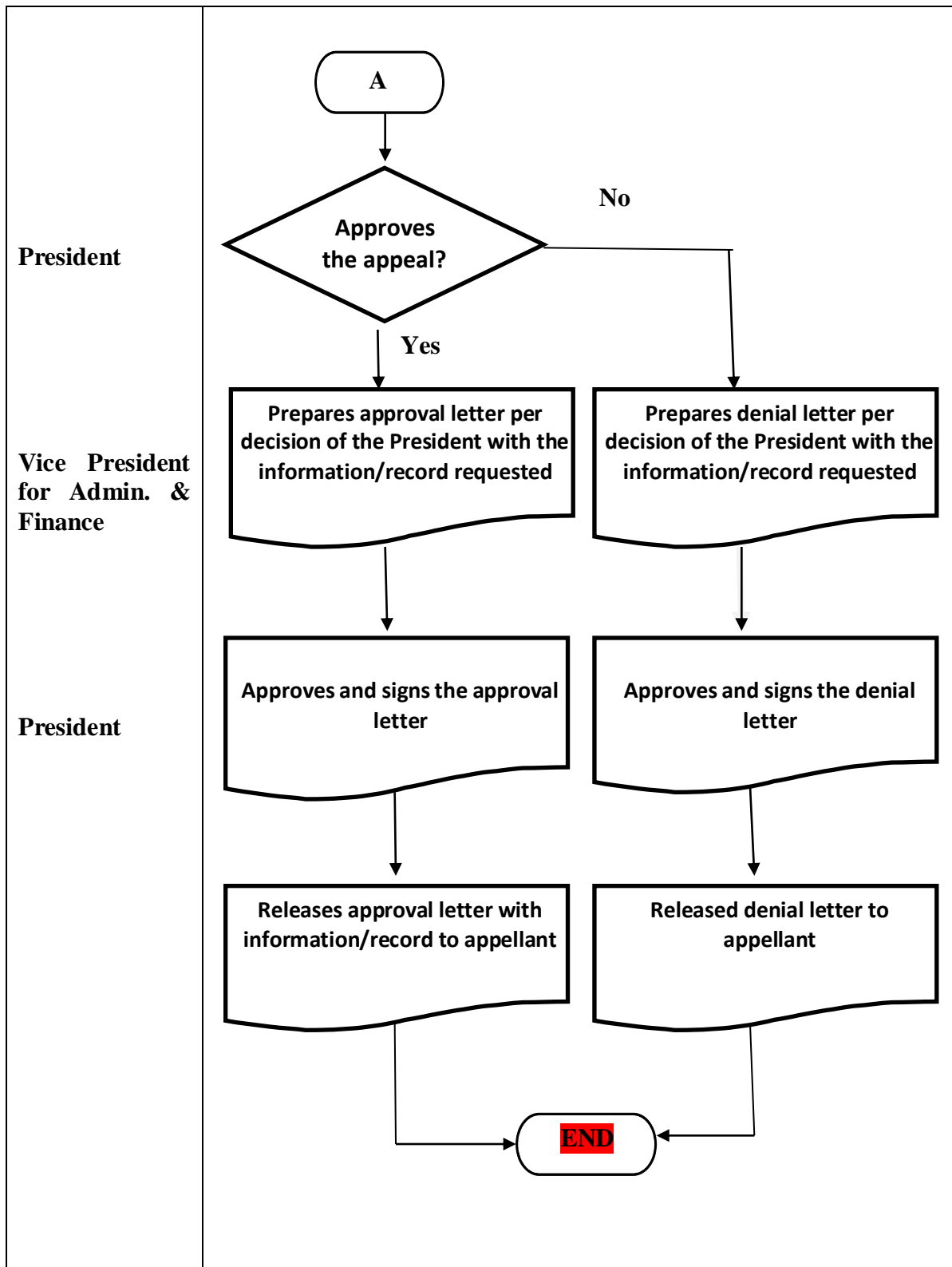




**FLOW PROCESS: APPEAL TO DENIAL OF REQUEST FOR INFORMATION/RECORD**







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Director, ODAHRD

**Reviewed by:**

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Vice President for Administration & Finance

**Approved:**

**EDGARDO E. TULIN**  
President

## **Section 11: ANNEXES**

**Annex A – Executive Order No. 2**  
**Annex B – FOI Directory**  
**Annex C – Request Form**  
**Annex D - Claim Slip**



**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



Annex “B”

LIST OF REFERENCES

Executive Order No. 02, series of 2016

FOI MC Bo. 1, series of 2016 issued by the Presidential Communications Operations Office  
on November 11, 2016

Public-Private Partnership Center People’s Freedom of Information Manual

National Printing Office Freedom of Information Model People’s Manual March 2017

Annex “C”

FOI DIRECTORY

NAME & DESIGNATION	LOCATION OF FOI RECEIVING OFFICE	CONTACT DETAILS
Ms. Asteria A. Sevilla Administrative Officer II	Administration Bldg. Visayas State University, Baybay City, Leyte	09062716490 asteriasevilla@yahoo.com
Dr. Remberto A. Patindol Vice President for Admin. & Finance	Administration Bldg. Visayas State University, Baybay City, Leyte	09176341454 rpats@yahoo.com
Dr. Edgardo E. Tulin VSU President	Administration Bldg. Visayas State University, Baybay City, Leyte	09173108081 edgardo.tulin@vsu.edu.ph

**Annex “D”**

**Request for Information**

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

**Name of Requestor):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Nos.:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

**Proof of Identity presented:** \_\_\_\_\_ **ID No.:** \_\_\_\_\_

**Requested Information:**

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

**Reason & intended use of requested information/document**

**No. of copies** \_\_\_\_\_

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

\_\_\_\_\_  
**Signature of Requestor/Representative**

**Action on the request:**

**Approved:** **REMBERTO A. PATINDOL**  
**Vice President for Administration & Finance**

**Evidence of payment: OR No.** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**Disapproved :** **REMBERTO A. PATINDOL**  
**Vice President for Administration & Finance**

**Remarks/reason for disapproval:**

\_\_\_\_\_

**Annex “E”**

**CLAIM SLIP**

**Name of Requestor):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date of Release of information/document:**\_\_\_\_\_

**No. of copies / pages:** \_\_\_\_\_

**Received the requested information/record:**

\_\_\_\_\_  
**Name & Signature of Requestor/Representative**

**REMINDERS:**

1. Fees for reproduction (PhP10.00/page) apply
2. If requestor can not personally pick up the document, the authorized representatives should be clothed with an authorization letter, valid ID and photocopy of valid ID of requestor
3. Documents should be claimed within thirty (30) working days from due date of release
4. Information/records not claimed within thirty (30) working days shall be disposed of accordingly.