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FREEDOM OF INFORMATION MANUAL

CAMARINES NORTE STATE COLLEGE





Greetings from Camarines Norte State College!

Transparency is an important principle in good governance.

Freedom of Information (FOi) allows Filipino citizens to request any information about government transactions and operations, provided that it shall not put into jeopardy privacy and matters of national security.

The purpose of this CNSC FOi Manual is to provide the process to guide and assist the Camarines Norte State College and its offices, in dealing with requests of information pursuant to Executive Order (E.O.) No. 2 on Freedom of Information.

This Manual sets the rules and procedures to be followed whenever a request for access to information is received.

CNSC as a government entity having custody of the data and records, however, has the duty to protect its integrity. Through this FOi Manual, it shall ensure that compliance with the request creates a balance between satisfying the requests of our clients and at the same time maintaining the integrity of the data and records in our charge.

With this FOi Manual, may the College officials and employees be well-informed as to the processes and procedures on requests on access to pertinent information. The strict implementation of the FOi Manual is hereby laid down for all public servants of the College to follow.

Thank you and God bless all our efforts!


DR. MARLO M. DIE LA CRUZ, ECE
College President

Vision

CNSC as a premier Higher Education Institution in the Bicol Region

Mision

The Camarines Norte State College shall provide higher and advanced studies in the fields of education, arts and sciences, economics, health, engineering, management, finance, accounting, business and public administration, fisheries, agriculture, natural resources development and management and ladderized courses. It shall also respond to research, extension and production services adherent to progressive leadership towards sustainable development.

Quality Policy

We, at Camarines Norte State College, aiming to become a Premier Higher Education Institution in the Bicol Region, are committed with utmost care of the environment in providing excellent services in instruction, research, production and extension that are responsive to the satisfaction of our students and other stakeholders.

To achieve these, we shall implement an internationally recognized integrated management system in our operations, processes and services and shall:

- comply with applicable statutory and regulatory requirements, the mandates of the College and relevant needs and expectations of our students and other stakeholders, and the requisites of our quality and environmental management system;
- delight our students and other stakeholders by providing value-adding experiences to become well-rounded and more competitive future leaders in the midst of global issues;
- protect the environment and prevent pollution by optimizing the use of electricity, paper, water and other resources and adopt the safe and responsible methods of reduction, reuse, recycling and proper disposal of wastes;
- provide our employees support to grow and achieve their full potential in their respective fields, thereby sustaining a competent, motivated, engaging and environmentally conscious workforce;
- develop and extend innovative technologies to our stakeholders contributing to the country's sustainable development; and
- establish objectives aimed at improving the efficiency of our operations, processes and services for our College growth and development.

We shall make this policy an essential part of our instruction, research, extension and production services to ensure that it continuously provide us strategic directions in improving our overall quality and environmental performance, and of our integrated management system.

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I. Legal Basis

A. The Philippine Constitution of 1987 provides that:

“**Section 28, Article II** – Subject to reasonable conditions prescribed by law, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest.”

“**Section 7, Article III**- The right of the people to information on matters of public concern shall be recognized. Access to official records and to documents and papers pertaining to official acts, transactions, or decisions, as well as to government research data used a basis for policy development, shall be afforded the citizen, subject to such limitations as may be provided by law.”

B. Executive Order (EO) No. 2 (see annexed A), otherwise known as the Freedom of Information (FOI) was signed by President Rodrigo Roa Duterte of the Philippine Republic on July 23, 2016 and this took effect on July 27, 2017.

Section 8 of the Executive Order No. 2, directs all government agencies under executive branch to prepare within one hundred twenty (120) calendar days from the effectivity thereof and FOI Manual which provides the process on how to deal with requests of information received.

C. Memorandum Circular No. 2017-1 dated March 9, 2017 of the Department of Budget and Management (DBM) provides that the FOI Manual should be uploaded I the agency Transparency Seal on or before October 1, 2017, as one of the Good Governance Conditions for validation by the Presidential Commissions Operations Office (PCOO), hence, this revised CNSC FOI Manual.

II. Policy Statement

The Camarines Norte State College adheres to the policy of the State on full disclosure of all transactions involving public interests and the right of the people to information on matters of public concerns.

While providing for access to information, CNSC shall ensure that personal information, particularly sensitive personal information, in its custody or under its control is disclosed only as permitted by existing laws, and is protected by making reasonable security arrangements against unauthorized access, leaks or premature disclosure. It shall further ensure that any official or employee of CNSC who has access to personal information in the custody of the offices of the College, whether authorized or unauthorized, shall not disclose that information except as authorized by laws.

III. Objectives/ Purposes

This Freedom of Information Manual has its following objectives:

1. to provide clear and classified information, document and record under the custody of the offices in the College;
2. to determine those information which may be the subject of request for FOI purposes;

3. to identify the responsible offices / officials to handle FOI requests;
4. to assess the capability of such responsible office/official; and
5. to streamline procedures of the various responsible offices/officials toward simpler and efficient processing of FOI requests for access to information. This sets out rules, procedures and guidelines to be followed by the officials and employees of the offices of the College for requests on access to information.

Likewise, this FOI Manual serves as a guide and assistance to the public in the processes and procedures involved in the request for information pursuant to Executive Order N0. 2.

IV. Scope and Coverage

This FOI Manual contains the definition of terms, guidelines and procedures, remedies, fees and charges and administrative liability related to FOI. Specifically, it includes among others the following provisions:

1. The location and contact information of the College President and offices **(see annex B)** where the public can obtain information or submit requests;
2. The officials or offices responsible for receiving information;
3. The procedure for filing and processing of requests;
4. The standard forms for the submission of requests and for the proper acknowledgment of requests;
5. The process for the disposition/release of requests;
6. The procedure for the administrative appeal of any denial of access to information; and
7. The schedule of applicable fees and charges.

The Manual covers all the requests for information directed, filed or submitted to the office of the College President, Records Officer and other academic and administrative offices.

V. Definition of Terms

1. 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.
2. Official Records shall refer to information produced or received by the Camarines Norte State College through his Records Officer or employees in an official capacity or pursuant to a public function or duty.
3. Public Records shall include information required by laws, executive orders, rules, or regulations to be entered, kept, and made publicly available by the Records Office/Documents Controller.
4. Personal Information shall refer to any information, whether recorded in a material form or not, from which the identify 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.

5. Receiving Officer (RO) shall refer to officer in charge of receiving the request for information from clients. The Receiving Officer of the Camarines Norte State College is the Public Information and Communications Officer (PICRO).
6. Decision Maker (DM) shall refer to the Vice President for Administration and Finance who approves or disapproves the request for information from a client.
7. Sensitive Personal Information shall be as defined in the Data Privacy Act of 2012 (Republic Act No. 101 73), i.e., personal information:
 - a. About an individual's race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;
 - b. About an individual' s 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;
 - c. 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
8. PICRO – Public Information and Communication Office
9. Date of Receipt – This shall mean:
 - a. the date when the request is physically delivered to the Records Office or other offices in the College;
 - b. the date when the request is received by mail by the Records Office or other offices; and
 - c. the date when the request is electronically received by the Records Office or any other office in the College, provided that when the request has been emailed to the employee of Records Section or any other office of the College who is absent and this has generated an “out of office” message with instructions on how to re-direct the message to another contact, then it shall be the date when the request is electronically delivered to that contact.
10. Exceptions to Freedom of Information – This refers to those class of privileged information that are outside the scope of the constitutional right to information and which may not be released or disclosed to the public as provided under the Constitution, Laws or Jurisprudence, such as the following:
 - a. Information covered by the Executive Oder No. 2;
 - b. Privileged information relating to national security, defense or international relations;
 - c. Information concerning law enforcement and protection of public and personal safety;
 - d. Information deemed confidential for the protection of privacy of persons and certain individuals such as minors, victims of crimes or the accused;
 - e. Information, documents or records known by reason of official capacity and are deemed confidential, including those submitted or disclosed by entities to government agencies, tribunals, boards or offices, in relation to the performance of their functions, or to inquiries or investigation conducted by them in the exercise of the administrative, regulatory or quasi-judicial powers;
 - f. Prejudicial premature disclosure;

- g. Records of proceedings or information from proceedings which pursuant to law or relevant rules and regulations, are treated as confidential or privileged;
 - h. Matters considered confidential under banking and finance laws, and their mandatory laws;
 - i. Other exceptions to the right to information under laws, jurisprudence, rules and regulations.
11. Freedom of Information (FOI) – This pertains to the right of the people to information on matters of public concern, subject to limitations established by laws.
 12. Public Records – These include information required by laws, executive orders, rules or regulations to be entered, kept and made publicly available by the College.
 13. Requesting Party – This refers to any person or entity established by law requesting any information, document not included under exceptions to the Freedom of Information (FOI) pursuant to Executive Order No. 2, s.2016.
 14. Responsible Officials and Employees – This refers to the officials and employees of the College responsible for the implementation of this Manual.
 15. Working Day – It is any day other than a Saturday, Sunday, or a day which is declared a national public holiday in the Philippines.

VI. Guidelines and Procedures

The following guidelines and procedures shall govern the filing and processing of request for access to information:

1. Request for Information: All requests for information shall:
 - a. Be in writing and be accomplished using the prescribed request form; (Annex A)
 - b. Provide the full name and contact information of the requesting party including a valid government identification card with photograph and signature; and
 - c. Reasonably describe the information requested, and the reason for, or purpose of, the request for information.

The request form shall be made available in the Public Information and Communications Office (PICRO).

2. **Manner of Making Request:** A request for information shall be made by the requesting party by delivering it personally to the Camarines Norte State College thru the Public Information and Communication Office (PICRO), by sending it by mail, or by sending it by electronic email **mail@cnscc.edu.ph**

In case the requesting party is unable to make a written request because of illiteracy or disability, he/she may make an oral request and the PICRO shall reduce it into writing. The requesting party shall sign the form.

3. Receipt of Request: A complete request for information shall be signed and stamped received by the PICRO after it has been delivered to him/her by the personnel who actually received the request. The PICRO shall indicate the date and time of receipt and the name, rank, title and position of the said personnel at the receiving station.

The date of receipt shall be:

- a. The date when the request is personally delivered to PICRO
- b. The date when the request is received by mail by the PICRO
- c. The date when the request is electronically received by the PICRO

4. Period to Respond:

- a. The Office of the Vice President for Administration and Finance (OVPAF) shall respond to the requesting party within fifteen (15) working days from the date of receipt of the request.
- b. A working day is any day other than a Saturday, Sunday, or a day which is declared a national public holiday in the Philippines. In computing for the period, Art.13 of the Civil Code shall be observed.
- c. The period may be extended whenever the request requires extensive search of the records facilities or examination of voluminous records, or in case of the occurrence of fortuitous events, or other analogous cases. The PICRO shall inform the requesting party of the extension, setting forth the reason for such extension.

In no case shall the extension exceed twenty (20) working days, unless exceptional circumstances warrant a longer period.

5. Action by VPAF: The PICRO shall forward the request for information to the Office of the Vice President for Administration and Finance and record the date and time it was forwarded.

Upon receipt of the request for information from the PICRO, the OVPAF shall assess the request. The VPAF's action shall be relayed by the PICRO to the requesting party.

- a. **Approval of Request:** In case of approval of the request by the Vice President for Administration and Finance, the PICRO shall collate the information and document, notify the requesting party, and direct the requesting party to get the information and document at the Office of the Vice President for Administration and Finance on the designated day and time and pay any applicable fees.
- b. **Denial of Request:** On the following grounds, the Vice President for Administration and Finance may deny a request:
 - i. the request is not complete or not valid, in which case the requesting party shall be notified accordingly;
 - ii. the requested information is substantially similar or identical to a previous by the requesting party, whether the same has been granted or not, in which case the requesting party shall be notified accordingly.
 - iii. the requested information is already available on the CNSC website, in which case the requesting party shall be notified accordingly and provided with the website link where the information is posted, if known;
 - iv. the requested information refers to another government agency, in which case the requesting party shall be notified accordingly and provided with the contact details of that office, if known;

- v. the reason for the request is contrary to laws, rules, or regulations, in which case the requesting party shall be notified accordingly;
- vi. the request falls under the exceptions under the Inventory of Exceptions issued by the Office of the President, in which case the requesting party shall be notified accordingly;

VII. Remedies in Case of Denial

- a. In case of denial of a request for information, the Requesting Party may appeal to the College President.
- b. The appeal shall be in writing, and shall be filed within fifteen (15) working days from the notice of denial or from the lapse of the period to respond to the request. The appeal shall be decided within thirty (30) working days from receipt of the appeal (see Annex K)
- c. Upon exhaustion of administrative remedies, the Requesting Party may file the appropriate judicial action in accordance with the Rules of Court.

VIII. Compliance to Subpoena Duces Tecum

Notwithstanding the foregoing limitations, where the examination or production of information, documents, or records is directed through a subpoena duces Tecum or other compulsory processes issued by the Courts, the Office of the Special Prosecutor, the Office of the Ombudsman or any of the latter's Deputies, or any investigating body authorized by law to issue subpoenas, the College President or any official or employee of the College shall immediately refer the said subpoena to the OSG Deputized Special Legal Counsel of the College for evaluation.

IX. Unclaimed Records

Unclaimed records requested by interested parties shall remain the property of the College subject to general and college schedules on disposition of records approved by the National Archive's Office.

X. No Wrong Door Policy

"No Wrong Door Policy" In compliance with FOI-MC No. 21-05 or the Guidelines on the Referral of Requested Information, Official Record/s and Public Record/s to the Appropriate Government Agency, otherwise known as the "No Wrong Door Policy for FOI," the PHC will not deny FOI requests for information and/or records not under its possession but instead refer the request to the appropriate government agency which is the proper repository or custodian of the requested information or records, or have control over the said information or records.

XI. Request Tracking System

The College through the Records Office shall establish a system to trace the status of all requests for information received by it which may be paper-based, on-line or both.

XII. Fees /Charges and Undertaking

No Request Fee: The Camarines Norte State College shall not charge any fee for accepting requests for information.

Reasonable Cost of Reproduction, Scanning, and Mailing: The Camarines Norte State College may charge a reasonable fee to reimburse necessary costs, including costs of reproduction, scanning, and mailing of the information or documents required. Payment shall be made at the Cashier's Office that will form part of the Income Generating Fund of the College. Before the party receives the requested information and document, proof of payment must first be provided to the Office of the Vice President for Administration and Finance.

Undertaking: By receiving the requested information and document, the requesting party acknowledges that the same shall not be used for any purpose other than what is indicated in the request form as approved, shall not be used for any purpose that is contrary to law, morals, good customs, or public policy, and shall not be reproduced for any commercial use.

XIII. Administrative Liability

1. **Non-compliance with FOI:** Failure to comply with the provisions of this Manual shall be a ground for the following administrative penalties:
 - a. 1st Offense - Reprimand
 - b. 2nd Offense - Suspension of one day to thirty days
 - c. 3rd Offense - Suspension of one month to six months
 - d. 4th Offense - Dismissal from the service
2. **Procedure:** The Revised Rules on Administrative Cases in the Civil Service shall be applicable in the disposition of cases under this Manual.

XIV. Effectivity

This CNSC FOI Manual takes effect upon approval by the Board of Trustees.

ANNEXES



MALACAÑANG PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 02

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

WHEREAS, pursuant to Article 28, Article II of the 1987 Constitution, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law;

WHEREAS, Section 7, Article III of the Constitution guarantees the right of the people to information on matters of public concern;

WHEREAS, the incorporation of this right in the Constitution is a recognition of the fundamental role of free and open exchange of information in a democracy, meant to enhance transparency and accountability in government official acts, transactions, or decisions;

WHEREAS, the Executive Branch recognizes the urgent need to operationalize these Constitutional provisions;

WHEREAS, the President, under Section 17, Article VII of the Constitution, has control over all executive departments, bureaus and offices, and the duty to ensure that the laws be faithfully executed;

WHEREAS, the Data Privacy Act of 2012 (R.A. 10173), including its implementing Rules and Regulations, strengthens the fundamental human right of privacy, and of communication while ensuring the free flow of information to promote innovation and growth;

NOW, THEREFORE, I, RODRIGO ROA DUTERTE, President of the Philippines, by virtue of the powers vested in me by the Constitution and existing laws, do hereby order:

SECTION 1. Definition. For the purpose of this Executive Order, the following terms shall mean:

- (a) "Information" shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.
- (b) "Official record/records" shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.
- (c) "Public record/records" shall include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.

SECTION 2. Coverage. This order shall cover all government offices under the Executive Branch, including but not limited to the national government and all its offices, departments, bureaus, offices, and instrumentalities, including government-owned or -controlled corporations, and state universities and colleges. Local government units (LGUs) are encouraged to observe and be guided by this Order.

SECTION 3. Access to information. Every Filipino shall have access to information, official records, public records and to documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development.

SECTION 4. Exception. Access to information shall be denied when the information falls under any of the exceptions enshrined in the Constitution, existing law or jurisprudence.

The Department of Justice and the Office of the Solicitor General are hereby directed to prepare an inventory of such exceptions and submit the same to the Office of the President within thirty (30) calendar days from the date of effectivity of this Order.

The Office of the President shall thereafter, immediately circularize the inventory of exceptions for the guidance of all government offices and instrumentalities covered by this Order and the general public.

Said inventory of exceptions shall periodically be updated to properly reflect any change in existing law and jurisprudence and the Department of Justice and the Office of the Solicitor General are directed to update the inventory of exceptions as the need to do so arises, for circularization as hereinabove stated.

SECTION 5. Availability of SALN. Subject to the provisions contained in Sections 3 and 4 of this Order, all public officials are reminded of their obligation to file and make available for scrutiny their Statements of Assets, Liabilities and Net Worth (SALN) in accordance with existing laws, rules and regulations, and the spirit and letter of this Order.

SECTION 6. Application and Interpretation. There shall be a legal presumption in favor of access to information, public records and official records. No request for information shall be denied unless it clearly falls under any of the exceptions listed in the inventory or updated inventory of exceptions circularized by the Office of the President provided in the preceding section.

The determination of the applicability of any of the exceptions to the request shall be the responsibility of the Head of the Office which is in custody or control of the information, public record or official record, or the responsible central or field officer duly designated by him in writing.

In making such determination, the Head of the Office or his designated officer shall exercise reasonable diligence to ensure that no exception shall be used or availed of to deny any request for information or access to public records, or official records if the denial is intended primarily and purposely to cover up a crime, wrongdoing, graft or corruption.

SECTION 7. Protection of Privacy. While providing access to information, public records, and official records, responsible officials shall afford full protection to the right to privacy of the individual as follows:

(a) Each government office per Section 2 hereof shall ensure that personal information in its custody or under its control is disclosed or released only if it is material or relevant to the subject-matter of the request and its disclosure is permissible under this order or existing law, rules or regulations;

(b) Each government office must protect personal information in its custody or control by making reasonable security arrangements against leaks or premature disclosure of personal information which unduly exposes the individual whose personal information is requested, to vilification, harassment or any other wrongful acts.

(c) Any employee, official or director of a government office per Section 2 hereof who has access, authorized or unauthorized, to personal information in the custody of the office, must not disclose that information except when authorized under this order or pursuant to existing laws, rules or regulation.

SECTION 8. People's Freedom to Information (FOI) Manual. For the effective implementation of this Order, every government office is directed to prepare within one hundred twenty (120) calendar days from the effectivity of this Order, its own People's FOI Manual, which shall include among others the following provisions:

(a) The location and contact information of the head, regional, provincial, and field offices, and other established places where the public can obtain information or submit requests;

(b) The person or office responsible for receiving requests for information;

(c) The procedure for the filing and processing of the request as specified in the succeeding section 8 of this Order.

(d) The standard forms for the submission of requests and for the proper acknowledgment of requests;

(e) The process for the disposition of requests;

(f) The procedure for the administrative appeal of any denial for access to information; and

(g) The schedule of applicable fees.

SECTION 9. Procedure. The following procedure shall govern the filing and processing of request for access to information:

(a) Any person who requests access to information shall submit a written request to the government office concerned. The request shall state the name and contact information of the requesting party, provide valid proof of his identification or authorization, reasonably describe the information requested, and the reason for, or purpose of, the request for information: Provided, that no request shall be denied or refused acceptance unless the reason for the request is contrary to law, existing rules and regulations or it is one of the exceptions contained in the inventory or updated inventory of exception as hereinabove provided.

(b) The public official receiving the request shall provide reasonable assistance, free of charge, to enable, to enable all requesting parties and particularly those with special needs, to comply with the request requirements under this Section.

(c) The request shall be stamped by the government office, indicating the date and time of receipt and the name, rank, title and position of the receiving public officer or employee with the corresponding signature, and a copy thereof furnished to the requesting party. Each government office shall establish a system to trace the status of all requests for information received by it.

(d) The government office shall respond to a request fully compliant with requirements of subsection (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.

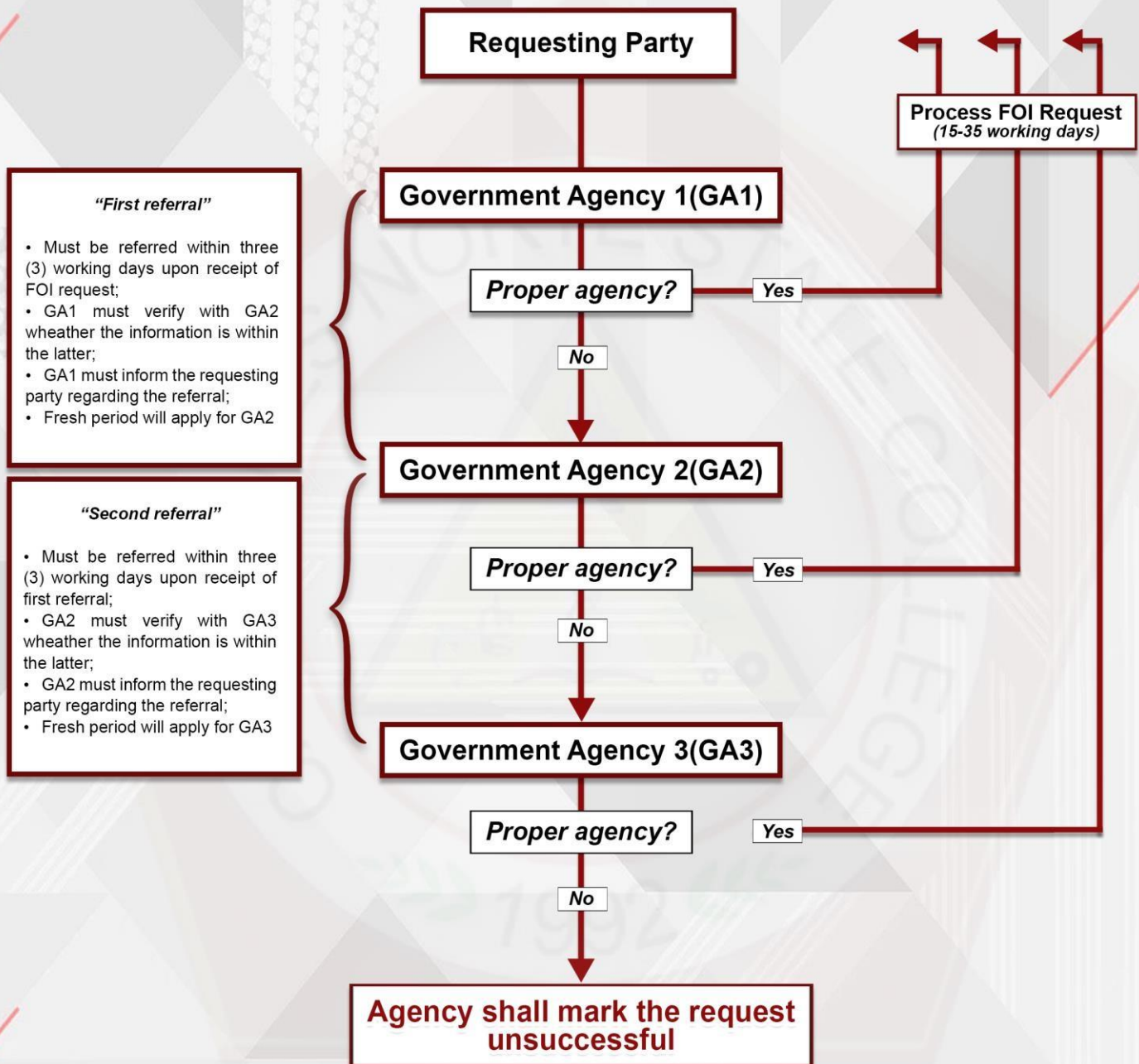
DONE, in the City of Manila, this 23rd day of July in the year of our Lord two thousand and sixteen.

(Sgd.) RODRIGO ROA DUTERTE
President of the Philippines

By the President:

(Sgd.) SALVADOR C. MEDIALDEA
Executive Secretary

NO WRONG DOOR POLICY FLOWCHART



NOTE:

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

DIRECTORY OF RESPONSIBLE COLLEGE OFFICES

DR. MARLO M. DE LA CRUZ

College President
president@cncs.edu.ph

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Head, Alumni Affairs Office

Head, Intellectual Property Management Office

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Head, Motorpool

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Head, General Services Office

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Lead Internal Quality Auditor

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EnP. RONALDO P. DANDO, MBA

Director, Integrated Resiliency and Sustainability/
National Service Reserve Corps(NRSC) Focal
Person

ENGR. ASER N. DINO

Director, Physical Division Plant

ENGR. JOSELITO A. OLALO

Head, FABMANLAB

BEVERLY V. MUSA

Director, Quality Assurance Office



FREEDOM OF INFORMATION REQUEST FORM

(Pursuant to Executive Order No. 2, s. 2016)
(as of November 2016)

Please read the following information carefully before proceeding with your application. Use blue or black ink. Write neatly and in BLOCK letters. Improper or incorrectly-filled out forms will not be acted upon. Tick or mark boxes with "X" where necessary. Note: (◀) denotes a MANDATORY field.

A. Requesting Party

You are required to supply your name and address for correspondence. Additional contact details will help us deal with your application and correspond with you in the manner you prefer.

1. Title (e.g. Mr, Mrs, Ms, Miss)

2. Given Name/s (including M.I.)

3. Surname

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

5. Landline/Fax

6. Mobile

7. Email

8. Preferred Mode of Communication Landline Mobile Number Email Postal Address

(If your request is successful, we will be sending the documents to you in this manner.)

9. Preferred Mode of Reply

Email Fax Postal Address Pick-Up at Agency

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

Passport Driver's License SSS ID Postal ID Voter's ID
 School ID Company ID Others _____

B. Requested Information

11. Agency - Connecting Agency (if applicable)

12. Title of Document/Record Requested (Please be as detailed as possible)

13. Date or Period (DD/MM/YY)

14. Purpose

15. Document Type

16. Reference Numbers (if known)

17. Any other Relevant Information

C. Declaration

Privacy Notice: Once deemed valid, your information from your application will be used by the agency you have applied to, to deal with your application as set out in the Freedom of Information Executive Order No. 2. If the Department or Agency gives you access to a document, and if the document contains no personal information about you, the document will be published online in the Department's or Agency's disclosure log, along with your name and the date you applied, and, if another person, company or body will use or benefit from the documents sought, the name of that person, entity or body.

I declare that:

- The information provided in the form is complete and correct;
- I have read the Privacy notice;
- I have presented at least one (1) government-issued ID to establish proof of my identity

I understand that it is an offense to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application.

Signature

◀ _____

Date Accomplished (DD/MM/YYYY)

◀ _____

D. FOI Receiving Officer [INTERNAL USE ONLY]

Name (Print name)

◀ _____

Agency - Connecting Agency (if applicable, otherwise N/A)

◀ _____ ◀ _____

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

◀ _____

Proof of ID Presented (Photocopies of original should be attached)

Passport Driver's License SSS ID Postal ID Voter's ID
 School ID Company ID Others _____

The request is recommended to be:

Approved Denied

If Denied, please tick the Reason for the Denial

Invalid Request Incomplete Data already available online

Second Receiving Officer Assigned (print name)

◀ _____

Decision Maker Assigned to Application (print name)

◀ _____

Decision on Application

Successful Partially Successful Denied Cost

If Denied, please tick the Reason for the Denial

Invalid Request Incomplete Data already available online
 Exception Which Exception? _____

Date Request Finished (DD/MM/YYYY)

◀ _____

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

◀ _____

FOI Registry Accomplished

Yes No

RO Signature

◌ _____

Date (DD/MM/YYYY)

◌ _____



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Republic of the Philippines
CAMARINES NORTE STATE COLLEGE

F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte – 4600, Philippines

Dear _____:

Greetings!

This has reference to your request for _____ dated
_____.

Said request is APPROVED.

Enclosed is a copy of the requested information/documents/ records.

Thank you very much.

Very truly yours,

Records Officer



Management System
ISO 9001:2015
www.tuv.com
ID: 9108683506



Republic of the Philippines
CAMARINES NORTE STATE COLLEGE
F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte – 4600, Philippines

Dear _____:

Greetings!

This has reference to your request for _____dated
_____.

Since your request requires extensive search of the records in the facilities of the University or (because of fortuitous event) which is beyond our control, we are asking for an extension of _____days to fully process your request.

Thank you very much.

Very truly yours,

Records Officer



Management System
ISO 9001:2015
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ID: 0108653506



Republic of the Philippines
CAMARINES NORTE STATE COLLEGE
F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte – 4600, Philippines

Dear _____:

Greetings!

This has reference to your request for _____dated
_____.

In order to fully process your request, may we ask for the following clarificatory details (list needed details for processing of request).

Thank you very much.

Very truly yours,

Records Officer



Management System
ISO 9001:2015



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Republic of the Philippines

CAMARINES NORTE STATE COLLEGE

F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte – 4600, Philippines

Dear _____:

Greetings!

This has reference to your request for _____dated

_____.

Your request is DENIED because it is contrary to law (cite specific provision of law, rule or regulations).

If you would like to appeal this denial, you may submit an appeal within fifteen (15) working days from receipt of this letter to Board of Trustees through the College President.

Thank you very much.

Very truly yours,

Records Officer



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Republic of the Philippines

CAMARINES NORTE STATE COLLEGE

F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte – 4600, Philippines

Dear _____:

Greetings!

This has reference to your request for _____dated
_____.

Your request is DENIED because it falls under the list of exemption, specifically (cite ground for exception).

If you would like to appeal this denial, you may submit an appeal within fifteen (15) working days from receipt of this letter to the College President.

Thank you very much.

Very truly yours,

Records Officer



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Republic of the Philippines
CAMARINES NORTE STATE COLLEGE

F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte – 4600, Philippines

Dear _____:

Greetings!

This has reference to your request for _____ dated
_____.

Since your requested information is substantially similar or identical to your previous request dated _____, The College shall not act on your request.

Please be guided accordingly.

Thank you very much.

Very truly yours,

Records Officer



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Republic of the Philippines
CAMARINES NORTE STATE COLLEGE
F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte – 4600, Philippines

Dear _____:

Greetings!

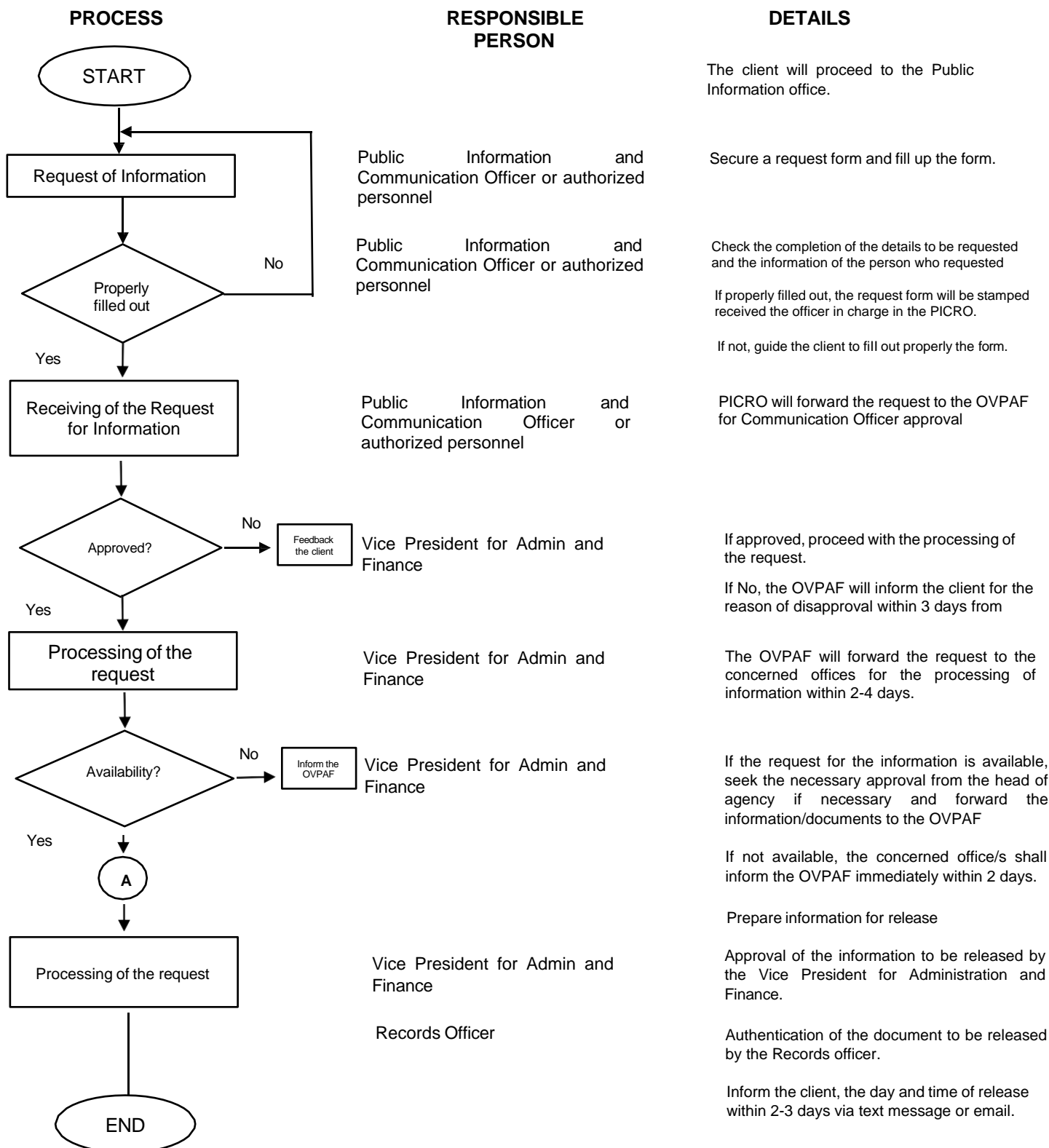
This has reference to your request for _____ dated
_____.

We would like to inform you that your requested information can be found on-line at the University Website. Your requested information can be found at the following link/
www.cnsc.edu.ph.



WORK INSTRUCTION FOR REQUEST OF INFORMATION

- 1.0 Objective:** To ensure on time issuance of all request for information in compliance with Executive Order No. 2.s. 2016
- 2.0 Scope:** This covers request of information from external clients.
- 3.0 Procedure:** The procedures apply from request of information up to the release of the request for information in accordance with CNSC Freedom of Information Manual.



**DESIGNATED RECEIVING OFFICER
AND DECISION MAKER**

**CHRISTINA T. CALE
RECEIVING OFFICER**

Public Information and Community Relations Officer

mail@cns.edu.ph

09175019496

**DR. MARIA CRISTINA C. AZUELO
DECISION MAKER**

Vice President for Administration and Finance

cnscovpaf@gmail.com

09483618196

References:

1. Freedom of Information Manual of the Office of the President of the Republic of the Philippines
2. Freedom of Information Manual of the Office of the Vice President of the Republic of the Philippines
3. Freedom of Information Manual of the National Library
4. COA Circular No. 2013 – 006 dated September 18, 2013
5. RA 6713 and Revised Penal Code
6. CSPC Freedom of Information Manual

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