



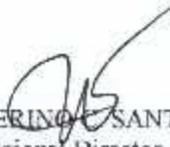
Republic of the Philippines  
**Bulacan State University**  
City of Malolos, Bulacan

**BOARD OF REGENTS RESOLUTION #68, series of 2017**

**A Resolution Approving the Freedom of Information Manual of Bulacan State University in  
Compliance to Executive Order #2, series of 2016**

HON. RONALD L. ADAMAT  
CHED Commissioner  
Chairperson, BulSU-BOR

  
HON. CECILIA N. GASCON  
University President  
Vice-Chairman, BulSU BOR

  
HON. SEVERINO SANTOS  
NEDA 3 Regional Director  
Member, BulSU BOR

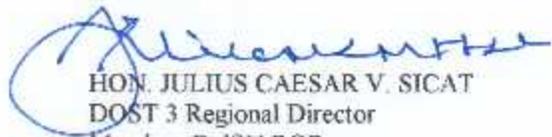
HON. FRANCIS JOSEPH ESCUDERO  
Chair, Senate Committee on Education  
Member, BulSU BOR

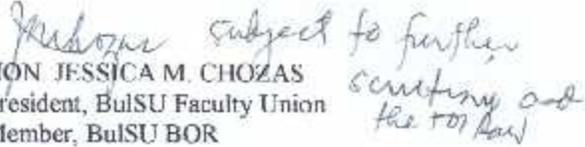
*Represented by Ms. Maria Cristina Perez-Litonjua*

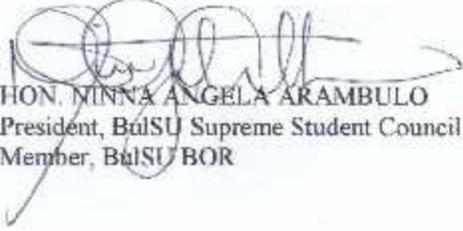
HON. ANNE K. HOFER  
Chair, House Committee on Higher  
and Technical Education  
Member, BulSU BOR

*Represented by Cong. Salvador Belaro Jr.*

  
HON. ROMEO B. SANTOS  
President, BulSU Alumni Association  
Member, BulSU BOR

  
HON. JULIUS CAESAR V. SICAT  
DOST 3 Regional Director  
Member, BulSU BOR

  
HON. JESSICA M. CHOZAS  
President, BulSU Faculty Union  
Member, BulSU BOR

  
HON. NINNA ANGELA ARAMBULO  
President, BulSU Supreme Student Council  
Member, BulSU BOR

Approved during the 2<sup>nd</sup> Special Board Meeting for 2017 held on December 21, 2017 at CIED, QC

## **ANNEX A**

### **FOI Frequently Asked Questions**

#### **1. What is Freedom of Information or FOI?**

Freedom of Information (FOI) is the government's response to the call for transparency and full public disclosure of information. FOI is a government mechanism, which allows Filipino citizens to request any information about the government transactions and operations, provided that it shall not put into jeopardy privacy and matters of national security.

The FOI mechanism for the Executive Branch is enabled via Executive Order No. 2, series of 2016.

#### **2. What is Executive Order No. 2 S. 2016?**

Executive Order No. 2 (EO 2) is the enabling order for FOI. EO 2 operationalizes in the Executive Branch the People's Constitutional right to information. EO 2 also provides the State policies to full public disclosure and transparency in the public service.

EO 2 is an important enabling mechanism to promote transparency in the government's administrative process. Through FOI, citizens are empowered to make a formal request to get information held by the government, barring certain sensitive and important data related to the nation's security. FOI complements continuing proactive information disclosure efforts where agencies are duty-bound to publish information in the spirit of openness and transparency.

FOI is an integral element President Duterte's Good Governance Plan aligned to reforms and initiatives that pursue greater transparency, accountability, and citizen participation in governance. EO 2 was signed by President Rodrigo Roa Duterte on July 23, 2016.

#### **3. Who oversees the implementation of EO 2?**

The Presidential Communications Operations Office (PCOO) oversees the implementation and operationalization of the FOI program. PCOO serves as the coordinator of all government agencies to ensure that the FOI program is properly implemented.

#### **4. Who can make an FOI request?**

Any Filipino citizen can make an FOI Request. As a matter of policy, requestors are required to present proof of identification.

5. What can I ask for under EO on FOI?

Information, official records, public records, and, documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development.

6. What agencies can we ask information?

An FOI request under EO 2 can be made before all government offices under the Executive Branch, including government owned or controlled corporations (GOCCs) and state universities and colleges (SUCs). FOI requests must be sent to the specific agency of interest, to be received by its respective Receiving Officer.

7. How do I make an FOI request?

- (1) The requestor is to fill up a request form and submits to the agency's Receiving Officer. The Receiving Officer shall validate the request and logs it accordingly on the FOI tracker.
- (2) If deemed necessary, the Receiving Officer may clarify the request on the same day it was filed, such as specifying the information requested, and providing other assistance needed by the Requestor.
- (3) The request is forwarded to the Decision Maker for proper assessment. The Decision Maker shall check if the agency holds the information requested, if it is already accessible, or if the request is a repeat of any previous request.
- (4) The request shall be forwarded to the officials involved to locate the requested information.
- (5) Once all relevant information is retrieved, officials will check if any exemptions apply, and will recommend appropriate response to the request.
- (6) If necessary, the head of the agency shall provide clearance to the response.
- (7) The agency shall prepare the information for release, based on the desired format of the Requestor. It shall be sent to the Requestor depending on the receipt preference.

8. How much does it cost to make an FOI request?

There are no fees to make a request. But the agency may charge a reasonable fee for necessary costs, including costs of printing, reproduction and/or photocopying.

9. What will I receive in response to an FOI request?

You will be receiving a response either granting or denying your request. If the request is granted, the information requested will be attached, using a format that you specified. Otherwise, the agency will explain why the request was denied.

10. How long will it take before I get a response?

It is mandated that all replies shall be sent fifteen (15) working days after the receipt of the request. The agency will be sending a response, informing of an extension of processing period no longer than twenty (20) working days, should the need arise.

11. What if I never get a response?

If the agency fails to provide a response within the required fifteen (15) working days, the Requestor may write an appeal letter to the Central Appeals and Review Committee within fifteen (15) working days from the lapse of required response period. The appeal shall be decided within thirty (30) working days by the Central Appeals and Review Committee. If all administrative remedies are exhausted and no resolution is provided, requestors may file the appropriate case in the proper courts in accordance with the Rules of Court.

12. What will happen if my request is not granted?

If you are not satisfied with the response, the Requestor may write an appeal letter to the Central Appeals and Review Committee within fifteen (15) working days from the lapse of required response period. The appeal shall be decided within thirty (30) working days by the Central Appeals and Review Committee. If all administrative remedies are exhausted and no resolution is provided, requestors may file the appropriate case in the proper courts in accordance with the Rules of Court.

**ANNEX B**  
**Executive Order No. 2, s. 2016**

MALACAÑAN PALACE  
MANILA

**BY THE PRESIDENT OF THE PHILIPPINES**

**EXECUTIVE ORDER NO. 02**

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

**WHEREAS**, pursuant to Section 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

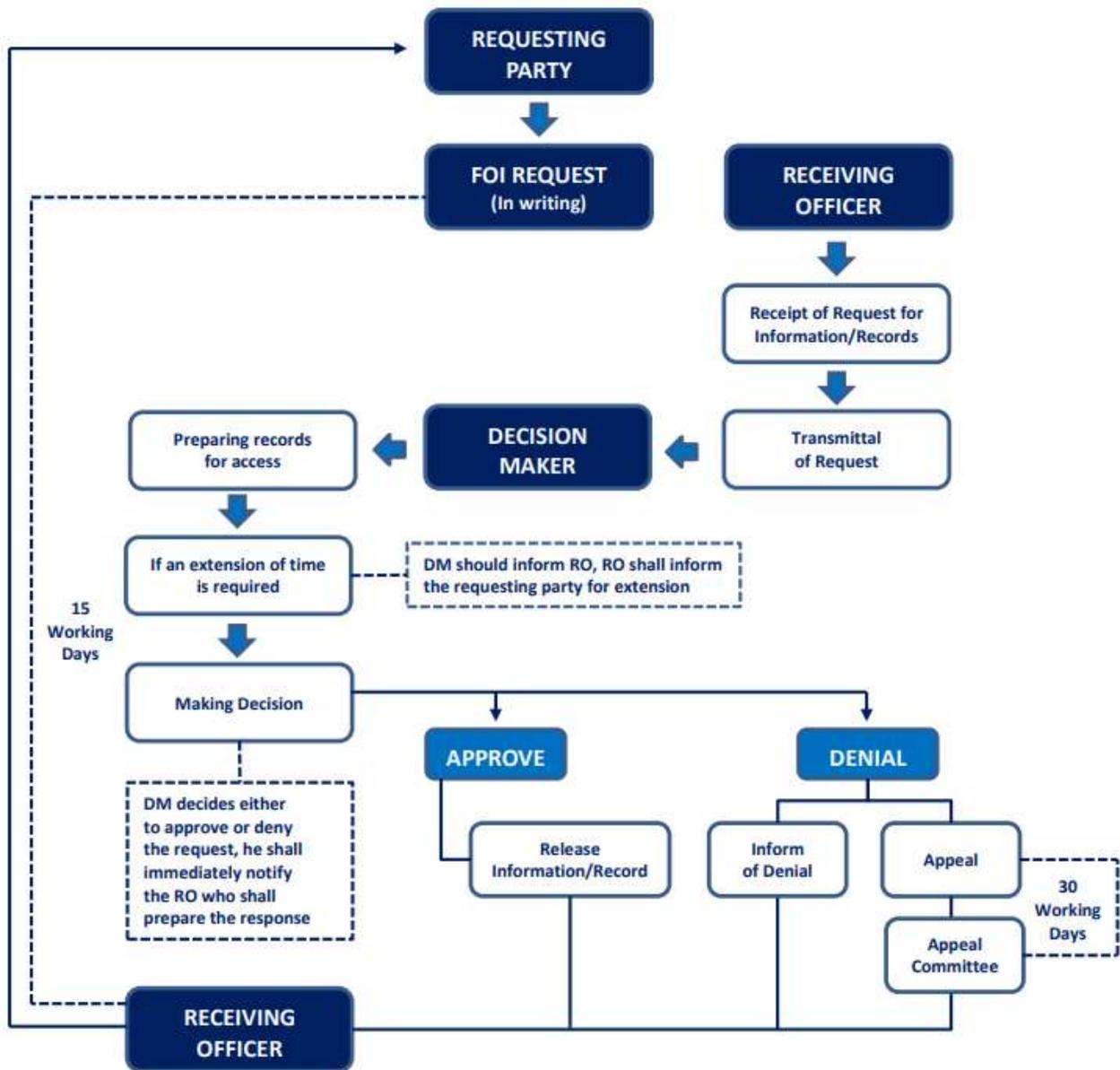
By the President:

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

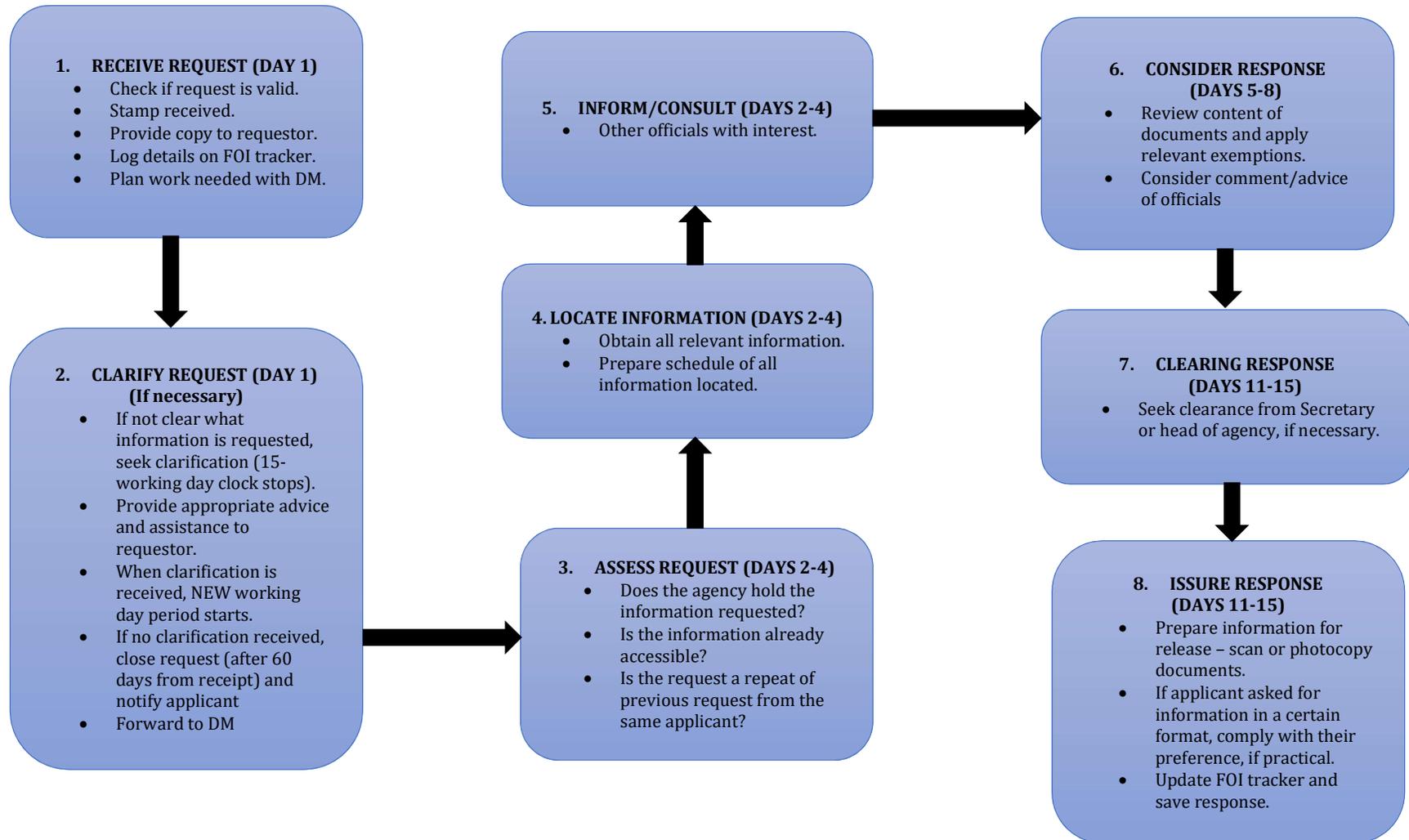
**ANNEX C**  
**FOI Receiving Officer of the Agency**

NAME	DESIGNATION	CONTACT DETAILS
Ms. Priscilla Salivio	Records Officer	(044) 919-7800 loc. 1032

**ANNEX D-1  
Flow Chart**



**ANNEX D-2  
Detailed FOI Request Process**



### ANNEX D-3

#### FOI Request Process in Days

Day 1	Days 2-4	Days 5-8	Days 9-10	Days 11-15
<p><b>RECEIVE REQUEST</b></p> <ul style="list-style-type: none"> <li>• Check if request is valid.</li> <li>• Stamp received.</li> <li>• Provide copy to requestor.</li> <li>• Log details on FOI tracker.</li> <li>• Plan work needed with DM.</li> </ul> <p><b>CLARIFY REQUEST (If necessary)</b></p> <ul style="list-style-type: none"> <li>• If not clear what information is requested, seek clarification (15-working day clock stops).</li> <li>• Provide appropriate advice and assistance to requestor.</li> <li>• When clarification is received, NEW working day period starts.</li> <li>• If no clarification received, close request (after 60 days from receipt) and notify applicant</li> <li>• Forward to DM</li> </ul>	<p><b>ASSESS REQUEST</b></p> <ul style="list-style-type: none"> <li>• Done the agency hold the information requested.</li> <li>• Is the information already accessible?</li> <li>• Is the request a repeat of a previous request from the same applicant?</li> </ul> <p><b>LOCATE INFORMATION</b></p> <ul style="list-style-type: none"> <li>• Obtain all relevant information.</li> <li>• Prepare schedule of all information located.</li> </ul> <p><b>INFORM / CONSULT</b></p> <ul style="list-style-type: none"> <li>• Other officials with key interest.</li> </ul>	<p><b>CONSIDER RESPONSE</b></p> <ul style="list-style-type: none"> <li>• Review content of documents and apply relevant exceptions.</li> <li>• Consider comments/advice of officials</li> </ul>	<p><b>CLEARING RESPONSE</b></p> <ul style="list-style-type: none"> <li>• Seek clearance from secretary or head of agency, if necessary.</li> </ul>	<p><b>ISSUE RESPONSE</b></p> <ul style="list-style-type: none"> <li>• Prepare information for release – scan or photocopy documents.</li> <li>• If applicant asked for information in a certain format, comply with their preference, if practical.</li> <li>• Update FOI tracker and save response.</li> </ul>

**Notes:**

1. This table sets our targets, at various points within the 15-working day response period, for completion of key steps in the process of handling an FOI request.
2. Each FOI request is different, so not all of these actions will be required in each case – some will be much simpler – and sometimes actions will be completed earlier or later than the targets in this table. **However, it is always important to allow sufficient time for Decision Makers, etc. to clear FOI responses before expiry of the 15-working day deadline.**
3. For any request, it is essential to start looking at it as soon as it is received, to assess what work needs to be done and to plan that work so that the request is answered on time. This table is intended to help with that planning.

ANNEX E  
FOI Request Form



Republic of the Philippines  
**Bulacan State University**  
City of Malolos, Bulacan  
Tel/Fax (044) 791-0153



**FOI Request Form**

*Title of the Document:* \_\_\_\_\_  
*Year Covered:* \_\_\_\_\_  
*Purpose:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Name:* \_\_\_\_\_ *Contact No.:* \_\_\_\_\_  
*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_  
*Address:* \_\_\_\_\_

*How would you like to receive the information?*  
 Email \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Postal Address \_\_\_\_\_  
 Pick-up (Office Hours) \_\_\_\_\_

*Proof of Identity:*  
Passport No. \_\_\_\_\_  
Driver's License \_\_\_\_\_  
Other \_\_\_\_\_

-----

*Submitted to:* \_\_\_\_\_  
*Signature over printed name*

*Date/Time of Submission:* \_\_\_\_\_

*Certified by:* \_\_\_\_\_  
*Signature over printed name*

*Type of action conducted:* \_\_\_\_\_

*Received by:*

\_\_\_\_\_  
FOI Receiving Officer

**Remarks:**  
\_\_\_\_\_

ANNEX F-1  
FOI Response Template—Document Enclosed



Republic of the Philippines  
**Bulacan State University**  
City of Malolos, Bulacan  
Tel/Fax (044) 791-0153



DATE

Dear \_\_\_\_\_,

Greetings!

Thank you for your request dated (insert date) under Executive Order No. 2, s. 2016 on Freedom of Information in the Executive Branch.

**Your request**

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

**Response to your request**

Your FOI request is approved. I enclosed a copy of (some/most/all) of the information you requested (in the format you asked for).

Thank you.

Respectfully,

---

**FOI Receiving Officer**

ANNEX F-2  
FOI Response Template—Answer



Republic of the Philippines  
**Bulacan State University**  
City of Malolos, Bulacan  
Tel/Fax (044) 791-0153



DATE

Dear \_\_\_\_\_,

Greetings!

Thank you for your request dated (insert date) under Executive Order No. 2, s. 2016 on Freedom of Information in the Executive Branch.

**Your request**

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

**Response to your request**

Your FOI request is approved. The answer to your request is <insert answer>

Thank you.

Respectfully,

---

**FOI Receiving Officer**

ANNEX F-3  
FOI Response Template— Document Available Online



Republic of the Philippines  
**Bulacan State University**  
City of Malolos, Bulacan  
Tel/Fax (044) 791-0153



DATE

Dear \_\_\_\_\_,

Greetings!

Thank you for your request dated (insert date) under Executive Order No. 2, s. 2016 on Freedom of Information in the Executive Branch.

**Your request**

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

**Response to your request**

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

**Your right to request a review**

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response, by writing to <insert name of Vice President>, <insert email address>. Your review request should explain why you are dissatisfied with this response, and should be made within 15 calendar days from the date when we receive your review request.

If you are not satisfied with result of the review, you then have the right to appeal to the Office of the President under the BulSU FOI Manual.

Thank you.

Respectfully,

---

**FOI Receiving Officer**

ANNEX F-4  
FOI Response Template— Document Not Available



Republic of the Philippines  
**Bulacan State University**  
City of Malolos, Bulacan  
Tel/Fax (044) 791-0153



DATE

Dear \_\_\_\_\_,

Greetings!

Thank you for your request dated (insert date) under Executive Order No. 2, s. 2016 on Freedom of Information in the Executive Branch.

**Your request**

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

**Response to your request**

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

**Your right to request a review**

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response, by writing to <insert name of Vice President>, <insert email address>. Your review request should explain why you are dissatisfied with this response, and should be made within 15 calendar days from the date when we receive your review request.

If you are not satisfied with result of the review, you then have the right to appeal to the Office of the President under the BulSU FOI Manual.

Thank you.

Respectfully,

\_\_\_\_\_  
**FOI Receiving Officer**

ANNEX F-5  
FOI Response Template— Under Exceptions



Republic of the Philippines  
**Bulacan State University**  
City of Malolos, Bulacan  
Tel/Fax (044) 791-0153



DATE

Dear \_\_\_\_\_,

Greetings!

Thank you for your request dated (insert date) under Executive Order No. 2, s. 2016 on Freedom of Information in the Executive Branch.

**Your request**

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

**Response to your request**

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

**Your right to request a review**

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response, by writing to <insert name of Vice President>, <insert email address>. Your review request should explain why you are dissatisfied with this response, and should be made within 15 calendar days from the date when we receive your review request.

If you are not satisfied with result of the review, you then have the right to appeal to the Office of the President under the BulSU FOI Manual.

Thank you.

Respectfully,

\_\_\_\_\_  
**FOI Receiving Officer**

ANNEX F-6  
FOI Response Template— Identical Request



Republic of the Philippines  
**Bulacan State University**  
City of Malolos, Bulacan  
Tel/Fax (044) 791-0153



DATE

Dear \_\_\_\_\_,

Greetings!

Thank you for your request dated (insert date) under Executive Order No. 2, s. 2016 on Freedom of Information in the Executive Branch.

**Your request**

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

**Response to your request**

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

**Your right to request a review**

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response, by writing to <insert name of Vice President>, <insert email address>. Your review request should explain why you are dissatisfied with this response, and should be made within 15 calendar days from the date when we receive your review request.

If you are not satisfied with result of the review, you then have the right to appeal to the Office of the President under the BulSU FOI Manual.

Thank you.

Respectfully,

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**FOI Receiving Officer**



# **BULACAN STATE UNIVERSITY**

**Freedom of Information**

**Manual**



Republic of the Philippines  
**Bulacan State University**  
City of Malolos, Bulacan  
Tel/Fax (044) 791-0153

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**BulSU Administrative Council Resolution No. \_\_\_\_\_**

**A RESOLUTION ENDORSING TO THE BulSU BOARD OF REGENTS THE APPROVAL OF THE PROPOSED FREEDOM OF INFORMATION MANUAL**

**WHEREAS**, Bulacan State University (BulSU), as an agency of the Philippine Government, adheres to the policies of fellow government institutions in order to contribute to national goals set by the present administration;

**WHEREAS**, pursuant to Executive Order No. 02 with the subject "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", the University came up with a Freedom of Information Manual;

**WHEREAS**, during the presentation and discussion of this FOI manual, the members of the Administrative Council considered that it is appropriate to adopt the manual so that the general public requesting information about BulSU, its programs, projects, and activities, etc. will be dealt with properly according to the guidelines proposed on this manual; and

**WHEREAS**, the Council likewise agreed that approving the manual will entail compliance to one of the requirements of the Memorandum Circular No. 2017-1 dated March 09, 2017 re: Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2017 under Executive Order (EO) No. 80 and EO No. 201, on FY 2017 Good Governance Conditions.

**RESOLVED, THEREFORE, AS IT IS HEREBY RESOLVED**, that the proposal for the adoption of the FOI manual is hereby approved by the Administrative Council.

**RESOLVED FURTHER**, that this resolution be endorsed to the BulSU Board of Regents for appropriate action.

Approved this 18<sup>th</sup> day of September 2017 here at the Bulacan State University, Malolos, Bulacan.

Signed:

**Dr. Cecilia N. Gascon**  
University President & Presiding Chair  
BulSU Administrative Council

## **PREFACE**

This Freedom of Information Manual is in compliance with Executive Order No. 02, S. 2016 by the President of the Republic of the Philippines, "Operationalizing in the Executive Branch the People's Constitutional Right to reformation and the state Policies to full public disclosure and transparency in the Public service providing guidelines therefor".

The BulSU FOI Manual describes the step-by-step procedure and guidelines to be conformed by any person who would like to have access on relevant information about the University, its programs, projects, and activities. It also directs the requesting party on the responsible officials of the University for the said information.

This manual is in response to the call of the government to be transparent to the public. It is likewise expected that the general public may use this BulSU-FOI Manual properly.

Dr. Cecilia N. Gascon  
University President

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## SECTION 1: OVERVIEW

1. **Purpose.** The purpose of this BulSU FOI Manual is to guide the public in requesting for information from the University and to provide the detailed process for guidance of the different colleges, units and offices in dealing with requests of information pursuant to Executive Order No. 02. **(Annex "B")**.
2. **Structure of the Manual.** This manual sets the rules and procedures to be followed by all colleges, units and offices of the University whenever there is a request for access to information. The University President shall be responsible for all actions administered under this manual and may delegate this responsibility to the Vice President, Deans and Directors or Heads of Offices as the University may deem appropriate (i.e. to decide whether to release all the records, partially release the records or deny access).
3. **Coverage of the Manual.** The Manual shall include all requests for information directed to all colleges, units and offices of the University as well as the procedures for the appeal on request for information.
4. **FOI Receiving Officer.** The University President shall designate FOI Receiving Officers (FRO) in every clusters/campuses of the University upon prior recommendation of the Deans and Directors or by the Vice President for Administration, Finance and Resource Generation in case of the General Administration and Support Services.

The FRO shall have the following duties and responsibilities:

- (a) Receive on behalf of BulSU all requests for information and facilitate such requests;
- (b) Ensure that the FOI Request Form is completely accomplished;
- (c) Provide assistance and support with regard to FOI;
- (d) Process all requests and forward to concerned office(s) which has custody of the requested record(s), within or outside BulSU, as may be appropriate after consultation and approval of the FOI Decision Maker (FDM);
- (e) Provide assistance in ensuring all requests are responded to within the prescribed time;
- (f) Maintain an FOI logbook of all requests chronologically for accountability purposes;

- (g) Monitor all FOI requests and appeals, provide assistance to the FDM, provide assistance and support to the public with regard to FOI request and compile statistical information as required;
- (h) Upon completion of the evaluation within the period set forth in EO No. 02, advise the requesting party of any decision on the request;
- (i) Prepare all other necessary FOI reports.

**FOI Decision Maker.** For purposes of efficiency and streamline process, the Deans and Directors and the Vice President for Administration, Finance and Resource Generation in case of GASS, shall serve as the concurrent FOI Decision Makers (FDM) in their respective units.

The FDM shall evaluate the request for FOI and shall have the overall responsibility for the decision on the FOI request whether to release all the requested records, partially release the same or deny access thereto.

5. **Central Appeals and Review Committee.** There shall be a central appeals and review committee composed of the three Vice Presidents of the University to review and analyze the grant or denial of the request for information. The Committee shall also provide expert advice to the University President on the denial of such request.
6. **Approval and Denial of Request to Information.** The Decision Maker shall be the one to approve or deny all request of information. In the case where the Decision Maker is on official leave, the University President may delegate such authority to any Officer, not below the rank of a Director.

## SECTION 2: DEFINITION OF TERMS

**ADMINISTRATIVE FOI APPEAL.** This refers to an independent review of the initial determination made in response to an FOI request in accordance with the procedures established herein.

**CONSULTATION.** This refers to the process of asking for the views of other government agency as to the disclosability of the records which are found to contain information of interest to such other government agency when such records are in possession of the University.

**data.gov.ph.** The Open Data website that serves as the government's comprehensive portal for all public government data which are searchable, understandable, and accessible.

**eFOI.gov.ph.** The website that serves as the government's comprehensive FOI website for all information on the FOI. Among many other features, *eFOI.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. *eFOI.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 the agency and over time.

**EXCEPTIONS.** This refers to information that should not be released and disclosed in response to an FOI request because they are protected by the Constitution, laws or jurisprudence.

**FREEDOM OF INFORMATION (FOI).** This refers to the constitutionally guaranteed right of the people to information in matters of public concern which is indispensable to the exercise of the right of the people and their organizations to effective and reasonable participation at all levels of social, political and economic decision-making.

**FOI CONTACT.** This refers to name, address and phone number at each government office where you can make an FOI request

**FOI REQUEST.** This refers to a written request submitted to a government office personally or by email asking for records on any topic. An FOI request can generally be made by any Filipino to any government office.

**FOI RECEIVING OFFICE.** This refers to a primary contact at each agency where the requesting party can call and ask questions about the FOI process or the pending FOI request.

**FREQUENTLY REQUESTED INFORMATION.** This refers to information released in response to an FOI request that the agency determines have become or are likely to become the subject of subsequent requests for substantially the same records.

**FULL DENIAL.** This occurs when BulSU and its satellite campuses cannot release any records in response to an FOI request, because, for example, the requested information is exempt from disclosure in its entirety or no records responsive to the request could be located.

**FULL GRANT.** This occurs when a government office is able to disclose all records in full in response to an FOI request.

**INFORMATION.** This 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.

**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.

**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.

**OFFICIAL RECORD/S.** This shall refer to information produced or received by a public officer or an employee, or by a government office in an official capacity or pursuant to a public function or duty.

**OPEN DATA.** This refers to publicly available data structured in a way that enables the data to be fully discoverable and usable by end users.

**PARTIAL GRANT/PARTIAL DENIAL.** This occurs when a government office is able to disclose portions of the records in response to an FOI request but must deny other portions of the request.

**PENDING REQUEST OR PENDING APPEAL.** An FOI request or administrative appeal for which a government office has not yet taken final action in all respects. It captures anything that is open at a given time including requests that are well within the statutory response time.

**PERFECTED REQUEST.** An FOI request, which reasonably describes the records, sought and is made in accordance with the government office's regulations.

**PERSONAL INFORMATION.** This shall refer to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information or when put together with other information would directly and certainly identify an individual.

**PROACTIVE DISCLOSURE.** This refers to disclosure of information made by the University without waiting for specific FOI request.

**PROCESSED REQUEST OR PROCESSED APPEAL.** The number of requests or appeals where the agency has completed its work and sent a final response to the requester.

**PUBLIC RECORDS.** This shall include information required by laws, executive orders, rules, or regulations to be entered, kept, and made publicly available by a government office.

**RECEIVED REQUEST OR RECEIVED APPEAL.** An FOI request or administrative appeal that an agency has received within a fiscal year.

**REFERRAL.** This refers to the process to be undertaken by the University whenever it has in its possession a record that originated with, or is of otherwise primary interest to another agency, by forwarding the record to the other agency to process the records and to provide the final determination directly to the requesting party.

**SENSITIVE PERSONAL INFORMATION.** As defined in the Data Privacy Act of 2012, this shall refer to personal information:

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

**SIMPLE REQUEST.** An FOI request that an agency anticipates will involve a small volume of material or which will be able to be processed relatively quickly.

### SECTION 3. PROMOTION OF OPENNESS IN GOVERNMENT

**1. Duty to Publish Information.** The 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) A description of the frontline services it delivers 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, profiles and curriculum vitae;
- (d) Work programs, development plans, investment plans, projects, performance targets and accomplishments, and budgets, revenue allotments and expenditures;
- (e) Important rules and regulations, orders or decisions;
- (f) Current and important database and statistics that it generates;
- (g) Bidding processes and requirements; and
- (h) Mechanisms or procedures by which the public may participate in or otherwise influence the formulation of policy or the exercise of its powers.

**2. Accessibility of Language and Form.** The University shall endeavor to translate its key information into major Filipino language and present them in popular forms and means.

**3. Keeping of Records.** The University 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 University and its colleges, units and offices shall afford full protection to a person's right to privacy, as follows:

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

**SECTION 5. STANDARD PROCEDURE** (See Annex "D" for flowchart)

**1. Receipt of Request for Information.** In receiving any request for information, the FROs shall be guided by the following procedures:

- 1.1. The requesting party shall fill out and submit the FOI Request Form to the nearest college, unit or office of the University. For this purpose, attached herewith and made integral part hereof as Annex "E" is the template of FOI request form.
- 1.2. The FRO shall receive the request for information from the requesting party and check compliance with the guidelines on the request for information as enumerated herein.
- 1.3. The request shall be stamped received by the FRO, indicating the date and time of receipt of the written request. It shall also include the name, rank, title and position of the FRO, with corresponding signature and a copy furnished to the requesting party. In case of email requests, the email shall be printed out and the FRO shall follow the previously mentioned procedure. In addition, the FRO shall input the details of the request on the logbook and allocate a reference number therein. Further, the FRO shall also acknowledge the receipt of email request.
- 1.4. The University, its colleges, units or offices shall respond to any FOI request promptly, within fifteen (15) working days following the date of receipt of the request. A working day is considered any day other than a Saturday, Sunday or a day which is declared a national or local public holiday in the Philippines.

The computation of the period shall be guided by the provision Article 13 of the Civil Code of the Philippines which provides that "*in computing a period, the first day shall be excluded and the last day included.*"

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

- i. The day on which the request is physically or electronically delivered to the University or its colleges, units and offices; or
- ii. If the University, its colleges, units or offices has asked the requesting party for further details to identify and locate the

requested information, the date on which the necessary clarification is received.

An exception to this is when the request has been emailed to an absent FRO or member of staff, and this has generated an “out of office” message with instructions on how to redirect the message to another contact. In this case, the date of receipt will be the day the request arrives in the inbox of the contact.

Should the requested information need further details to identify or locate, the count of 15 working days will commence on the day after it receives the required clarification from the requesting party. In such cases, the requesting party shall be informed by the University. Should the requested information need further details to identify or locate, then the count of 15 working days will commence the day after it receives the required clarification from the requesting party. If no clarification is received from the requesting party after 60 calendar days, the request shall be closed.

**2. Initial Evaluation.** After the receipt of the request for information, the FRO shall evaluate the contents of the request and initially determine if the requested information may be allowed to be given or is subject to the exception as enumerated in Section 5.3.

**3. Records/Information Exempted from the Coverage of this manual.** The following records/documents are exempted from the coverage of this manual hence should not be released or disclosed:

- (a) Minutes of the meetings of the BulSU Board of Regents, its Financial Committee and other committees which it may create
- (b) Minutes of the meetings of the University Administrative Council
- (c) Minutes of the meetings of the University Academic Council
- (d) Judicial affidavits filed in all cases involving the University
- (e) All pending cases involving the University and its employees
- (f) Statement of Assets and Liabilities and Net worth
- (g) BAC Minutes of Meetings
- (h) Abstract of Bids
- (i) Technical Working Group (TWG) Recommendation

- (j) OPCR and IPCRs
- (k) Financial Reports and financial documents not yet audited by the Commission on Audit
- (l) Minutes of TWG meetings
- (m) All reports not in the final form
- (n) Pay slips

The University upon prior determination and approval of its Board of Regents, Academic Council and Administrative Council, may provide other information or documents which may be exempted from the coverage of this manual in addition to the foregoing enumeration.

**4. Action on request for information involving records/information Exempted from the Coverage of this manual.** If the requested information or document is exempted from the coverage of this manual, the FROs shall recommend the denial of the request for information to the FDM. The FDM shall evaluate the recommendation of the FRO and shall notify the requesting party of the decision on the request.

**5. Request relating to More than One Office other than the University.** If the received request for information requires compliance from other agencies, bureaus or offices, the University shall forward such request to the said agencies, bureaus or offices concerned and ensure that it is well coordinated and complied. The FRO shall also clarify with the FROs of such agencies, bureaus or offices that they will only provide the specific information that relates to their agencies, bureaus and offices.

**6. Requested information is not in Custody of the University or any of its colleges, units or offices.** If the requested information is not in the custody of the University or any of its colleges, units or offices, the University shall undertake the following steps:

- 6.1. If the requested information pertain to another agency, the request shall be immediately transferred to appropriate agency through the most expeditious manner while the transferring office must inform the requesting party that the information is not held within the 15-working day limit. The 15-working day requirement for the receiving office commences the day after it receives the request.

6.2. If the records refer to an office that is not within the coverage of Executive Order No. 02, the requesting party shall be advised accordingly and provided with the contact details of the office, if known.

**7. Requested information is already posted and available online.** If the requested information is already posted and publicly available in the BulSU website, data.gov.ph or foi.gov.ph., the request shall be denied. However, the University shall inform the requesting party of the reason for such denial.

**8. Transmittal of Request by the FRO to the FDM.** After the receipt of the request for information from the FRO, the FDM shall assess and clarify the request if necessary. The FDM shall make all necessary steps to locate and retrieve the information requested and be submitted to the FRO within 10 days upon receipt of such request.

8.1. The FRO shall note the date and time of receipt of the information from the FDM.

8.2. If the FDM needs further details to identify and locate the information, he shall, through the FRO, seek clarification from the requesting party, the clarification shall stop the running of the 15-working day period and will commence to run again the day after the FRO received the required clarification from the requesting party.

**9. Transmittal of the requested information to the requesting party.** Upon receipt of the requested information from the FDM, the FRO shall collate and ensure that the information is complete. He shall attach a cover/transmittal letter signed by the University President or the designated officer and ensure the transmittal of such to the requesting party is within 15 working days upon receipt of the request for information.

**10. Request for an Extension of Time.** If the information requested requires an extensive search of the government's office records facilities, examination of voluminous records, the occurrence of fortuitous events or other analogous cases, the FDM should inform the FRO.

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

**11. Notice to the Requesting Party of the Approval/Denial of the Request.** Once the FDM approved or denied the request, he shall immediately notify the FRO who shall prepare the response to the requesting party either in writing or by email. All actions on FOI requests, whether approval or denial, shall pass through the University President or his/her designated officer for final approval.

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

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

## SECTION 6. REMEDIES IN CASE OF DENIAL

1. **Procedure of Appeal.** A person whose request for access to information has been denied may avail of the following remedies:

1.1. *Appeal to the University President.* The requesting party whose request for information has been denied by the FDM has 15 calendar days from receipt of the notice of denial within which to appeal such denial of the request to the Office of the University President.

1.2. *Period to decide.* The appeal shall be decided by the University President within 30 working days from the filing of the said appeal. Failure to decide the appeal within the 30-day period shall be deemed a denial of the appeal.

1.3. *Appeal to the Board of Regents.* The denial by the University President or the lapse of the period to respond to the request may be appealed further to the University Board of Regents within 30 working days from the notice of the denial of the appeal.

1.4. *Resort to Court action.* Upon exhaustion of all administrative FOI appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

2. **Requisites to Perfect an Appeal.** No appeal to the University President or to the Board of Regents shall be entertained unless the following requisites are complied with:

(a) It must be in writing and must contain:

- i. The full name and address of the appealing party.
- ii. The full name and office address of the FDM who denied the request for information.
- iii. A narration of the relevant material facts leading to the filing of the appeal.
- iv. Certified true copies of the documentary evidence and affidavit of witnesses, if any.
- v. Certification or statement of non-forum shopping.

(b) It must be filed within the prescriptive period.

(c) It must be filed in the appropriate appellate authority.

Failure to comply with any of the foregoing requirements may cause the dismissal of the appeal.

### **SECTION 7. REQUEST TRACKING SYSTEM**

BulSU shall establish a system to trace the status of all requests for received information, which may be paper-based, online or both.

### **SECTION 8. FEES**

- 1. Fees.** The University or any of its colleges, units or offices shall not charge any fee for accepting requests for information or in perfecting any appeal as set forth herein.
- 2. Reasonable cost of production and copying of information.** The FRO shall immediately notify the requesting party in case there shall be a reproduction and copying fee in order to provide the information. Such fee shall be the actual amount spent by the University or any of its colleges, units or offices in providing the information to the requesting party. The schedule of fees shall be posted in all offices of the University.
- 3. Exemption from fees.** The University or any of its colleges, units or offices may exempt any requesting party from payment of fees due to indigency, lack of funds or similar circumstance, upon request and subject to the showing of any of such circumstances.

## **SECTION 9. ADMINISTRATIVE LIABILITY**

1. **Non-compliance with the FOI.** Failure to comply with any of the provisions of this manual shall be a ground for an administrative sanction. In case of finding of guilt, the following penalties shall be imposed:

- |                         |   |   |
|-------------------------|---|---|
| 1 <sup>st</sup> Offense | - | Reprimand                                 |
| 2 <sup>nd</sup> Offense | - | Suspension of one (1) to thirty (30) days |
| 3 <sup>rd</sup> Offense | - | Dismissal from service                    |

2. **Procedure.** The Revised Rules on Administrative Cases in the Civil Service shall be applicable in the disposition of cases under this manual.

## **SECTION 10. MISCELLANEOUS PROVISIONS**

1. **Saving clause.** Matters not covered by the provisions of this Manual shall be referred to the University President for appropriate action.

2. **Application of relevant laws and issuances.** The provisions of RA 9470 and its IRR as well as other relevant issuances shall be suppletorily applied in all matters not covered by this manual.

3. **Effectivity.** This policy shall take effect upon approval of the Bulacan State University Board of Regents.