Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

FREEDOM OF INFORMATION

PHILIPPINES

foi.gov.ph

FREEDOM OF INFORMATION
MANUAL
Briefer

What is Freedom of Information?

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

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

Our FOI Service

REQUEST FOR INFORMATION	Steps	Office Responsible
	1 Fill-up Information Request Form	Management Information System Office
WAIT FOR RESPONSE	2 The FOI Receiving Officer/s will check if the requested information is valid and complete.	Management Information System Office
	3 The request will then be validated by the FOI Decision Makers for denial or approval.	OP, VPAF, VPAA, VPRDE, VPRGL, MIS, & The Office of the Board Secretary
	4 If the request is approved, the FOI Receiving officers will prepare the requested information.	Management Information System Office
	If the request is denied, the FOI Receiving Officers will inform the requesting party about the **grounds for the denial of requests.**	Management Information System Office
ACCESS TO REQUESTED INFORMATION	5 The FOI Receiving Officer/s shall give the requested information to the requesting party.	Management Information System Office

GROUNDS FOR DENIAL OF REQUEST

A Requested information is already posted and available in the MPSPC website (www.mpspc.edu.ph)

B Incomplete form or needs clarification.

C Requested information is identical or substantially similar to a previous request by the same requesting party.

D Requested information is NOT in the custody of the College.

E Information falls under the Exceptions List.

MPSPC EXCEPTIONS

MPSPC is committed to disclose to the public any and all information involving public interest under its custody except for the following:

- Internal communications, memoranda, opinions, reviews, comments and other operational matters of confidential nature.

- Confidential information for the protection of the privacy of persons covered by the Data Privacy Act of 2012.

- Information about ongoing evaluation of review of bids or proposals being undertaken by the Bids and Awards Committee.

- Confidential information by reason of official capacity like trade secrets, intellectual property, and any secret, valuable or proprietary information of a confidential character known to a public officer.

- Confidential information under banking and finance laws.

- Records of proceedings.

- Other exceptions under laws, jurisprudence, and IRR. (e.g. SALN if the purpose is contrary to morals or public policy or will be used for commercial purpose.)

MPSPC FOI Committee Members

FOI Recieving Officers

The Director for Records & Archives Office

The Coordinator for Data Management Unit-MIS

FOI Decision Makers

The Director for Management Information System & the College Board Secretary

The Vice Presidents: VPAA, VPRDE, VPAF, & VPRGL

The College President

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MANAGEMENT INFORMATION SYSTEM
INFORMATION REQUEST FORM (Form 1)

Document or information needed

_____
_____

Year: _____

Purpose:

_____
_____
_____

Name: _____ Sex: _____ Contact No. _____

Address: _____

Signature: _____ Date: _____

Proof of Identity:

Passport No. _____ Driver's License _____ Others _____

How would you like to receive the information:

Email _____ Pick-Up (Office Hours) _____

To be accomplished by the MPSPC FRO and FDM

Date/Time received: _____
Received by (FRO):

_____
FOI Receiving Officer

Referred to/transmitted to (FDM):

_____   _____
FOI Decision Maker   FOI Decision Maker
Date/Time of Referral: _____   Date/Time of Referral: _____

To be accomplished upon completion and evaluation of the IRF

Type of Action Undertaken: _____

Approved by:

_____
College President
Remarks:

_____

Received by (FRO):   Confirmation:

_____   _____
FOI Receiving Officer   Requesting Party

Date/Time of Receipt: _____   Date/Time of Receipt: _____

FOI OFFICERS

FOI Decision Makers (FDM)		
President	Rexton F. Chakas	*mpspc_op@yahoo.com* *mpspc@mpspc.edu.ph*
Vice President for Administration and Finance	Rogelio K. Balcita	rbalcita@mpspc.edu.ph
Vice President for Academic Affairs	Emily Ann B. Marrero	marreroemilyann@mpspc.edu.ph
Vice President for Research and Extension	Annie Grail F. Ekid	ekidanniegrail@mpspc.edu.ph
Vice President for Resource Generation and Linkages	Venus Grace K. Fagyan	vkfagyan@mpspc.edu.ph
Director for Management Information System	Elvin P. Rosario	erosario@mpspc.edu.ph
FOI Receiving Officers (FRO)		
Director for Records	Carmen A. Ngamilot	ngamilotcarmen@mpspc.edu.ph
Coordinator for Data Management	Geoffrey Alvin L. Ticangan	ticanganalvin@mpspc.edu.ph