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FREEDOM
OF
FORMATION
(FOI)
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FREEDOM OF INFORMATION MANUAL

FY 2025

"Quality Education for Service"

JHCSC VISION

A leading university responsive to societal and global demands through innovative research and inclusive education

Vision



JHCSC MISSION



Mission

Empower individuals to transform lives fostering inclusivity, global competitiveness, and sustainability.

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MISSION

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SECTION 1

Overview

1.1 Purpose of the Manual. This FOI Manual is a document to provide the procedural guidelines in assisting designated personnel of the J.H. Cerilles State College in dealing with requests for information received under Executive Order (E.O.) No. 2 on Freedom of Information (FOI). (Annex A).

1.2. Structure of the Manual. This Manual shall set out the procedures and rules to be followed by the JHCSC when a request for access to information is received. The College President is responsible for all actions carried out under this Manual and may delegate this responsibility to key officials however; final decision on FOI requests rests in the Office of the President.

1.3. Coverage of the Manual. The Manual shall cover all requests for information directed to the J.H. Cerilles State College System concerning all its campuses and ESUs.

SECTION 2

Contact Information

2.1 Focal Person/Office. The designated Records Officer will also serves as the system Focal Person. The official contact for purposes of this Freedom of Information shall be the College President of J.H. Cerilles State College with official address at Mati, San Miguel, Zamboanga del Sur.

2.2 Receiving and Releasing Officer. The Records Officer of J.H. Cerilles State College shall serve as both the receiving and releasing officer of all requests for information from the College. The JHCSC Records Officer shall also act as the link between the requesting party/ies and the Information and Public Affairs Officer (IPAO) as he will be the one to process and forward the requests for information pursuant to the Freedom of Information Manual.

SECTION 3

Definition of Terms

(a) **Information.** Shall mean any records, documents, papers, contracts, memorandum of understanding and memorandum of agreement, minutes, and transcripts of official meetings, maps, books, photographs, data, research outputs, 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) **Information for Disclosure.** Information promoting the awareness and understanding of policies, programs, activities, rules or revisions affecting the public, government agencies, and the community and economy. It also includes information encouraging familiarity with the general operations, thrusts and programs of the government. In line with the concept of proactive disclosure and open data, these types of information can already be posted to government websites, such as data.gov.ph, without need for written requests from the public.

(c) **Freedom of Information (FOI).** The Executive Branch recognizes the right of the people to information on matters of public concern, and adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to the procedures and limitations provided in Executive Order No. 2. This right is indispensable to the exercise of the right of the people and their organizations to effective and reasonable participation at all levels of social, political and economic decision-making.

(d) **FOI Contact.** The name, address and phone number at each government office or in agency's FOI portal where you can make an FOI request.

(e) **FOI Request.** A written request submitted to a government office personally or by email asking for records on any topic. A FOI request can generally be made by any Filipino to any government office.

(f) **FOI Receiving Officer.** The primary contact at each agency where the requesting party can call and ask questions about the FOI process or the pending FOI request.

(g) **Frequently Requested Information.** Information released in response to a FOI request that the agency determines have become or are likely to become the subject of subsequent requests for substantially the same records.

(h) **Full Denial.** When a government office cannot release any records in response to a FOI request, because the requested information is exempt from disclosure in its entirety or, no records responsive to the request could be located.

(i) **Full Grant.** When a government office is able to disclose all records in full in response to a FOI request.

(j) **Partial Grant/Partial Denial.** When a government office is able to disclose portions of the records in response to a FOI request, but must deny other portions of the request.

(k) **Pending Request or Pending Appeal.** An FOI request or administrative appeal for which a government office has not yet taken final action in all respects. It captures anything that is open at a given time including requests that are well within the statutory response time.

(l) **Perfect Request.** A FOI request, which reasonably describes the records, sought and is made in accordance with the government office's regulations.

(m) **Proactive Disclosure.** Information made publicly available by government agencies without waiting for specific FOI request. Government agencies now post on their websites a vast amount of material concerning their functions and mission.

(n) **Processed Request or Processed Appeal.** The number of request or appeals where the agency has completed its work and sent a final response to the requester.

(o) **Received Request or Received Appeal.** An FOI request or administrative appeal that an agency has received within a fiscal year.

(p) **Referral.** When a government office locates a record that originated with, or is of otherwise primary interest to another agency, it will forward that record to the other agency to process the record and to provide the final determination directly to the requester. This process is called a “referral”.

(q) **Simple Request.** A FOI request that an agency anticipates will involve a small volume of material or which will be able to be processed relatively quickly.

(r) **Official Record/s.** 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.

(s) **Open Data.** Refers to the publicly available data structured in a way that enables the data to be fully discoverable and usable by end users.

(t) **Public Records.** Shall include information required by laws, executive orders, rules, or regulations to be entered, kept, and made publicly available by a government office.

(u) **Public Service Contractor.** Shall be defined as a private entity that has dealing, contract, or a transaction or whatever form or kind with the government or a government agency or office that utilizes public funds.

(v) **Personal Information.** Shall refer to any information, whether recorded in a material form or not, from which the identity 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 or certainly identify an individual.

(w) **Sensitive Personal Information.** As defined in the Data Privacy Act of 2012, shall refer to personal information: (1) About an individual race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations; (2) About an individual 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 number, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and (4) Specifically established by an executive order or an act of Congress to be kept classified.

SECTION 4

Protection of Privacy

While providing for access to information, JHCSC shall afford full protection to a person's right to privacy, pursuant to the Data Privacy Act of 2012, to wit:

- a. JHCSC 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. JHCSC shall protect personal information in its custody or under its control making reasonable security arrangements against unauthorized access, leaks or premature disclosure; and
- c. Any employee or official who has access, whether authorized or unauthorized, to personal information in the custody of the college, shall not disclose that information except as authorized by existing laws.

Request and releases of information pertaining to personnel records shall be made pursuant to CSC Memorandum Circular No. 56, s. 1990.

SECTION 4(A)

Exceptions to Right of Access to Information

For the guidance of the general public, the following are the exceptions to the right of access to information, as recognized by the constitution, existing laws, or jurisprudence: (adopted by the Executive Order No. 2)

1. Information covered by Executive privilege;
2. Information concerning law enforcement and protection of public and personal safety;
3. Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims of crimes, or the accused;
4. Information, documents or records known by reason of official capacity and are deemed as confidential, including those submitted or disclosed by entities to government agencies, tribunals, boards, or officers, in relation to the performance of their functions, or to inquiries or investigation conducted by them of their exercise of their administrative, regulatory or quasi-judicial powers;
5. Prejudicial premature disclosure;
6. Records for proceeding or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged;
7. Matters considered confidential under banking and finance laws, and their amendatory laws; and
8. Other exceptions to the right to information under laws, jurisprudence, rules and regulations.

SECTION 5

Procedure

In accordance with Section 9 of Executive Order No. 2, s. 2016, the following procedures shall be observed:

(a) Any person who requests access to information shall submit a written request to the College Records Office. 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 enshrined in the Constitution, existing law or jurisprudence as reflected in the Inventory of Exceptions set by the Department of Justice and the Office of the Solicitor General.

(b) The receiving officer (Records Officer) shall provide reasonable assistance to enable the requesting party/ies, particularly those with special needs, to comply with the request requirements.

(c) The request shall be stamped by the receiving officer, indicating the date and time of receipt, and the name, rank, title or position of the receiving public officer or employee with the corresponding signature, and a copy thereof furnished to the requesting party.

(d) The accomplished FOI Form 1 shall be forwarded by the receiving officer to the IPAO. The latter shall in turn indorse the same using FOI Form 2 to the Office of the President for approval, and then returned to the IPAO thereafter. The IPAO shall then furnish a copy of the approved request the concerned office in the College where the requested information shall come from. The requested information shall be forwarded by the concerned office to the IPAO which in turn shall be forwarded to the releasing officer for release to the requesting party. The releasing officer shall see to it that before the document is received by the requesting party, the latter has paid the required fees, with the OR Number being indicated in FOI Form 1.

(e) The JHCSC IPAO shall respond to a request fully compliant with the requirements as soon as practicable but not exceeding fifteen (15) days from the receipt thereof. However, in compliance to Anti-Red Tape Authority (ARTA), request can be release in three (3) days for simple request and maximum of twenty (20) days for highly technical request. The response refers to the decision of the office to grant or deny access to the information requested.

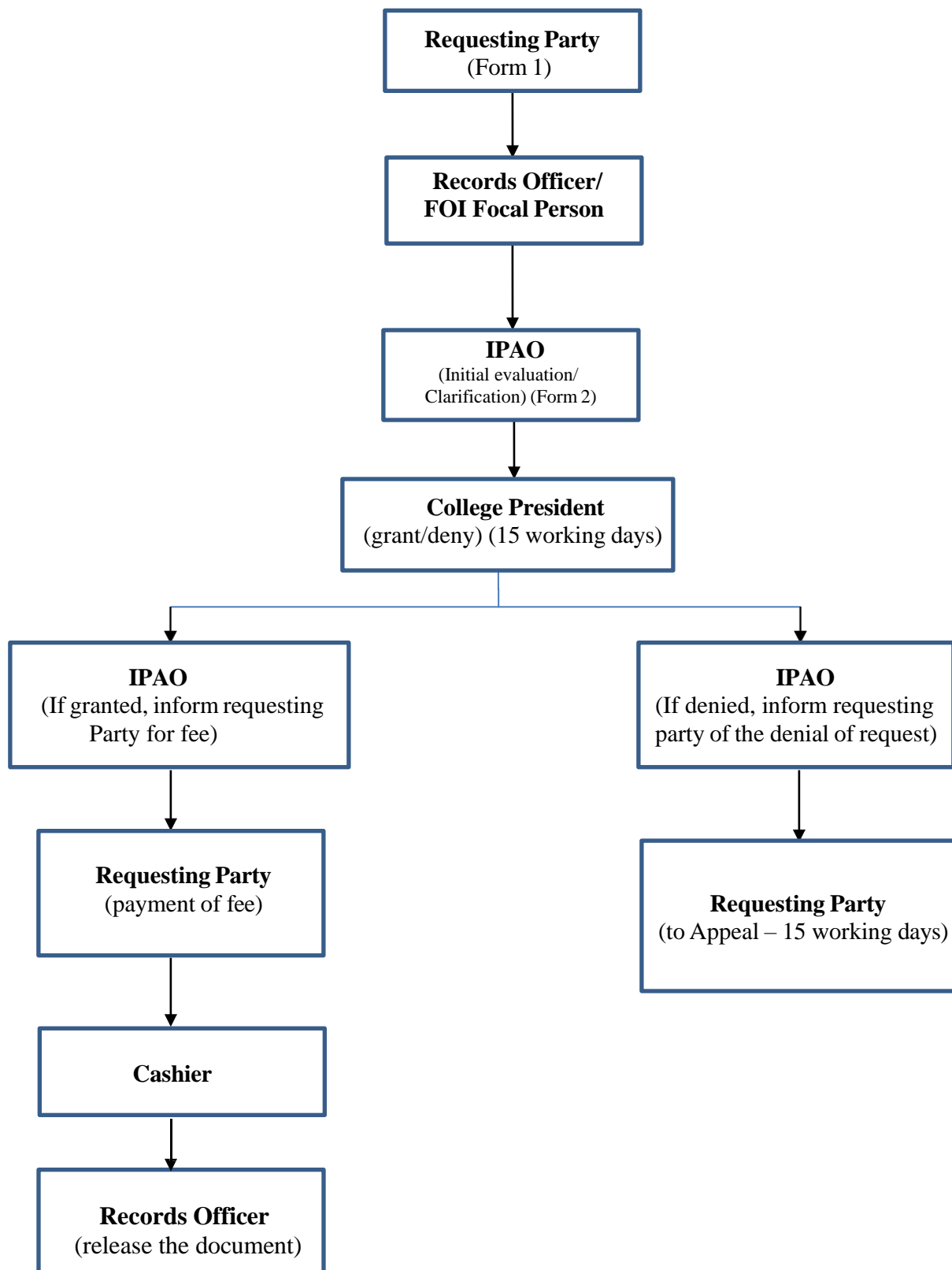
(f) The period to respond may be extended whenever the information requested requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous events or other analogous cases. The Office shall notify the person making the request of such extension, setting forth the reasons for the extension. In no case shall the extension go beyond twenty (20) working days counted from the end of the original period, unless exceptional circumstances warrant a longer period.

(g) Once a decision is made to grant the request, the person making such request shall be notified of such decision and directed to pay the required fees pursuant to Sec. 8 hereof.

(h) In case the request for information is denied, wholly or partially, the IPAO shall, as soon as practicable and within 15 working days from the receipt of the request, notify the requesting party of the denial in writing. The notice shall clearly set forth the ground/s for denial and the circumstances on which the denial is based.

ANNEX A


Flow Chart



SECTION 6

Standard Forms


1. FOI Form 1 – Request for Information. In accordance with paragraph 1 of Section 5 (Procedures) hereof, and for purposes of this Manual, the College shall adopt FOI Form 1 as shown below:

	Republic of the Philippines J.H. CERILLES STATE COLLEGE Mati, San Miguel, Zamboanga Del Sur,	Annex B
<p>FOI Form 1 Date: _____</p> <p style="text-align: center;"><u>REQUEST FOR INFORMATION</u></p> <p>Name of Requesting Party: _____ Address: _____ Contact Number: _____</p> <p>Requirements to submit:</p> <ol style="list-style-type: none"> 1. One (1) photocopy of 2 valid IDs and present together with the original IDs; and 2. Authorization Letter (if representative) <p>Reason for / Purpose of the Request for Information: _____ _____ _____</p> <p style="text-align: center; margin-top: 20px;">_____ Signature over Printed Name of Requesting Party</p>		

Action Taken: _____	<input type="checkbox"/> Granted <input type="checkbox"/> Denied (Reason for denial or request)
_____ _____ _____	
Fee: P _____ O.R. No.: _____ Date: _____	
_____ Records Officer/ FOI Focal Person	

2. FOI Form 2 – Endorsement.

As provided for in paragraph 4, Section 5 of this manual, the following form shall be used and accomplished.

	Republic of the Philippines J.H. CERILLES STATE COLLEGE Mati, San Miguel, Zamboanga Del Sur	Annex C
<p>FOI Form 2</p> <p style="text-align: center;"><u>1st Endorsement</u></p> <p style="text-align: center;">_____, 20____</p> <p>Respectfully forwarded to the office of the College President the herewith attached request information for approval.</p> <p>The requested information may be provided by the following office/unit/schools in the college:</p> <p>a. _____</p> <p>b. _____</p> <p>c. _____</p> <p style="text-align: right; margin-top: 20px;">_____ Information and Public Affairs Officer</p>		

SECTION 7

Appeal

(a) Denial of any request for access to information may be appealed to the Office of the College President. Provided, however, that the written appeal must be filed by the same person making the request within 15 calendar days from the notice of denial or from the lapse of the relevant period to respond to the request.

(b) The appeal shall be decided by the College President within 30 working days from the filing of said written appeal. Failure of such person or office to decide within the aforesaid period shall be deemed a denial of the appeal.

SECTION 8

Schedule of Fees

In extending service to the requesting party, the College shall charge an amount of Fifty Pesos (P50.00) as fee per page of the subject of information to reimburse necessary costs, including actual costs of reproduction and copying of the information requested, subject to existing rules and regulations.

SECTION 9

Committee on the Drafting of the Freedom of Information Manual

As per Memorandum No. 23, s. 2017, issued by the Office of the College President, the Committee created to study and frame the JHCSC Freedom of Information Manual is composed of the following:

Chair: Wendell Glenn P. Cagape, Ph. D.

Co-Chair: Lina T. Codilla, Ph. D.

Members:

Adelina A. Ursaiz, MBA

Joean B. Palahang, Ed. D.

Dante B. Bayocot, MBA

Jovey P. Medina, MPA

Records Officer – Designate

FOI Receiving and Releasing Officer

records@jhcsc.edu.ph

Approved:



MARY JOCELYN V. BATTUNG, Ph. D.

College President

MALACAÑAN 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 Section 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 hereof. 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.

By the President:
(Sgd.) **SALVADOR C. MEDIALDEA**
Executive Secretary

(Sgd.) **RODRIGO ROA DUTERTE**
President of the Philippines



JH CERILLES STATE COLLEGE

Mati, San Miguel, Zamboanga del Sur

BOT RESOLUTION NO. 53 SERIES OF 2017

A RESOLUTION APPROVING THE FREEDOM OF INFORMATION MANUAL OF THE JH CERILLES STATE COLLEGE IN COMPLIANCE WITH EXECUTIVE ORDER NO. 2 SERIES OF 2016, SUBJECT TO THE REVIEW OF A LAWYER TO BE SUBMITTED TO THE BOARD WITHIN TEN WORKING DAYS

WHEREAS, the Management presented to the Board the draft Freedom of Information Manual in compliance with Executive Order No. 2 series of 2016;

WHEREAS, the Office of the President through its authorized agencies and representatives endeavor that agency offices including in the State Universities and College, shall adopt its own Freedom of Information Manual to govern all pertinent request for information in the agency;

WHEREAS, the Administrative Council have endorsed the said manual after its thorough deliberation and review;

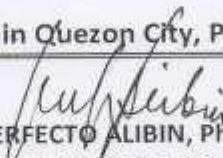
WHEREAS, the Board sees the Freedom of Information Manual in order and in compliance with existing laws and regulations;


NOW THEREFORE,


BE IT RESOLVED, AS IT IS HEREBY RESOLVED That Board approved the Freedom of Information Manual as presented by the President to the Board, subject to the recommendations made by the Board and the review of a Lawyer to be submitted to the Board within Ten working Days;


BE IT FINALLY RESOLVED, AS IT IS HEREBY FINALLY RESOLVED that the Board directed Office of the President to disseminate the manual to all concerns in the agency;


APPROVED on September 4, 2017 in Quezon City, Philippines


HON. PERFECTO ALIBIN, PhD
Chairperson-Designate

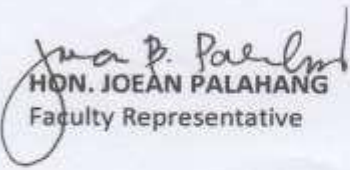

DR. EDGARDO H. ROSALES
College President

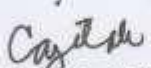

HON. FRANCIS "CHIZ" ESCUDERO
Chair, Committee on Education,
Senate of the Philippines
Rep. ATTY. RICKY ILETO


HON. DULCE ANN HOFER
Chair, Committee on Technical and Higher
Education, House of Representatives
Rep. ATTY. JOSEPH NOLAN JACINTO



DIR. TERESITA SOCORRO C. RAMOS
National Economic Development Authority

DIR. MARTIN WEE
Department of Science and Technology


HON. JOEAN PALAHANG
Faculty Representative


HON. HAZEL L. CAJETA
Student Representative

I hereby certify as to the veracity and authenticity of the foregoing Board of Trustees Resolution.


WENDELL GLENN P. CAGAPE
College/Board Secretary V



J.H. CERILLES STATE COLLEGE

Mati, San Miguel, Zamboanga del Sur

Office of the Records and Archives



PROCESS WORKFLOW FOR eFOI REQUEST

VISION

Leading public higher education institution serving the ASEAN community with quality, innovative and culture sensitive programs

MISSION

- Provides need based tertiary and advanced programs in Agriculture, Education and allied fields;
- Undertakes applied research, extension and production services that yield -workable and durable solutions to sector specific challenges, thus improving the socio-economic well-being of identified communities

CORE VALUES

Justice, Peace and Unity
Hope, Honesty and Humility
Credibility and Integrity
Social Responsibility and Interfaith Dialogue
Collaboration and Shared Competence

The Requesting Party shall submit **request** through the eFOI Portal of the Agency. It must clearly indicate its full name, contact details, valid ID and clear description of the information requested

The Agency through its **FOI Focal Person** shall acknowledge receipt of the **request** within **15 working days**

The FOI Focal Person shall conduct evaluation whether the requested information is available, within the Agency's jurisdiction or covered by any exceptions under Executive Order No. 2, s. 2016

The FOI Focal Person shall forward the **request** to the **President** of the Agency through a letter. Thereafter, the President shall render decision whether to grant or not the **request** within **15 working days**

If the President hereby **grants** the **request**, the FOI Focal Person shall forward the **request** to the relevant office of the Agency for the retrieval of the requested information

If the President hereby **denies** the **request**, the FOI Focal Person shall inform the Requesting Party of the fact in writing

The Requesting Party shall be forwarded to the Cashier for the payment of reasonable fees to cover the printing and copying of the document

The Requesting Party may **appeal** the decision to the President within **15 calendar days**

The Requesting Party shall present the Official Receipt from the Cashier to the FOI Focal Person/ email the copy of the Official Receipt to foi@jhsc.edu.ph. Thereafter, the FOI Focal Person shall release the document to the Requesting Party

The President shall decide on the appeal within **30 working days**

ATTY. PRINCESS ROSAL B. INCLAN, LPT

JHCSC FOI Focal Person/ FOI Receiving Officer

09057076469

foi@jhsc.edu.ph



J.H. CERILLES STATE COLLEGE

Mati, San Miguel, Zamboanga del Sur

Office of the Records and Archives



FREEDOM OF INFORMATION NO WRONG DOOR POLICY

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I. Policy Statement

In compliance of Executive Order No. 2, s. 2016, and the government's commitment to transparency and citizen-centered service, this agency adopts the "No Wrong Door" policy in handling FOI requests.

II. Purpose

To ensure that all information requests—regardless of whether they are submitted to the correct agency—are received, acknowledged, and properly directed so that citizens are assisted efficiently and respectfully.

III. Scope

This policy applies to all FOI requests received by this agency, including those not within its jurisdiction or custody.

IV. Policy Guidelines

A. Reception of Requests: All FOI requests received—whether through electronic means (eFOI portal, email) or physical submission—shall be logged and acknowledged.

B. Assessment of Jurisdiction: Upon evaluation, if the information requested is not held or maintained by this agency, the FOI Receiving Officer shall:

- Inform the requester that the information is not under the agency's custody; and
- Indicate the correct agency, if known.

C. Referral or Redirection: Whenever possible, the request shall be forwarded to the appropriate agency with prior notice to the requester, or the requester shall be guided on how to file with the correct office.

D. Timeliness and Courtesy: Responses under this policy shall be made within five (5) working days from receipt of the request to avoid unnecessary delays.

E. Documentation: All redirected or referred requests shall be properly recorded in the agency's FOI Request Log for monitoring and reporting.

V. Effectivity

This policy shall be observed in all FOI transactions after 15 days from its publication by the Records and Archives Office in the College and shall be incorporated into the agency's internal FOI manual and procedures.

Prepared and Submitted by:

ATTY. PRINCESS ROSAL B. INCLAN, LPT

JHCSC FOI Focal Person/FOI Receiving Officer

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The Requesting Party shall submit **request** through the eFOI Portal, email, postal mail of the Agency or in-person. It must clearly indicate its full name, contact details, valid identification and clear description of the information requested

The Agency through its **FOI Focal Person/Receiving Officer** shall acknowledge receipt of the **request** within **15 working days**

The FOI Focal Person/Receiving Officer shall conduct evaluation whether the requested information is **available, within the Agency's jurisdiction** or covered by any exceptions under Executive Order No. 2, series of 2016

If the FOI Focal Person/Receiving Officer determines that the requested information is **available or within the jurisdiction of the Agency**, it shall follow the standard FOI process

If the FOI Focal Person/Receiving Officer determines that the requested information is **not available or outside the jurisdiction** of the Agency, it shall proceed to execute the **No Wrong Door Policy of the**

The FOI Focal Person/Receiving Officer shall inform in writing the Requesting Party of the facts within **5**

The FOI Focal Person/Receiving Officer shall identify the correct agency if known and if possible, provide contact details of the agency if available, forward the request to the appropriate agency or guide the Requesting Party on where to

Prepared and submitted by:

ATTY. PRINCESS ROSAL B. INCLAN, LPT

JHCSC FOI Focal Person/Receiving Officer

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"Stronger and Bolder JHCSC for Quality Tertiary Education"

Current FOI Focal Person/Receiving Officer:

ATTY. PRINCESS ROSAL B. INCLAN, LPT

JHCSC FOI Focal Person/FOI Receiving Officer

August 2024-Present

09057076469

foi@jhcsc.edu.ph