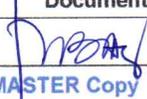


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Republic of the Philippines
 Tarlac State University
 Romulo Boulevard, San Vicente, Tarlac City

PEOPLE'S FREEDOM OF INFORMATION (FOI) MANUAL



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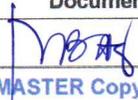
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PREFACE

The Freedom of Information (FOI) Manual is in compliance with Executive Order No. 02, series of 2016 issued by the President for the Republic of the Philippines, "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".

The Tarlac State University Freedom of Information (FOI) Manual is in response to the advocacy of the government to be transparent to the general public.



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Article I. LEGAL BASIS

In compliance with Executive Order No. 02, s. 2016 also known as "Operationalizing in the Executive Branch the People's Right to Information and the State Policies to full Public Disclosure and Transparency in the Public Service and Providing Guidelines," Tarlac State University created this Freedom of Information (FOI) Manual adhering to the directive that every government office should prepare its own People's Freedom of Information Manual.

Article II. OVERVIEW

Section 1. Declaration of Policy. The University promotes and sponsors effective records management practices to ensure that information, specifically on matters of public concern, can be easily located, retrieved in a timely manner, and readily available to public. Tarlac State University recognizes the right of people to information as inscribed in the 1987 Philippine Constitution and is committed to the implementation of Executive Order 02, s. 2016 by providing information involving public interest subject to stipulated conditions and limitations in applicable laws, rules and regulations.

Section 2. Objectives. The FOI Manual aims to provide guidelines and detailed procedures to the public in requesting for information, official records, and documents from the University as well as to guide and assist the Tarlac State University community in dealing with requests for information received under Executive Order No. 2 also known as Freedom of Information Order or the "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."

Section 3. Scope. The manual shall cover all requests for information directed to the various offices in all Tarlac State University campuses.

Section 4. Definition of Terms

Approval / Disapproval of Requested Information. Granting or denial of requested information or access to information whether in whole or in part.

Consultation. It is the process of referring to other agencies / offices regarding the disclosure ability of records which are found to contain information of interest to such other office /agency when such records are in possession of the University.

Exceptions. It 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. The Philippine Government specifically the Executive Branch recognizes and guarantees the right of people to access information. The right of people to access information 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 Request Form. Tarlac State University official request form to be accomplished and submitted by the requestor or requesting party personally or by electronic mail asking for information, documents and records.

FOI Appeal. It refers to the independent review of the initial denial of request.

Information. It means any records, documents, papers, report letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, date research materials, films sound and video recording, magnetic or other tapes, recorded, stored or archived in whatever format, whether offline or online, which are made, received or kept or under the control and custody of any government office pursuant to law, executive order, and rules



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

Information for Disclosure. It refers to the 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 University. In accordance with the concept of proactive disclosure and open data, this type of information is posted at the Tarlac State University Website and other government websites, such as data.gov.ph without the need for written requests.

Official Records. It refers to any information produced or received by a public officer or employee or by a government office in an official capacity or pursuant to a public function or duty.

Open Data. It is defined as publicly available data structured in a way that enables the data to fully discoverable and usable by the end user.

Received Request /Appeal. It refers to the number of requests / appeals received within a certain period.

Private / Personal Information. It is defined as 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 certainly identify an individual.

Public Records. It is defined as information required by laws, executive orders, rules or regulations to be entered, kept and made publicly available by a government office.

Personal Information. It refers 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 information, or when put together with other information would directly or certainly identify an individual.

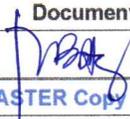
Referral. It refers to the process conducted by the University whenever the requested information is not within its jurisdiction and such request needs to be forwarded to another concerned government agency.

- FROs – Freedom of Information Receiving Officers
- FDMs – Freedom of Information Decision Makers
- CARC – Central Appeal and Review Committee

Section 5. Sensitive Personal Information. As defined in the Data Privacy Act of 2012, this shall refer to personal information:

- 5.1 About an individual race, ethnic origin, marital status, age, color and religious philosophical or political affiliations.
- 5.2 About an individual health, education, genetic or sexual life 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
- 5.3 Issued by the government agencies peculiar to an individual which includes, but not limited to social security numbers, previous or current health record, licenses or its denials, suspension or revocation and tax returns; and
- 5.4 Specifically established by an executive order or an act of Congress to be kept classified



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ARTICLE III. THE UNIVERSITY'S FREEDOM OF INFORMATION COMMITTEE

Section 6. The Designated Freedom of Information Receiving Officers. (FRO's). Their Duties and Responsibilities

THE FOI RECEIVING OFFICERS:

Name	OFFICE	DESIGNATIONS	CONTACT DETAILS	EMAIL ADDRESS
Jazzel Llanelli Manabat	Office of Public Affairs, Director	FOI Receiving Officer	(045) 606-8123	jmanabat@tsu.edu.ph
Victoria Seguirra	Records and Archives Unit, Head	Assistant FOI Receiving Officer	(045) 606-8156	vgseguira@tsu.edu.ph

- 6.1 Serve as the official receiving officers on behalf of Tarlac State University;
- 6.2 Receive and facilitate all requests for information under the offices assigned to him/her;
- 6.3 Provide assistance and support to the public with regard to FOI requests in the university;
- 6.4 Release and file the FOI request form in his/her respective offices assignment;
- 6.5 Ensure that the FOI Request forms are correctly and completely accomplished;
- 6.6 Process all requests and forward to the concerned office(s) which has custody to the requested record(s) or document(s) (If necessary, upon consultation and approval of the FOI Committee);
- 6.7 Ensuring all the received requests are responded to within the prescribed period;
- 6.8 Maintain an FOI log sheet of all the requests chronologically received for accountability purposes;
- 6.9 Monitor all FOI requests and appeals; provide pertinent information to the FOI Committee of the University;
- 6.10 Record and compile statistical information needed pertinent to FOI;
- 6.11 After completion of the process on the requested information, inform the requesting person/party regarding the status of the request and decision within five (5) working days;
- 6.12 Prepare all other necessary FOI reports.



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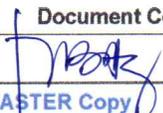
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Section 7. The Designated Freedom of Information Decision Makers (FDM's). Their Duties and Responsibilities.

NAME	OFFICE	DESIGNATIONS	CONTACT DETAILS	EMAIL ADDRESS
Jay Pabustan	Office of Planning, Performance Monitoring & Evaluation, Director	Chair, Decision Maker	(045) 606-8126	irpabustan@tsu.edu.ph
Edwin Caoleng	College of Public Administration and Governance, Dean	Asst. Chair, Decision Maker	(045) 606-8130	etcaoleng@tsu.edu.ph
Winniefe Gutierrez	Chief Administrative Office, Director	Member, Decision Maker	(045) 606-8154	wfgutierrez@tsu.edu.ph
Valarie Simbol	Office of Vice President for Administration and Finance, Executive Assistant	Member, Decision Maker	(045) 606-8112	vdsimbol@tsu.edu.ph
Marlon Dela Cruz	Human Resource Development & Management Office, Director	Member, Decision Maker	(045) 606-8155	mdelacruz@tsu.edu.ph
Theodore Timpac	College of Criminal Justice Education, Dean	Member, Decision Maker	NA	tmtimpac@tsu.edu.ph
Gherold Benitez	Student Discipline, Head	Member, Decision Maker	(045) 606-8131	gcbenitez@tsu.edu.ph
Emir Lenard Sicangco	Technology Development, Transfer and Commercialization Office, Director	Member, Decision Maker	(045) 606-8193	essicangco@tsu.edu.ph



- 7.1 Advise the assigned FOI receiving officer of their responsibilities with respect to freedom of information;
- 7.2 Provide guidance and training to the University employees regarding Executive Order No. 2, s. 2016;
- 7.3 Advise the University in all matters pertaining to Freedom of Information;
- 7.4 Supervise the creation and development of the University's FOI Guidelines / Manual;
- 7.5 Ensure that the processes are followed for dealing with requests for access;
- 7.6 Create a standard fee of charging for access requests in accordance with the Fees Regulations as set out by the government;
- 7.7 Manage procedures for the processing of appeals and complaints in relation to freedom of information;
- 7.8 Make sure that difficulties in matters related to freedom of information are promptly resolved.

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Section 8. The designated Freedom of Information Central Appeal & Review Committee (CARC). Their Duties and Responsibilities

NAME	OFFICE	DESIGNATIONS	CONTACT DETAILS	EMAIL ADDRESS
Marlon Gamido	Vice President for Administration and Finance	Chair, Central Appeal & Review Committee	(045) 606-8112	mvgamido@tsu.edu.ph
Erwin Lacanlale	Vice President for Academic and Affairs	Member, Central Appeal & Review Committee	(045) 606-8115	eplacanlale@tsu.edu.ph
Niño Corpuz	Vice President for Planning and Quality Assurance	Member, Central Appeal & Review Committee	(045) 606-8116	nbcorpuz@tsu.edu.ph
Arnee Rosel	Vice President for Research & Extension	Member, Central Appeal & Review Committee	(045) 606-8111	anrosel@tsu.edu.ph

8.1 Receive all complaints in writing about matters pertaining to the Freedom of Information in the University;

8.2 Conduct investigations and hearings about the complaints and issue final decision on the matter;

8.3 Review and revise the policies, guidelines and manual in the implementation of the Freedom of Information to the University stakeholders; and

8.4 Perform other functions related to their major designations to be assigned by proper authorities.

Article IV. PROMOTION OF TRANSPARENCY IN GOVERNANCE OF TARLAC STATE UNIVERSITY

Section 9. Duty to Publish Information. The Tarlac State University shall regularly publish, print, and disseminate at no cost to the public and in an accessible form, in conjunction with Republic Act No. 9485 otherwise known as the Anti-Red Tape Act of 2007, and through their website, timely, true, accurate, and updated key information including but not limited to:

9.1 A description of its mandate, structure, powers, functions, duties and decision – making processes

9.2 A description of frontline services its delivers and the procedure and length of time by which services may be availed of;

9.3 The names of its key officials, their powers, functions and responsibilities as well as their curriculum vitae.

9.4 Work programs, development plans, investment plans, projects, performance targets and accomplishments, budgets, revenue allotments and expenditures;

9.5 Important rules and regulations, orders or decisions;

9.6 Current and important database and statistics that it generates;

9.7 Bidding processes and requirements; and



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9.8 Mechanisms or procedures by which the public may participate in or otherwise influence the formulation of policy or the exercise of power.

Section 10. Accessibility of Language and Form. The University shall endeavor to translate its key information into Filipino language, Pampango, and Ilocano dialect and present them in popular forms and means.

Section 11. 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, operation, activities, communications and documents received or filed with them, and the date generated or collected.

Section 12. Protection 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:

12.1 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.

12.2 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.

12.3 The FRO, FDM or any employees or any 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.

Article V. PROCEDURES AND ACTION IN THE PROCESSING OF REQUEST INFORMATION

Section 13. Procedures and Action for Requested Information. In relation to Tarlac State University Integrated Management System (IMS) Certification, standard processes in the access of information and forms of transactions pertinent to Freedom of Information for all TSU stakeholders and outside party shall be implemented.

13.1 For utmost adherence to the Freedom of Information, any requesting party shall accomplish or fill out the FOI Request form available in the Records and Archives Unit of the University and can be downloaded at the TSU official website (www.tsu.edu.ph).

13.2 The assigned FROs in the campus where the information was requested shall receive and process the requested information or documents. The FROs' personnel shall promptly check the accomplished form before processing the request and must ensure that it includes the necessary details in the request to avoid confusion or delay of the request. The FOI request form shall be stamped received, indicating date and time of receipt, and signed by the FROs.

13.3 After checking the request form, the FROs shall assess or evaluate the requested information whether it is allowed to be given or subject to exceptions enshrined in the constitution, existing law and other special laws pertinent to Freedom of Information.

13.4 In the case of any request submitted or sent through the official email of the University, the receiver of the email shall acknowledge the email of the requesting party, print out the request form, and forward it to the FROs of the concerned office within two working (2) days.

13.5 The request then shall be forwarded to the concerned personnel or official, which has custody of the requested information, document, or record.



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13.6 The FROs shall notify the requesting party within five (5) working days regarding the status, approval, or disapproval of the request. If the request was approved, the FROs shall ensure that all information, records, and documents that have been retrieved are checked for possible exemptions, prior to the release date. The FRO shall prepare the assessment of the applicable fees to be paid by the requestor.

13.7 If consultation to the FOI committee is necessary regarding the requested information, the decision of the committee and the processing of the requested information must be done within average of seven (7) working days. The FOI receiving personnel shall notify the requesting party regarding the status, approval or disapproval of the request.

13.8 Should the requested information need further consultation in other government agencies, the FOI Committee or FROs must ensure that it is well coordinated, and the notification and processing of the request must be done within fifteen (15) working days for simple transaction after the request was received by the concerned government agency. The requesting party shall also be informed regarding the other processes conducted by the University.

13.9 If the information requested requires extension of time due to extensive search of the University's record facilities, examination of records, or there is unexpected or unavoidable incidence or other analogous cases, the FROs must inform the FOI committee for further actions and decision making. The FROs shall also inform the requestor about the needed time extension, setting forth the reasons for such extension. In no cases shall the extension exceed twenty (20) working days for complex transactions on top of the mandated 15 working days to act on the request unless exceptional circumstance warrant a longer period.

Section 14. Disapproval of Request. If the requested information or documents are exempted from the coverage of this manual, the FROs shall deny the request for information and inform the requestor regarding the disapproval. In case of denial of the request, wholly or partially, the requesting party shall be notified in writing or other forms of communication by the responsible FRO of such denial within the prescribed period. Failure to notify the requesting party of the action taken on the request within the period provided herein shall be considered as denial to access information and subject to administrative liabilities and penalties.

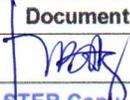
Section 15. Requested information is already posted and available online. If the requested information is already posted and publicly available in the Tarlac State University website, data.gov.ph or foi.gov.ph, the request shall be denied. However, the University shall inform the requesting party of the reasons for such denial.

Section 16. Requested Information is not covered or is not in custody of the University or any of its colleges, offices, or units. If the requested information is not within the coverage of Executive Order No. 02 or is not maintained by the University or any of its colleges, offices, or units, the University shall undertake the following steps:

16.1 If the requested information is maintained by another agency, the request shall be immediately referred to the appropriate agency within five (5) working days through the eFOI Portal. The requesting party must be subsequently informed regarding the referral to the appropriate agency.

16.2 If the requested information is maintained by 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 information of the said office, if available.



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Section 17. List of Documents which may be requested in the University.

- 17.1 Mandates and Functions of TSU
- 17.2 TSU President's Issuances
- 17.3 Board Resolutions
- 17.4 Minutes of the Meetings of the University Administrative Council
- 17.5 Minutes of the Meetings of the University Academic Council
- 17.6 Accomplishment Reports/ Annual Reports
- 17.7 Forms uploaded in the Website
- 17.8 Notice of Meetings
- 17.9 Photo Gallery

Section 18. List of Exceptions to Freedom of Information which are not allowed to be released or disclosed.

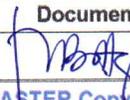
- 18.1 Information covered by Executive Privilege
- 18.2 National Security, Defense, or International Relations
- 18.3 Law Enforcement & Protection of Public & Personal Safety
- 18.4 Confidential Information for the Protection of Privacy of Persons
- 18.5 Confidential Information by reason of official capacity
- 18.6 Statement of Assets and Liabilities and Net worth (SALN)
- 18.7 Prejudicial Premature Disclosure
- 18.8 Records of Proceedings
- 18.9 Confidential information under banking and finance laws
- 18.10 Other exceptions under laws, jurisprudence, and IRR (Implementing Rules and Regulations)



Section 19. The Freedom of Information Committee of the University, upon prior determination and approval of the University President and 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 as approval by the FOI Committee on Exemptions.

Article VI. PROCEDURE OF APPEAL IN CASE OF DENIAL OF REQUEST

Section 20. Procedure of Appeal. The requesting party whose request for information has been disapproved or denied within the prescribed period, may apply for appeal two (2) working days after the receipt of disapproval or denial. No appeal shall be recognized by the university without the written request of appeal containing the following: full name and address of the appealing party, full name and office address of the FOI receiving office who denied the request for information, a narration of the relevant and materials facts leading to the filing of the appeal, and certified true copies of the documentary evidence and affidavit of witnesses (if any). Failure of the requesting party comply with any of the mentioned requirements may cause the dismissal of the appeal. The appeal shall be decided by the University President within thirty (30) working days from the receipt of the said appeal. Failure to decide the appeal within the 30-day period shall be considered as a denial of the appeal.

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Section 21. Resort to Court Action. Upon exhaustion of all administrative procedures FOI appeal remedies, the requesting party may file the case in the court.

Article VII. ADMINISTRATIVE LIABILITIES AND PENALTIES

Section 22. Non-compliance with the FOI. Failure to comply with any of the provisions of Tarlac State University FOI Manual shall be a ground for administrative and disciplinary action. If found guilty, the following penalties shall be imposed:

- 1st offense - Reprimand
- 2nd offense - Suspension of seven (7) to thirty (30) days
- 3rd offense - Dismissal from service

Section 23. Procedure. The Revised Rules on Administrative Cases in the Civil Service shall be applicable in the disposition of cases under this manual.

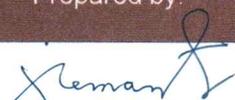
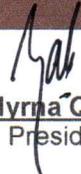
Article VIII. FEES

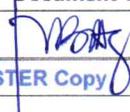
Section 24. Fees. The FDM's shall determine the actual amount collected for the reproduction / authentication and copying fee, subject by the approval of the Board of Regents.

Section 25. Payment of Requested Information. All fees pertaining to the request of information shall be paid at the Cashiering Office. The University or any of its colleges, units or offices shall not collect any fee pertinent to the request for information or any appeal on denial of such request. The FOI Committee or FRO's may exempt any requesting party from payment of fees due to indigence, lack of fund or similar circumstances, upon request and subject to the showing of proof of any of such circumstances.

Section 26. Effectivity. The Policy shall take effect upon approval of the Tarlac State University Board of Regents.



Prepared by:	Reviewed by:	Approved by:
 Ms. Jazel Llaneli M. Manabat FOI Receiving Officer	 Dr. Edwin V. Garing Vice Chairperson/Decision Maker, FOI Committee	 Dr. Myrna Q. Mallari President

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	 MASTER Copy	CONTROLLED Copy



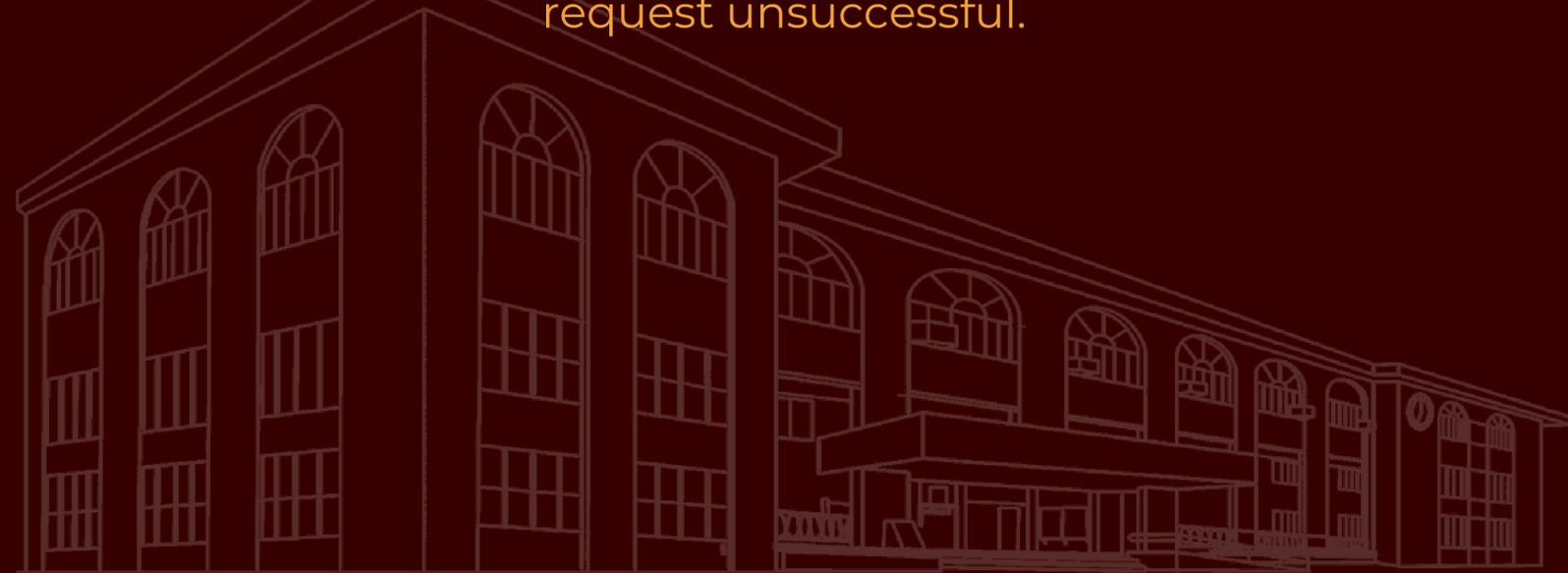
ADDENDUM TO THE TSU FOI MANUAL *(FOI-MC NO. 21-05)*

GUIDELINES ON THE REFERRAL OF REQUESTED INFORMATION, OFFICIAL RECORD/S, AND PUBLIC RECORD/S TO THE APPROPRIATE GOVERNMENT AGENCY (NO WRONG DOOR POLICY)

In compliance with FOI-MC 21-05 or the “No Wrong Door Policy for FOI,” when the requested information is not in the possession of TSU (Government Agency 1/GA1), but is available in a different government agency (GA2) under the Executive Branch, the request shall be referred to by GA1 to GA2 within 72 hours or three (3) working days.

If GA2 has the requested information, it shall proceed to providing the information. If it does not have possession of the requested information, it shall make a second referral to the third government agency (GA3).

If GA3 has the requested information, it shall proceed to providing the information, If not, GA3 shall mark the request unsuccessful.





TSU FOI MANUAL

NO WRONG DOOR POLICY FOR FOI

First Referral

- Must be referred within three (3) working days upon receipt of FOI request;
- GA1 must verify with GA2 whether the information is within the latter;
- GA1 must inform the requesting party regarding the referral;
- Fresh period will apply for GA2

Second Referral

- Must be referred within three (3) working days upon receipt of first referral
- GA2 must verify with GA3 whether the information is within the latter;
- GA2 must inform the requesting party regarding the referral;
- Fresh period will apply for GA3

NOTE:

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



REQUESTING PARTY

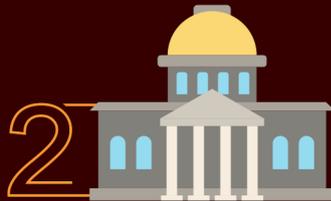


TSU (GOVERNMENT AGENCY 1/GA1)

Proper Agency?

YES

NO



GOVERNMENT AGENCY 2 (GA2)

Proper Agency?

YES

NO



GOVERNMENT AGENCY 3 (GA3)

Proper Agency?

YES

NO



GA 3 shall mark the request "unsuccessful"

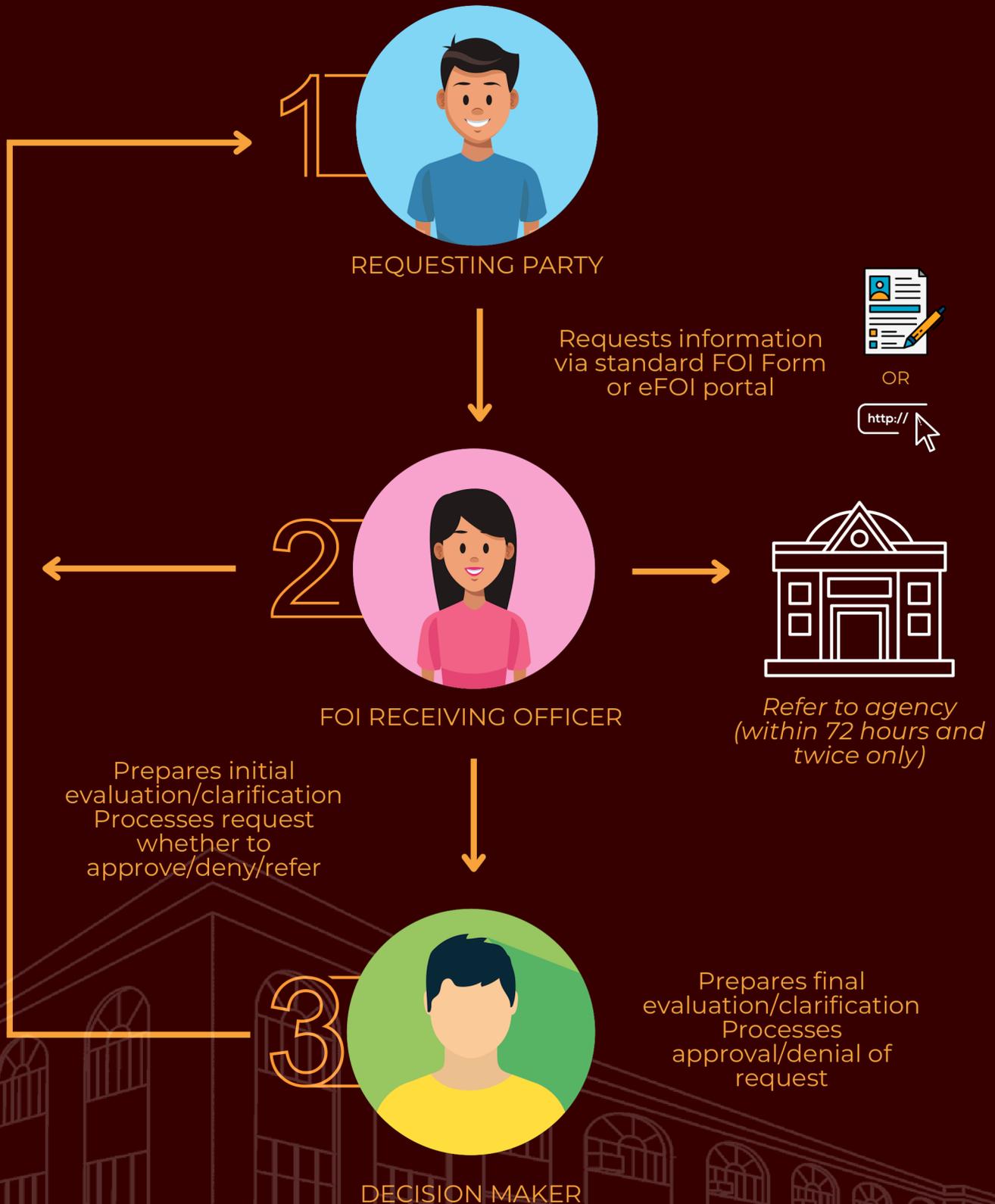
Process the FOI Request (15-35 working days)





TSU FOI MANUAL

FOI REQUEST FLOWCHART



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FREEDOM OF INFORMATION (FOI) REQUEST FORM

(Pursuant to Executive Order No. 2 s. 2016)

(For use of External Requests)

A. Requesting Party

1. SURNAME	2. GIVEN NAME	3. MIDDLE NAME

4. Complete Residence Address/Office Address: _____	
Mobile No./ Landline No.: _____	Email Address / FAX: _____

5. Preferred Mode of Communication on the action of request:	
<input type="checkbox"/> Landline	<input type="checkbox"/> Mobile
<input type="checkbox"/> Email	<input type="checkbox"/> FAX
<input type="checkbox"/> Postal Address	<input type="checkbox"/> Pick up
Specify: _____	

6. Type of ID provided (with photo and duly signed):

7. Preferred mode of Reply: <input type="checkbox"/> Pick up <input type="checkbox"/> Electronic (Email or Fax) <input type="checkbox"/> Others

B. Requested Information

8. Title of Document / Records Requested:	9. Coverage/Time Period:
10. Purpose:	

C. Declaration

Privacy Notice: I was informed that the information from my application will be used by the Tarlac State University (TSU), to deal with my application as set out in the Freedom of Information Executive Order No. 2. If the Department or Agency gives me access to a document, and if the document contains no personal information about me, the document will be published online in the Agency's Website or disclosure log, along with my name and the date I applied, and if another person, company or body will use or benefit from the documents sought, the name of that person, entity or body must be indicated.

I declare that:

- *The information provided by me in the form is complete and correct;*
- *I have read the Declaration*
- *I have presented at least one (1) government – issued ID to establish proof of my identity, which is specified in no. 6 of the Form.*

11. Signature over Printed Name (Requesting Party) _____

Date: _____

D. FOI Receiving Officers (RO)

12. First Receiving Officer: _____ (Signature Over Printed Name) Date: _____	14. Decision Maker Assigned to Application _____ (Signature Over Printed Name) Date: _____
13. Second / Third Receiving Officer: _____ (Signature Over Printed Name) Date: _____	15. Decision on Application <input type="checkbox"/> Successful <input type="checkbox"/> Partially Successful <input type="checkbox"/> Denied <input type="checkbox"/> Cost <input type="checkbox"/> Invalid <input type="checkbox"/> Incomplete <input type="checkbox"/> Exemption <input type="checkbox"/> Data Already Available Online

16. Date Request Finished/Sent: _____	18. FOI Registry Accomplished : <input type="checkbox"/> YES <input type="checkbox"/> NO
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17. Date Request Received: _____	19. Receiving Officer _____ (Signature Over Printed Name) Date: _____
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Note: Processing of request – 7:00am to 12:00nn and 1:00pm to 6:00pm (Tuesday to Friday, except holidays)