



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