



19 January 2023

**MEMORANDUM CIRCULAR NO. 10**  
Series of 2023

**T O: All VSU Officials, Faculty and Staff Concerned**

**R E: Release of Information only in accordance with VSU FOI Policies and Protecting Individual Personal Information in Information and Communication in the Government**

Since 2017, we remain transparent and compliance to Executive Order No. 02 "Rationalizing 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 Therefore" which was signed by Rodrigo Roa Duterte, 16th President of the Republic of the Philippines.

Under Sections 2 & 8 thereof, all government offices, including state universities and colleges, are directed to prepare its own People's FOI Manual. This executive order provided guidelines to implement a constitutional mandate of full public disclosure and to guarantee the right of the people to information on matters of public concern.

Thus, the university developed the Freedom of Information (FOI) Manual which has been approved by the Board of Regents last 2017. This was revised with its revision last FY 2022 and was approved by the University Administrative Council (UADCO) last January 13, 2023. In order to provide the general public with any requested information according to the existing policy, preserve a person's right to privacy, and, foremost, protect the intellectual rights of the university of its systems, practices, and procedures.

This manual contains the following information:

1. The location and contact information of the main campus
2. The FOI Receiving Officer and FOI Decision Maker to handle requests related to the freedom of information;
3. The procedures on:
  - a. Request to Access Information / Record; and
  - b. Appeal to Access Information / Record.
4. Forms on:
  - a. Request for Information/Document Form (FM-REC-02)
  - b. Claim Slip (FM-REC-03)
  - c. FOI Request Feedback Form
5. Schedule of applicable fees.

It has been noted, by this office that the provisions of said manual, particularly in Section 11: Guidelines, have not been religiously complied with by most office/departments/ centers. Some records were being released even in the absence of an official written request and approval of appropriate offices making VSU's FOI policies and procedures a white paper and

in violation of the requirements of Executive Order No. 02 of the Office of the President of the Philippines.

Thus, effective immediately, all concerned are reminded to strictly follow the procedures as lined up in the VSU FOI Manual by requiring any requesting person to fill up the **Request for Information Form** at the Office of the Head of Records and Archives (OHRA). The said request should be evaluated in accordance with the provisions of Section 5 thereof. Violators of this policy shall be dealt with administratively for violation of reasonable rules and regulations.

For your guidance and strict compliance.

  
EDGARDO E. TULIN  
President