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FREEDOM OF INFORMATION MANUAL

CAMARINES NORTE STATE COLLEGE



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SECTION 1: OVERVIEW

1. Purpose of the Manual: The purpose of this Freedom of Information (FOI Manual (Manual) is to provide the process by which the Camarines Norte State College can facilitate easy access and requests of information under Executive Order No. 2, s. 2016

2. Structure of the Manual: This Manual sets out the definition of terms, standard operating procedures, remedies, fees, and administrative liability. It also provides for the relevant forms and other annexes.

3. Coverage of the Manual: The Manual shall cover all requests for information directed to the CNSC

4. Responsible Officers: For purposes of the Manual, there shall be the Receiving Officer (RO)-Public Information and Communication Officer (PICRO), the Decision Maker (DM) - Vice President for Administration and Finance (VPAF). The contact details are as follows:

Contact Number: 09190023256

Email: picro.cnscc@gmail.com

SECTION 2: 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:

(1) About an individual's race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;

(2) 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;

(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

SECTION 3. PROMOTION OF OPENNESS IN GOVERNMENT

1. Access to Information: The Camarines Norte State College recognizes the right of the people to information on matters of public concern and accordingly adopts a policy of full disclosure, subject to the exceptions, procedures, and limitations provided in E.O. No. 2 and the Manual. This right is indispensable to the exercise of the right of the people to effective and reasonable participation at all levels of social, political and economic decision-making.

2. Protection of Privacy: While providing for access to information, the Camarines Norte State College shall afford full protection to a person's right to privacy, as follows:

a) The Camarines Norte State College 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 Camarines Norte State College shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure.

c) Any employee or official who has access, whether authorized or unauthorized, to personal information in the custody of the Camarines Norte State College shall not disclose that information except as authorized by existing laws

3. Limitations: The right of access to information is without prejudice to the right of the Camarines Norte State College to determine whether there are grounds to believe that: the identity of the requesting party is fictitious or otherwise not legitimate based on the credentials provided by him/her, the request is prompted by sheer idle curiosity,

the request is being made with a plainly discernible improper motive such as harassment, the purpose of the request is contrary to law, morals, good customs or public policy, or the request is for any commercial purpose.

SECTION 4. STANDARD PROCEDURE

1. Request for Information: All requests for information shall:

- (1) Be in writing and be accomplished using the prescribed request form; (Annex A)
- (2) Provide the full name and contact information of the requesting party including a valid government identification card with photograph and signature; and
- (3) 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@cns.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:

- (1) The date when the request is personally delivered to PICRO
- (2) The date when the request is received by mail by the PICRO
- (3) The date when the request is electronically received by the PICRO

4. Receipt of Request Forwarded to other Agencies: Any requested data/document which are not available in our institution shall be referred or forwarded to the appropriate agency that would respond to such documented request.

5. Period to Respond:

5.1 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.

5.2 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.

5.3 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.

6. 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.

6.1 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.

6.2 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 the requested information is substantially similar or identical to a previous request by the requesting party, whether the same has been granted or not, in which case the requesting party shall be notified accordingly.

(ii) 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;

(iii) 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;

(iv) the reason for the request is contrary to laws, rules, or regulations, in which case the requesting party shall be notified accordingly;

(v) 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;

SECTION 5. REMEDY IN CASE OF DENIAL

1. In case of denial of a request for information, the requesting party may appeal to the Office of the College President. The appeal shall be in writing, signed by the requesting party, citing the ground for the appeal, with copies of the request for information and the notice of denial attached, and shall be filed within fifteen (15) working days from the notice of denial. (Annex 8)-FOI Appeal Form.

2. The appeal shall be decided by the College President within thirty (30) working days from receipt of the appeal, unless circumstances warrant a longer period. In no case shall the extension exceed twenty (20) working days.

SECTION 6. FEES AND UNDERTAKING

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

2. 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.

3. 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.

SECTION 7. 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:

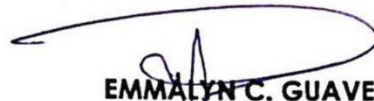
- a. 1st Offense – Reprimand
- b. 2nd Offense - Suspension of one day to thirty days
- c. 3rd Offense - Suspension of one month to six months
- d. 4th Offense - Dismissal from the service

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

SECTION 8. EFFECTIVITY

This Manual shall be posted on the CNSC website and shall take effect immediately upon approval.

Prepared by:



EMMALYN C. GUAVES

Director, Institutional Planning & Dev't Office

Recommending Approval



MANOLO A. CARBONELL
Chief Administrative Officer



WENIFREDO T. ONATE, Ph.D
Vice President for Administration and Finance

Approved:



RUSTY G. ABANTO, Ph.D
College President

REFERENCES:

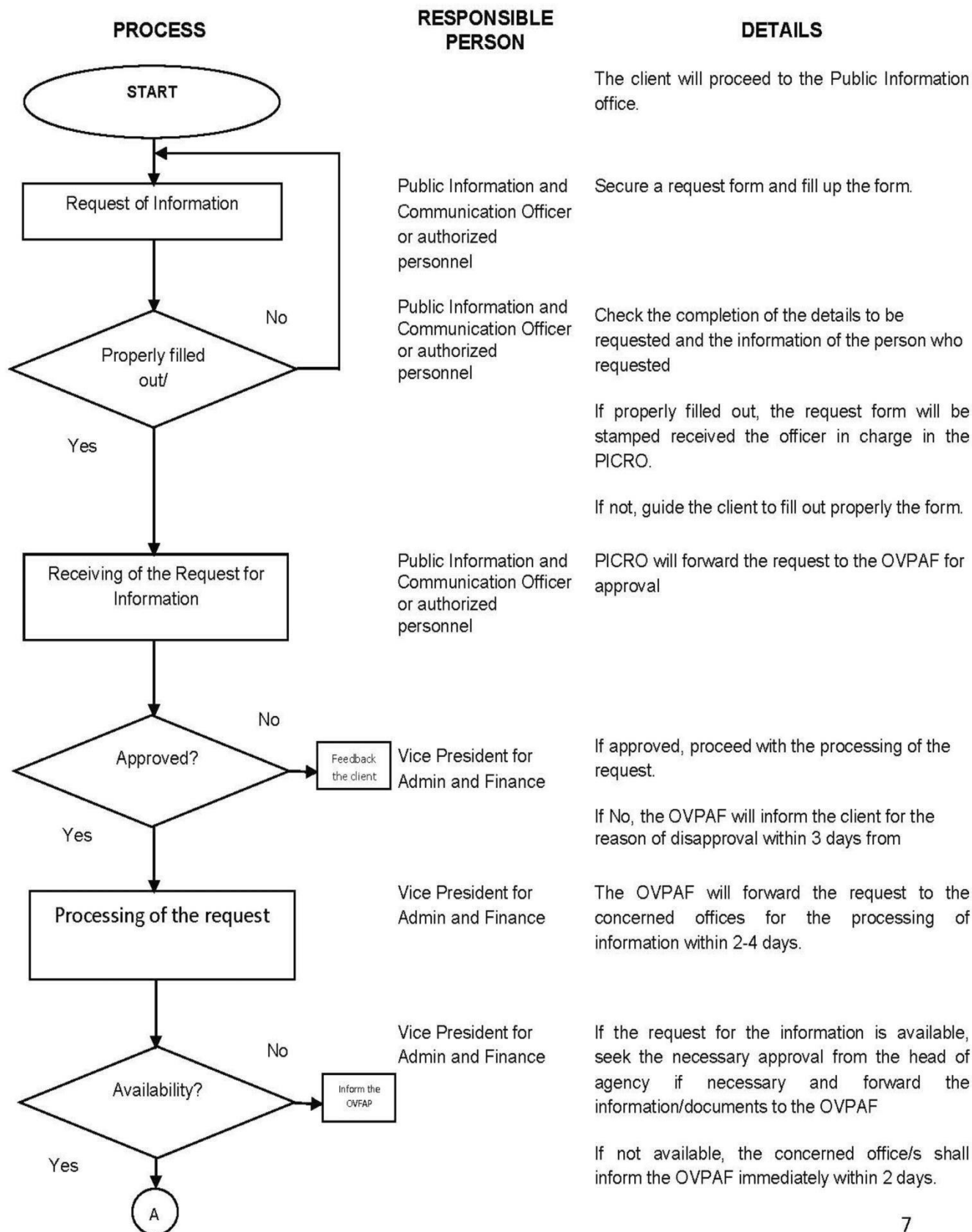
Executive Order No. 2. S. 2016

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ovp.gov.ph/index.php/transparency-seal/freedom-of-information-foi-manual

Philippine Reclamation Authority
Public Estates Authority



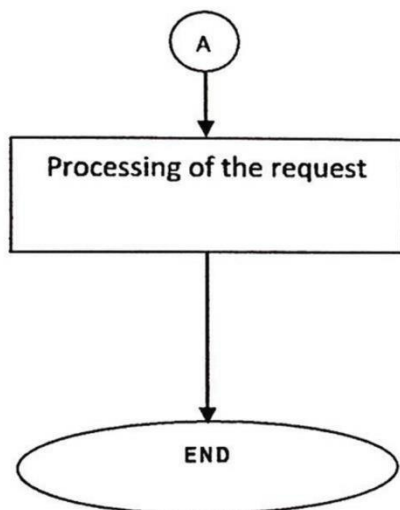
Department	: Administrative Division
Title	: REQUEST OF INFORMATION
1.0 Objective	: To ensure on time issuance of all request for information in compliance with Executive Order No. 2.s. 2016
2.0 Scope	: This covers request of information from external clients.
3.0 Procedure	: The procedures apply from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





Department : Administrative Division
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PROCESS



RESPONSIBLE PERSON

Vice President for
Admin and Finance

Records Officer

Vice President for
Admin and Finance

DETAILS

Prepare information for release.

Authentication of the document to be released by
the Records Officer.

Approval of the information to be released by the
Vice President for Administration and Finance.

Inform the client , the day and time of release
within 2-3 days via text message or e-mail.

Prepared by : **EMMALYN C. GUAVES, MBA**
Director, Institutional Planning & Dev't Office
Date :

Approved by :
Date :

RUSTY G. ABANTO, Ph.D
President



CAMARINES NORTE STATE COLLEGE

FOI-Request Form

Annex A

Name of Requesting Party and Signature: _____
Office / Agency: _____
Address: _____
Contact Numbers: _____
Details of Request: _____

Signature over Printed Name

Receiving Officer

☐ Approved

☐ Disapproved

Reason for Disapproval : _____

Signature over Printed Name

Decision Maker



CAMARINES NORTE STATE COLLEGE

FOI-Appeal Form

Annex B

Name of Requesting Party and Signature: _____
Office / Agency: _____
Address: _____
Contact Numbers: _____
Details of Request: _____

Appeal for: _____

☐ Approved

☐ Disapproved

Reason for Disapproval : _____

Signature over Printed Name

Receiving Officer

Signature over Printed Name

Receiving 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_____.

Said request is APPROVED.

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

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

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 _____:

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



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Republic of the Philippines
CAMARINES NORTE STATE COLLEGE

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

Dear _____:

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 College Website.

Your requested information can be found at the following link/www.cnsc.edu.ph

Thank you very much.

Very truly yours,

Records Officer

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