



## OFFICE OF THE UNIVERSITY PRESIDENT

### MEMORANDUM

OP-5004-MEMO-2023-01-018

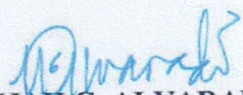
To: All Vice Presidents  
All University Directors  
All Campus Executive Officers  
This University

Subject: Freedom of Information (FOI) Manual of the Cagayan State University

Date: January 17, 2023

In compliance to the directive that every government office should prepare its own Freedom of Information (FOI) Manual and likewise as a requirement for Performance Based Bonus 2023, you are hereby provided with the attached copy, the Freedom of Information Manual of the Cagayan State University for implementation.

For your dissemination and strict compliance.

  
URDUJAH G. ALVARADO  
President



#### VISION

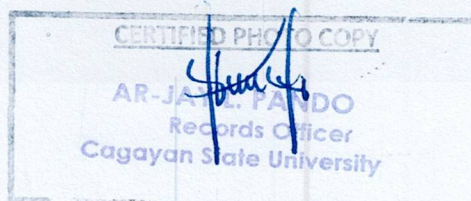
CSU is a University with global stature in the arts, culture, agriculture and

#### MISSION

Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and

#### CORE VALUES

Competence  
Social Responsibility  
Unifying Presence







## OFFICE OF THE UNIVERSITY PRESIDENT

### FREEDOM OF INFORMATION MANUAL of the Cagayan State University Pursuant to Section 14 of Executive Order of July 23, 2017

#### SECTION 1

Members of the CSU Community- referring to Instructional Staff, Non-Instructional Staff and Students- shall have access to information in the custody and safekeeping of the university, in accordance with the provisions of this Manual and with the Data Privacy Protection memorandum of the University (OP-5004-MEMO-2017-06-102) dated June 27, 2017.

#### SECTION 2

All provisions of this Manual should be construed and harmonized with the aforementioned Memorandum on Data Privacy Protection at the Cagayan State University. No derogation from the said Memorandum shall be construed.

#### SECTION 3

The following are excluded from the scope of freedom of information:

1. All documents, records and files characterized CIS confidential by existing law and jurisprudence.
2. All documents, records and files that, when disclosed, would pose a clear and present danger to the life, liberty or property of employees or students of the university.
3. All confidential memoranda, letters and transmittals to the President, to the Vice-President or to the Campus Executive Officers on matters of advice, counsel or consultation.
4. The lay-out of campuses particularly the location of safes, treasuries, storage rooms of expensive equipment and supplies, including the supply room.
5. Personal communication received by the students, members of the faculty, personnel and administrators in their personal capacities.
6. The access codes, pin numbers, code numbers of the university deposits and accounts in whatever institution.

#### SECTION 4

In accordance with Section 8 of the presidential Executive Order, the Vice-President for Administrative and Financial Affairs shall be the officer responsible for receiving requests for information and documents.



#### VISION

CSU is a University with global stature in the arts, science, agriculture and fisheries, the region as well as technological and professional fields.

#### MISSION

Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and credible research, employment skills, service and profitable business and community engagement.

#### CORE VALUES

Competence  
Social Responsibility  
Unity in Diversity







## OFFICE OF THE UNIVERSITY PRESIDENT

The Vice-President for Administration and Financial Affairs may designate this function in writing, and with the approval of the University President, to the University Legal Counsel or to its Resident Ombudsman.

### SECTION 5

Pursuant to FOI-MC No. 21-05, series of 2021, the CSU-FOI Receiving Officers will promptly refer of any requested information, official records or public records to the appropriate government agency if such documents or information are not under the custody of the Cagayan State University or not authorized to release the information to the public.

The processing of request shall be processed by the FOI Receiving Officers to be relayed to the FOI Decision Maker for proper action. Such request of information may be accepted by the agency, or may be denied or refused on the ground that such transaction or request is contrary to the Constitution, pertinent laws, and other existing laws and regulations.

When the transaction is accepted but the documents or information are not available in the university, the request shall be immediately referred to appropriate government agency in the most expeditious manner but not exceeding the prescribed days under the provision of Republic Act 11032 or also known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018.

### SECTION 6

Routine requests for certification of grades, transcripts of records, diplomas or statements of accounts by the persons concerned and interested shall be made and complied with according to established university procedure.

All other documents requested as routine matters in accordance with regular university operations and personnel affairs shall likewise to processed and dealt with in accordance with existing university procedure.

When the request for the information or data is in connection with academic research such as writing of a thesis, dissertation or the conduct of research, the institution or graduate school head must certify to the legitimate status of the researcher, and the request should be directed to the Vice-President for Administration and Finance who shall take action on the request.



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#### MISSION

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#### CORE VALUES

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Social Responsibility  
Unifying Presence







## OFFICE OF THE UNIVERSITY PRESIDENT

### SECTION 7

Except in respect to the cases falling under the next preceding section, all requests for documents of whatever nature and whatever form shall be addressed to the officer named in Section 4 of this Manual.

When such request is filed with any other office or any campus of the university, the request shall be forwarded to the Vice-President for Administration and Finance with the endorsement of the Campus Executive Officer.

The party requesting for information or for the release of documents must be informed of the endorsement by the endorsing official in writing, indicating the day and time of endorsement.

### SECTION 8

Any person who requests access to information shall submit a written request to the Vice-President for Administration and Finance. If not properly addressed, it shall be endorsed to the latter university official by the Campus Executive Officer concerned.

The request shall state the name and contact information of the requesting party, provide valid proof of his Identification or authorization, specifically in the form of Community Tax Certificate or the Taxpayer Identification Number. It shall describe the Information request or specifically state the document requested. No general request covering a number of documents shall be entertained. Every request should pertain to one specific document only. The request should also state the reason for the request and the purpose to which the information or document shall be put to use.

### SECTION 9

University officials and personnel who are approached for assistance in this respect are duty-bound to render assistance to the requesting person by directing and aiding in the proper preparation of the request letter, or by referring the requesting party to any qualified or competent person who may so render assistance.



#### VISION

CSU is a University with global stature in the arts, science, agriculture and fisheries, the sciences as well as technological and professional fields.

#### MISSION

Cagayan State University shall produce globally competent graduates through excellent education, research and creative endeavors, comprehensive quality service and positive history and community engagement.

#### CORE VALUES

Competence  
Social Responsibility  
Unity and Presence



AR-JAY P. PAIDO  
Records Officer  
Cagayan State University





## OFFICE OF THE UNIVERSITY PRESIDENT

### SECTION 10

The request shall be deemed made only from the time of its receipt by the Vice-President for Administration and Finance, provide that: the request must be acted on within fifteen (15) days in accordance with the Republic Act No. 6713, and provided further that: when the request is filed before any other office, the same office must, within seventy-two (72) hours, not including Saturdays, Sundays and holidays, forward the same to the Vice-President for Administration and Finance.

### SECTION 11

A favorable response must include a certified true copy of the document requested, if any is requested.

In no case shall originals be issued.

In case the request is denied, the denial must state the reason for the adverse action. It is also an option

for the Vice-President for Administration and Finance to refer the request to higher offices, including the Office of the University President or to the Board of Regents.

### SECTION 12

When the request has for its object a document or information pertaining to any employee or student of the university requested by one who is neither a relative of nor authorized by such employee or student, such employee or student must first be informed of the request for the information or the document and the identity of the party requesting for such document or information.

However, even if the such an employee or student objects to the release of the information or the document, if nothing in law, jurisprudence, or the Data Privacy Protection memorandum of the University President or this manual prevents the release or issuance of such information or document, the same shall be provided or issued.

If the employee or student concerned furnishes proof to the Vice-President for Administration and Finance that a petition for injunction has been filed in court that includes a prayer both for a Temporary Restraining Order or a Writ of Preliminary Injunction, the Vice-President for Administration and Finance shall await the disposition of the court on the prayer for a Temporary Restraining Order before ordering the release of the information or the document.



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#### MISSION

Cagayan State University shall produce globally competent graduates through excellent instruction, research and training, research, responsive public service and productive industry and community engagement.

#### CORE VALUES

Competence  
Social Responsibility  
Unity and Presence







## OFFICE OF THE UNIVERSITY PRESIDENT

### SECTION 13

It shall be for the Vice-President for Administration and Finance to order the university official who has custody of the requested document or is possession of the information in order its release or issuance by a written memorandum. Within twenty-four (24) hours of receipt of such memorandum, the university officer or responsible person concerned must comply, unless, meanwhile and within the same twenty-four (24) hour period he proffers to the Vice-President for Administration and Finance an opinion as to why the request should not be granted. After the receipt of such an opinion, the Vice-President for Administration and Finance must decide whether to order the release of such document or information or not, again, in writing, with a copy furnished the party requesting such document or request.

### SECTION 14

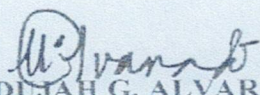
The requesting party shall file a written appeal to the Vice-President for Administration and Finance, within fifteen (15) working days upon receipt of the notice of denial or lapse of the period within which the receiving officer or decision maker should have notified the requesting party of the denial of the request. Where the decision maker is the head of agency, the requesting party may file its appeal to the department head where said agency/bureau is attached. In case the decision of the department head is unfavorable, the requesting party may file its appeal to the Office of the President.

### SECTION 15

When the information being requested is not within the control of the university but is available in another government agency which is a partner agency of the university, the request shall be immediately referred through the fastest manner. Referral of the appropriate government agency means the another government office is in possession or has control of the requested information or data.

### SECTION 16

This Manual shall be supplemented or modified as necessary by subsequent Memoranda issued by the University President.

  
**URDUJAH G. ALVARADO**  
President



#### VISION

CSU is a University with global stature in the arts, culture, agriculture and education, disseminating as well as technological and professional skills.

#### MISSION

Cagayan State University shall produce globally competent graduates through research, innovation, leadership and service and promote the industry and community engagement.

#### CORE VALUES

Competence  
Social Responsibility  
Unity and Progress



  
**AR-JAY E. PANDO**  
Records Officer  
Cagayan State University





# ANNEX A



#### VISION

CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

#### MISSION

Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

#### CORE VALUES

Competence  
Social Responsibility  
Unifying Presence



matatag, maginhawa at panatag na buhay





OFFICE OF THE UNIVERSITY PRESIDENT

MEMORANDUM

OP-5004-MEMO-2025-01-028

TO: All Vice-Presidents  
All Campus Executive Officers  
All Campus FOI Focal Persons

SUBJECT: No Wrong-Door Policy (Freedom of Information)

DATE: January 20, 2025

CAGAYAN STATE UNIVERSITY  
Andrews Campus, Caritan, Tuguegarao  
Records Office  
RECEIVED  
Date: 1-20-2025  
Time: 3:51 No.  
By: Jayson

In the interest of promoting freedom of information, transparency and access, the Cagayan State University shall implement a "No Wrong-Door Policy" in respect to requests for information, data, and documents.

1. When a request for information, data or records has been sent to one office of the university or any of its campuses, and the head of such office determines that it is not his or her office that is in possession of the information, data or records requested, the requesting person shall be informed. *However*, the head of office *may not disregard* the request.
2. Compulsory referral procedures: It shall be mandatory for the office head who receives the request to:
  - a. Formally endorse the request to the office concerned
  - b. Provide instruction to the requesting person on securing from the proper office the information, data or records requested.
3. No new application or request need be filed with the proper office. The endorsement by the receiving office to the proper office shall be sufficient, provided that: if the proper office requires more specifics in accordance with the provisions of the Data Privacy Protection Act and university policies, the requesting person shall be required to comply with clearly specified requirements.
4. In all cases, the compliance period shall be in conformity with the Citizens' Charter of the office concerned and the Anti Red-Tape Act.

For immediate implementation.

ARTHUR G. IBANEZ, Ph.D., ASEAN Engr.  
OIC- Office of the University President

CAGAYAN STATE UNIVERSITY  
OFFICIALLY RELEASED  
Office of the University President  
JAN 20 2025

DATE: 1-20-2025  
TIME: 3:23  
STAFF: Julia



**VISION**  
CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

**MISSION**  
Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

**CORE VALUES**  
Competence  
Social Responsibility  
Unifying Presence

Enil/DAAS





# ANNEX B



#### VISION

CSD is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

#### MISSION

Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

#### CORE VALUES

Competence  
Social Responsibility  
Unifying Presence



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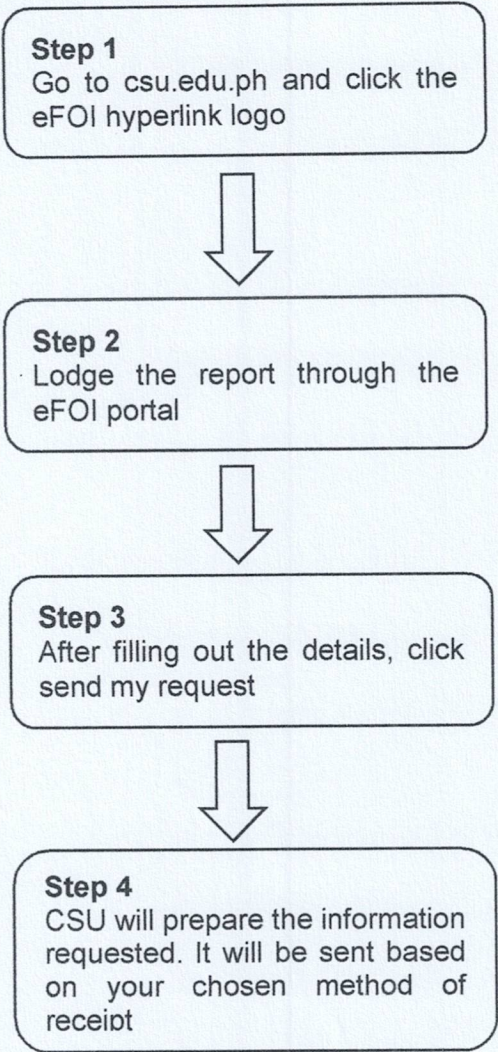




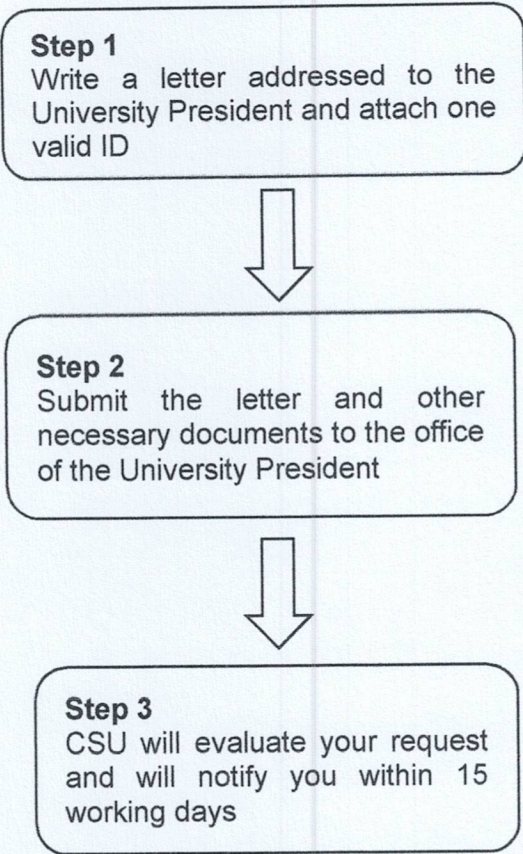
Annex B

FLOWCHART  
(English version)

eFOI Form



Standard Report



VISION

CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

MISSION

Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

CORE VALUES

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Social Responsibility  
Unifying Presence



matatag, maginhawa at panatag na buhay





## FLOWCHART (Tagalog version)

### eFOI Form

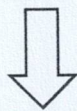
#### Step 1

Magtungo sa csu.edu.ph at iclick ang eFOI hyperlink logo



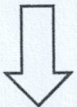
#### Step 2

Isumite ang lahat ng kahilingan gamit ang eFOI portal



#### Step 3

Pagkatapos masagutan ang mga detalyeng kailangan, i-click and send my request



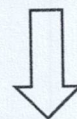
#### Step 4

Ihahanda ng ahensiya ang impormasyong ilalabas ayon sa nain mong format. Ipapadala ito batay sa iyong napiling paraan ng pagtaggap

### Standard Report

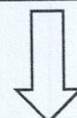
#### Step 1

Sumulat ng liham na nakapangalan sa University President kalakip ang iyong isang valid ID



#### Step 2

Isumite ang liham at mga iba pang importanteng dokumento sa tanggapan ng University President



#### Step 3

Susuriin ng CSU ang iyong kahilingan at papadalhan ka ng pabatid sa loob ng 15 araw na trabaho

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Unifying Presence