

**DON HONORIO VENTURA  
TECHNOLOGICAL STATE UNIVERSITY  
PEOPLE'S FREEDOM OF INFORMATION  
MANUAL**



**DON HONORIO VENTURA TECHNOLOGICAL  
STATE UNIVERSITY**

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## **ARTICLE I PURPOSE, STRUCTURE AND COVERAGE**

Section 1. **Purpose of the Manual:** The purpose of this DHVTSU People's Freedom of Information Manual (Manual) is to provide the process by which the Don Honorio Ventura Technological State University (DHVTSU) shall deal with requests of information received under Executive Order No. 2, s. 2016 on Freedom of Information (FOI). **(Annex A)**

Section 2. **Structure of the Manual:** This Manual sets out the definition of terms, standard operating procedures, remedies, fees, and administrative liability. It also provides for the relevant forms and other annexes.

Section 3. **Coverage of the Manual:** The Manual shall cover all requests for information directed to the Don Honorio Ventura Technological State University (DHVTSU).

Section 4. **Responsible Officers:** For purposes of the this Manual, there shall be the University Receiving Officer for Freedom of Information Manual (UROFoIM), the University Decision Maker for Freedom of Information Manual (UDMFoIM), and the University Appellate Committee for Freedom of Information Manual (UACFoIM). **(Annex A-1)**

## **ARTICLE II OPERATIONAL DEFINITION OF TERMS**

Section 1. **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.

Section 2. **OFFICIAL 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.

Section 3. **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.

Section 4. **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 and certainly identify an individual.

Section 5. **ACCESS TO INFORMATION** shall mean that 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 6. **APPLICATION AND INTERPRETATION** shall mean that 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 of the Republic of the Philippines.

Section 7. **SENSITIVE PERSONAL INFORMATION** shall be as defined in the Data Privacy Act of 2012 (Republic Act No. 10173), i.e., personal information:

(a) About an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;

(b) About an individual's 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;

(c) Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and

(d) Specifically established by an executive order or an act of Congress to be kept classified.

Section 8. **UROFoIM, UDMFoIM AND UACFoIM AS RESPONSIBLE OFFICERS.** For clarity purposes the following FOI officers and their respective functions are defined:

(a) **UROFoIM** or University Receiving Officer for Freedom of Information Manual – Responsible Officer whose primary duty is to carry out the objectives of this Manual and deliver excellent services in their respective Offices. Their main tasks include receiving of valid and complete request of information, deliver the same to the personnel at the receiving station and secure that all standard procedures stated in Article IV of this Manual has been strictly complied with.

(b) **UDMFoIM** or University Decision Maker for Freedom of Information Manual – are officially designated officer and/or of equivalent rank who shall assess the request, decides on what appropriate action has to be done to effectively and efficiently deliver the intent of EO 02, S. 2016 but also considering provisions of the Data Privacy Act of 2012.

(c) **UACFoIM** or University Appellate Committee for Freedom of Information Manual – are middle and high – ranking officers who shall decide by division or en-banc in case a denial of request for information has been appealed.

### **ARTICLE III PROMOTION OF OPENNESS IN GOVERNMENT**

Section 1. **University's Declaration of Policy:** The Don Honorio Ventura Technological State University (DHVTSU) 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 E.O. No. 02 series of 2016. 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.

Section 2. **Exceptions:** Access to information shall be denied when the information falls under any of the exceptions. **(Annex B)**

Section 3. **Protection of Privacy:** While providing for access to information, the Don Honorio Ventura Technological State University (DHVTSU) shall afford full protection to a person's right to privacy, as follows:

a. The Don Honorio Ventura Technological State University (DHVTSU) 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. The Don Honorio Ventura Technological State University (DHVTSU) shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure.

c. The UROFoIM, UDMFoIM, or any employee or official who has access, whether authorized or unauthorized, to personal information in the custody of the Don Honorio Ventura Technological State University (DHVTSU), shall not disclose that information except as authorized by existing laws.

#### **ARTICLE IV STANDARD PROCEDURE**

Section 1. **Request for Information:** All requests for information shall:

(a.) Be in writing and be accomplished in triplicate copies using the prescribed form; **(Annex C)**

(b.) Provide the full name and contact information of the requesting party including a valid government identification card with photograph and signature; and

(c.) Reasonably describe the information requested, and the reason for, or purpose of, the request for information. The request for information shall be made available in the offices of the Don Honorio Ventura Technological State University (DHVTSU) and on the University website: [www.dhvtsu.edu.ph](http://www.dhvtsu.edu.ph). If the UROFoIM determines that the request is not complete, the said UROFoIM shall immediately return it and inform politely the requesting party to submit the complete form. **(Annex D)**

Section 2. **Manner of Making Request:** A request for information shall be made by the requesting party by delivering it personally to the Don Honorio Ventura Technological State University (DHVTSU) through the Management Information System (MIS) serving as main receiving office or station. In case the requesting party is unable to make a written request because of illiteracy or disability, he or she may make an oral request and the UROFoIM shall reduce it into writing. The requesting party shall sign the form.

Section 3. **Receipt of Request:** A complete request for information shall be signed and stamped received by the UROFoIM after it has been delivered to him/her by the personnel who actually received the request. The UROFoIM shall indicate the date and time of receipt and the name, rank, title and position of the said personnel at the receiving station.

Section 4. **Period to Respond:** The Don Honorio Ventura Technological State University (DHVTSU) shall respond to the requesting party within fifteen (15) working days from the date of receipt of the complete request for information.

A working day is any day other than a Saturday, Sunday, or a day which is declared a national public holiday in the Philippines. In computing for the period, Art. 13 of the Civil Code shall be observed.

The date of receipt shall be:

- (1) The date when the request is physically delivered to the UROFoIM;
- (2) The date when the request is received by mail by the UROFoIM; or
- (3) The date when the request is electronically received by the UROFoIM, provided that, when the request has been emailed to a DHVTSU employee who is absent and this has generated an 'out of office' message with instructions on how to re-direct the message to another contact, then it shall be the date when the request is electronically delivered to that contact.

The period may be extended whenever the request requires extensive search of the records facilities of the DHVTSU, examination of voluminous records, or in case of the occurrence of fortuitous events or other analogous cases. The UDMFoIM shall inform the UROFoIM, and the UROFoIM shall inform the requesting party of the extension, setting forth the reasons for such extension. **(Annex E)**

In no case shall the extension exceed twenty (20) working days, unless exceptional circumstances warrant a longer period.

**Section 5. Transmittal of Request by the UROFoIM to the UDFoIM:** The University Receiving Officer for FOI Manual shall forward the request for information to the University Decision Maker for FOI Manual within one day from receipt. The UROFoIM shall record the date and time and the name of the UDMFoIM who received the request in a record book with the corresponding signature.

**Section 6. Response on the Request:** Upon receipt of the request for information from the UROFoIM, the UDMFoIM shall assess the request. Response shall be relayed by the UROFoIM personally to the requesting party if practically possible, or by mail or by email if not.

**Section 7. Request Relates to More Than One Division/Unit:** If the UDMFoIM needs details from different divisions/units of the Don Honorio Ventura Technological State University (DHVTSU), clarification from said divisions/units shall be made.

**Section 8. Request Needs Clarification:** If the UDMFoIM needs further details to identify or locate the information, clarification from the requesting party shall be made. **(Annex F)** This shall stop the running of the 15-day period, which will continue to run the day after the required details are received from the requesting party.

**Section 9. Approval of Request:** Upon receipt of the requested information from the UDMFoIM, the UROFoIM shall collate the information, notify the requesting party in writing, and direct the party to pay any applicable fees. **(Annex G)**

**Section 10. Denial of Request:** No request shall be denied by the UDMFoIM unless (i) the reason for the request is contrary to law or rules and regulations **(Annex H-1)**, or (ii) the request falls under the exceptions under the Inventory of Exceptions issued by the Office of the President **(Annex H-2)**. The UROFoIM shall notify the requesting party in writing, clearly setting forth the ground for denial and the circumstances on which the denial is based.

**Section 11. Requested Information is Substantially Similar or Identical to a Previous Request:** The Don Honorio Ventura Technological State University (DHVTSU) shall not be required to act if, upon determination by the UDMFoIM, the requested information is substantially similar or identical to a previous request by the

requesting party, whether the same has been granted or denied. The requesting party shall be advised accordingly. **(Annex I)**

Section 12. **Requested Information is Available On-Line:** If the UDMFoIM determines that the requested information is already available on the DHVTSU website or any other government website covered by this E.O., the requesting party shall be advised accordingly and provided with the website link where the information is posted. **(Annex J)**

Section 13. **Requested Information is Not in the Custody of the DHVTSU:** If the UDMFoIM determines that the requested information refers to another government agency, the request shall be transferred to such appropriate government agency, copy furnished the requesting party. **(Annex K-1)**

If the government agency is not within the coverage of E.O. No. 2, the requesting party shall be advised accordingly and provided with the contact details of that office, if known. **(Annex K-2)**

## **ARTICLE V REMEDIES IN CASE OF DENIAL**

Section 1. **Appeal to the UACFoIM:** In case of denial of a request for information, the requesting party may appeal to the First Division of the University Appellate Committee for Freedom of Information Manual (UACFoIM) through the University/Board Secretary acting as ex-officio Receiving Officer. The First Division shall be composed of all designated Vice Presidents with the Executive Vice President as its Chair. The appeal shall be in writing, and shall be filed within fifteen (15) working days from the notice of denial or from the lapse of the period to respond to the request. If upon review of any or of all members of the First Division he/they found out that said appeal shall be remanded to the 2<sup>nd</sup> Division before an appropriate decision/action has to be made, the Chair shall endorse the said appeal motu proprio to the Board/University Secretary stating therein the period within which to resolve matters subject of the appeal which shall not exceed fifteen (15) days. The Second Division which shall be composed of competent middle-level managers/authorities very much knowledgeable to the matter/s subject of the appeal shall convene en banc to resolve the matter immediately. They shall arrive at a decision considering Data Privacy Act of 2012 and E.O. 02 series of 2016 provisions. The appeal shall be decided within thirty (30) working days from receipt of the appeal.

In resolving any case of denial from the decision of the University Decision Maker for Freedom of Information Manual or the UDMFoIM, pertinent documents which become the basis of decision for denial shall always be intact for perusal of both Divisions (First and Second) of the University Appellate Committee for Freedom of Information Manual or the UACFoIM which shall also be forwarded to them the earliest time possible to avoid any delay.

The provisions enshrined in Section 6 of Article II and of Section 1 of Article III shall serve as the enabling rule to grant access to information.

Section 2. **Filing in Court:** Upon exhaustion of administrative appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.



## **ARTICLE VI REQUEST TRACKING SYSTEM**

Section 1. **Establishment of a tracking system:** The Don Honorio Ventura Technological State University (DHVTSU) shall establish a system to trace the status of all requests for information received by it, which may be paper-based, on-line or both.

## **ARTICLE VII SCHEDULE OF FEES**

Section 1. **No Request Fee:** The Don Honorio Ventura Technological State University shall not charge any fee for accepting requests for information.

Section 2. **Reasonable Cost of Reproduction and Copying of the Information:** The Don Honorio Ventura Technological State University may charge a reasonable fee to reimburse necessary costs, including actual costs of reproduction, copying, and digitization of the information required. The UROFoIM shall immediately notify the requesting party.

Section 3. **Fees and Fee Waivers:** FOI requesters may be required to pay fees to cover some or all of the costs of processing their requests. This Manual establishes three (3) types of fees that may be charged:

3.1 Fees to recover the cost of copying documents. A requester is usually charged the actual cost of copying computer tapes, photographs, and other non-standard record;

3.2 Fees to recover the costs of searching for documents, including the time spent for material responsive to a request. In this Manual “search” may also mean as a “review manually or by automated means” of records for the purpose of locating public documents or public records which are responsive to a request. The personnel in-charged must make reasonable efforts to search for said record but he need not create documents that do not exist under Executive Order No. 02, series of 2016.

3.3 Review costs apply to commercial requester only. Review is the process of examining documents to determine whether any portion is exempt from disclosure. Review charges only include costs incurred during the initial examination of a document.

Section 4. **Different Fees Apply To Different Categories:** The law also prevents agencies from charging fees if the cost of collecting the fee would exceed the amount collected. This limitation applies to all requests, including those seeking documents for commercial use. For the purpose of this Manual hereunder are the categories of FOI requesters mentioned:

A. Representatives of the news media, and educational or noncommercial scientific institutions whose purpose is scholarly or scientific research. A requester in this category who is not seeking records for commercial use can only be billed for reasonable standard document duplication charges. A request for information from a representative of the news media is not considered to be for commercial use if the request is in support of news gathering.

B. Commercial requesters- FOI requesters seeking records for commercial use. Commercial use is not defined in the law, but it generally includes profit making activities. A commercial user can be charged reasonable standard charges for document duplication, search, and review.

C. Other Requesters- This includes everyone not in the first two categories. People seeking information for personal use, public interest groups, and nonprofit organizations are examples of requesters who fall into the third group. Charges for these requesters are limited to reasonable standard charges for document duplication and search. Review costs may not be charged.

Section 4. **Exemption from Fees:** The UDMFoIM may exempt any requesting party from payment of fees, upon submission of a written request stating the valid reason.

## ARTICLE VIII ADMINISTRATIVE LIABILITY

Section 1. **Non-compliance with FOI:** Failure to comply with the provisions of this Manual shall be a ground for the following administrative penalties:

- a. 1st Offense - Reprimand
- b. 2nd Offense - Suspension of one day to thirty days
- c. 3rd Offense - Suspension of one month to six months
- d. 4th Offense - Dismissal from the service

Section 2. **Procedure:** The Revised Rules on Administrative Cases in the Civil Service shall be applicable in the disposition of cases under this Manual.

Section 3. **Provision for More Stringent Laws, Rules and Regulations:** Nothing in this Manual shall be construed to derogate from any law or rules or regulations prescribed by the Civil Service Commission which provide for more stringent penalties.

## ARTICLE IX DHVTSU FOI OFFICER/S AND PERSONNEL

The names and contact details of the FOI Officers of the DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY are as follows:

Designation	Name	Designated Office	Telephone/Email
University Receiving Officer for FOI Manual (UROFoIM)	Mary Anne P. Singson Julie M. Calma	Office of the University Registrar	458 – 0142
University Decision Maker for FOI Manual (UDMFoIM)	Estrella M. Ford		458-0142
University Receiving Officer for FOI Manual (UROFoIM)	Cindy S. Paruli Bernadette L. Malig	Office of the University Cashier	901-0614
University Decision Maker for FOI Manual (UDMFoIM)	Agnes Pelayo		901-0614
University Receiving Officer for FOI Manual (UROFoIM)	Mayen A. Cruz Lannie T. Sarmiento	Office of the University Accountant	900-0691
University Decision Maker for FOI Manual (UDMFoIM)	Joseph Ian P. Guintu		900-0691

University Receiving Officer for FOI Manual (UROFoIM)	Debbie Anne Fatima Barrera	Administrative Services Office	458-3812
University Decision Maker for FOI Manual (UDMFoIM)	Mely G. Liangco		458-3812
University Receiving Officer for FOI Manual (UROFoIM)	Charito M. Layag Jenevib D. Diamzon	Financial Management Services Office	901-0601
University Decision Maker for FOI Manual (UDMFoIM)	Dr. Luis M. Lansang		901-0601
University Receiving Officer for FOI Manual (UROFoIM)	Kharlo Salonga	Office of the Director, Management Information System	458-3812
University Decision Maker for FOI Manual (UDMFoIM)	Joel Canlas		09185951281
The following MIS personnel will serve as officer in-charged in cases hereunder stated:			
University Receiving Officer for FOI Manual (UROFoIM)	Kristian King B. Fernando	When requested information is identical to previous request.	458-3812
University Receiving Officer for FOI Manual (UROFoIM)	Reginald Manuel	When requested information is available on-line.	09322914603
University Receiving Officer for FOI Manual (UROFoIM)	Brennierre N. Quizon	When requested information is not in Custody of DHVTSU.	458-3812
University Receiving Officer for FOI Manual (UROFoIM)	Norman Kim Quizon	When requested information needs further clarification.	458-3812
University Receiving Officer for FOI Manual (UROFoIM)	Mair S. De Lara Mary Joy Ann S. Del Mundo	Office of the OPPF	09255927254 09463570466
University Decision Maker for FOI Manual (UDMFoIM)	Arch. Herlmel Sotiangco		09194400773
University Receiving Officer for FOI Manual (UROFoIM)	Rea Angelica A. Del Rosario	Office of Career Services	09357970048
University Decision Maker for FOI Manual (UDMFoIM)	Dr. Resurreccion A. Del Rosario		09189298539

University Receiving Officer for FOI Manual (UROFoIM)	Glenda C. Barbajo	Office of Student Affairs	09469619818
University Decision Maker for FOI Manual (UDMFoIM)	Dr. Gloria Gigante		09091474083
University Receiving Officer for FOI Manual (UROFoIM)	Joana C. Abata	Office of Admission	090962139158
University Decision Maker for FOI Manual (UDMFoIM)	Dr. Vicky Vital		09062139158

The names and contact details of FOI Officers of the Don Honorio Ventura Technological State University are as follows:

Designation	Name	Designated Office	Telephone/Email
University Receiving Officer for FOI Manual (UROFoIM)	Quinzi G. Madarang	Office of Vice President for Research and Extension	09054337921
University Decision Maker for FOI Manual (UDMFoIM)	VP Ranie Canlas		09175958817
University Receiving Officer for FOI Manual (UROFoIM)	Ruth Anne A. Butiu	Office of Vice President for Admin Finance and Auxiliary	(045) 901-0172
University Decision Maker for FOI Manual (UDMFoIM)	VP Reynaldo C. Nicdao		(045) 901-0172
University Receiving Officer for FOI Manual (UROFoIM)	Rea Lumanog	Office of Vice President for Academic Affairs	09189653350
University Decision Maker for FOI Manual (UDMFoIM)	VP Reden M Hernandez		09498154495
University Receiving Officer for FOI Manual (UROFoIM)	Lalaine C. Nicdao	Office of the Executive Vice President	09292578693
University Decision Maker for FOI Manual (UDMFoIM)	VP Rohel S. Serano		09189483865

The names and contact details of University Appellate Committee for Freedom of Information Manual (UACFoIM) Officers of the Don Honorio Ventura Technological State University are as follows:

Designation	Name	Designated Office	Telephone/Email
University Receiving Officer for FOI Manual (UROFoIM)	Evangeline S. Bondoc	University Appellate Committee Second Division's Office	09186344642
Member, UACFoIM	Estrella M. Ford	University Appellate Committee Second Division's Office	458-0142
Member, UACFoIM	Agnes V. Pelayo	University Appellate Committee Second Division's Office	901-0614
Member, UACFoIM	Joseph Ian P. Guinto	University Appellate Committee Second Division's Office	900-0691
Member, UACFoIM	Luis M. Lansang	University Appellate Committee	901-0601

		Second Division's Office	
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The names and contact details of University Appellate Committee for Freedom of Information Manual (UACFoIM) Officers of the Don Honorio Ventura Technological State University are as follows:

Designation	Name	Designated Office	Telephone/Email
Member, UACFoIM	Mely G. Liangco	University Appellate Committee Second Division's Office	458-3813
University Receiving Officer for FOI Manual (UROFoIM)	Evangeline S. Bondoc	University Appellate Committee First Division's Office	09186344642
Member, UACFoIM	VP Rannie B. Canlas	University Appellate Committee First Division's Office	09175958817
Member, UACFoIM	VP Reynaldo C. Nicdao	University Appellate Committee First Division's Office	045-901-0172
Member, UACFoIM	VP Reden M. Hernandez	University Appellate Committee First Division's Office	09498154495
Chairperson, ACFoIM First and Second Divisions	VP Rohel S. Serrano	University Appellate Committee First Division's Office	09189483865

## ARTICLE X POSTING AND EFFECTIVITY

**Section 1. Posting in DHVTSU Website:** This Manual shall take effect immediately upon approval by the DHVTSU Board of Regents and shall be posted on the Don Honorio Ventura Technological State University (DHVTSU) website pursuant to Executive Order No. 02 , series of 2016.

## **ANNEX “B”**

### **LIST OF EXCEPTIONS**

<<As provided by the Presidential Communications Operations Office >>

1. Information covered by Executive Privilege
2. National Security, Defense or International Relations
3. Law Enforcement & Protection of Public & Personal Safety
4. Confidential Information for the Protection of Privacy of  
Persons
5. Confidential Information by reason of Official Capacity
6. Prejudicial Premature Disclosure
7. Records of Proceedings
8. Confidential Information under Banking and Finance Laws
9. Other exceptions under laws, jurisprudence, and IRR