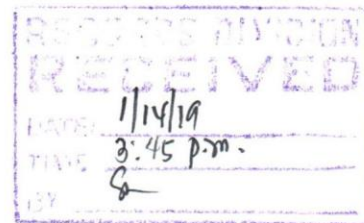




10 January 2019

MEMORANDUM CIRCULAR NO. 03
Series of 2019



TO: All VSU Officials, Faculty and Staff Concerned

SUBJECT: Release of Information only in accordance with VSU FOI policies

1. In accordance with Executive Order No. 02 entitled "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 Therefor", the university developed the Freedom of Information (FOI) Manual which has been approved by the Board of Regents and was likewise distributed to all units of the university. Said FOI Manual can also be downloaded in the university website <https://www.vsu.edu.ph/images/transparency/2018/FOI Manual 2018.pdf>.
2. The manual outlines the following:
 - a. location and contact information where the public can obtain information or submit requests;
 - b. person or office responsible for receiving requests for information;
 - c. procedure for the filing and processing of the request;
 - d. standard forms for the submission of requests and for the proper acknowledgment of requests;
 - e. process for the disposition of requests;
 - f. procedure for the administrative appeal of any denial for access to information; and
 - g. schedule of applicable fees.
3. It has been noted, however, by this office that the provisions of said manual, particularly in Section 5: 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.
4. Effective immediately, therefore, 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* which is marked as Annex D of the Manual. 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.
5. For strict compliance.


EDGARDO E. TULIN
President