



# MPSU 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.

## HOW TO AVAIL OUR FOI SERVICE

Request for information	STEPS	OFFICE RESPONSIBLE
	<b>1</b> Fill-up Information Request Form	ICT UNIT
Wait for response 	<b>2</b> The FOI Receiving Officer/s will check if the requested information is valid and complete	ICT UNIT
	<b>3</b> The request will then be validated by the FOI Decision Makers for denial or approval	OP, VPAF, VPRDE, VPRG, ICT, Board Secretary
Access to requested information 	<b>4</b> If the request is approved, the FOI Receiving Officer/s will prepare the requested information	ICT UNIT
	<b>5</b> If the request is denied, the FOI Receiving Officers will inform the requesting party about the grounds for denial of requests.	ICT UNIT
	<b>5</b> The FOI Receiving Officer/s shall give the requested information to requesting party	ICT UNIT

## WHAT ARE THE GROUNDS FOR DENIAL OF REQUEST

- 1 Requested information is already posted and available in the MPSU website ([www.mpsu.edu.ph](http://www.mpsu.edu.ph))
- 2 Incomplete form or needs clarification
- 3 Requested information is identical or substantially similar to a previous request by the same requesting party
- 4 Requested information is NOT in the custody of the University
- 5 Information falls under the Exceptions List

## MPSU EXCEPTIONS



MPSU 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 in nature*



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



*Information about ongoing evaluation of review of bids or proposal 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.)*

## MPSU FOI COMMITTEE MEMBERS



### FOI Receiving Officers

Director for Records and Archives Office  
Coordinator Data Management, ICT Unit



### FOI Decision Makers

Director for ICT Unit, College Board Secretary  
Vice Presidents  
University President