

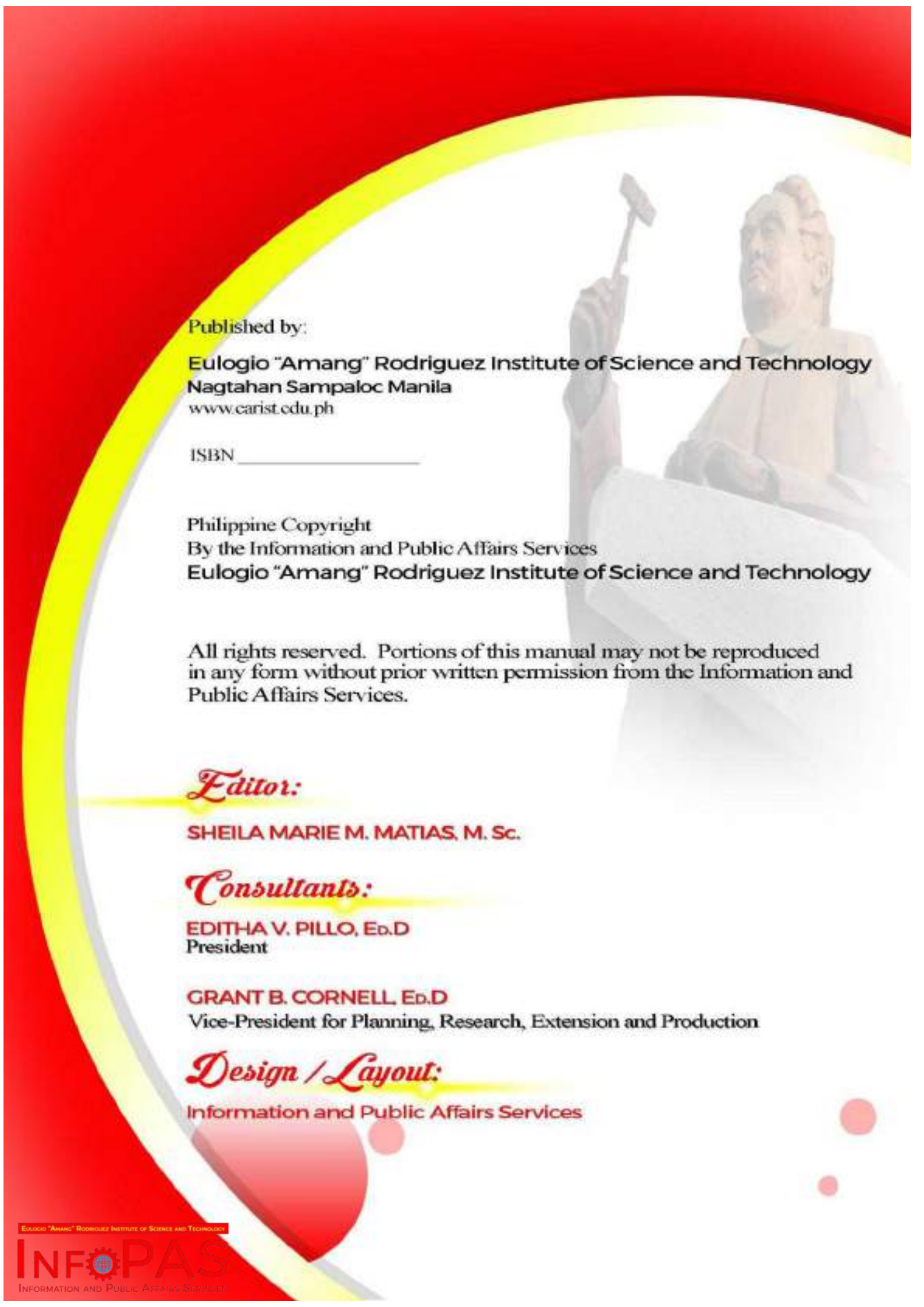
Republic of the Philippines
Eulogio "Amang" Rodriguez
Institute of Science and Technology
Nagtahan Sampaloc Manila

FREEDOM OF INFORMATION

2017
MANUAL



Republic of the Philippines
Eulogio "Amang" Rodriguez
Institute of Science and Technology
Freedom of Information Manual 2017



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Eulogio "Amang" Rodriguez Institute of Science and Technology

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Foreword

The purpose of this Freedom of Information (FOI) Manual is to provide the process by which the Eulogio "Amang" Rodriguez Institute of Science and Technology (EARIST) shall deal with requests of information received under Executive Order No. 2, s. 2016, "Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies to the Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor."

This Manual sets out responsible officers, definition of terms, standard operating procedures, remedies, fees, and administrative liability. It also provides for the relevant forms and other annexes.

Thru this FOI Manual, every client shall have access to information, official records, public records, and documents and papers pertaining to official acts, transactions or decisions. The access of information shall be denied when the information falls under any of the exceptions under the existing laws stated in the Data Privacy Act of 2012 (RA 10173) and exceptions of the Institute.

SHEILA MARIE M. MATIAS
Director, Information and Public
Affairs Services

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Philosophy

As a state college, Eulogio "Amang" Rodriguez Institute of Science and Technology (EARIST) believes that education is not an area of knowledge that can be arrogated unto itself by one profession, nor it is a division separate and distinct from the society and the times in which it flourishes. It is a plexus of knowledge and skills applied to the economic, social and moral development of self-actualized and productive citizenry.

Vision

EARIST is envisioned to be a center of excellence in trades, business, arts, science and technology education.

Mission

Turn out vocationally, technically, technologically, and scientifically trained graduates who will be economically productive, self-sufficient, effective, responsible and discipline citizen of the Philippines.

Brief History

1999

REPUBLIC ACT NO. 8292

2014 to present, Dr. EDITHA V. PILLO (SUC President)
November 3-26, 2014; CHED SO.95, series of 2014,
Dr. CORAZON C. REGACHO (OIC-President)
2010, Dr. EDUARDO S. CAILLO (Re-appointed, SUC President)
October 3 - December 31, 2008; CHED Memorandum, October 6, 2008),
Dr. DIOSDADO A. AMANTE (OIC-Office of the President)
2006, Dr. EDUARDO S. CAILLO (SUC President)
June 1, 2006; Dr. HERCULANO V. SABAS, (OIC-Office of the President)
April 20, 2006; CHED Memorandum April 19, 2006;
Prof. ENRICO R. HILARIO (OIC-Office of the President)
2003, Dr. MAURA V. BAUTISTA (Re-appointed, SUC President)
1999, Dr. MAURA V. BAUTISTA (SUC President)

1978

P.D. 1524

EARIST as a chartered State College
1992, Dr. ARTURO P. CASUGA (SUC President)
1988, Dr. LYDIA M. PROFETA (SUC President)
1983, Dr. FREDERICK SO. PADA (SUC President)

1972

REPUBLIC ACT NO. 6595

Eulogio "Amang" Rodriguez Institute of Science and Technology (EARIST)
1972, Dr. HILARIO G. NUDAS (College President)

1964

REPUBLIC ACT NO. 4072

Vocational Technical Department
Eulogio Rodriguez Vocational High School 1964, DR. HILARIO G. NUDAS

1964

REPUBLIC ACT NO. 4072

Vocational Technical Department
Eulogio Rodriguez Vocational High School
1964, DR. HILARIO G. NUDAS (Vocational Director)

1948

MUNICIPAL ORDER NO. 3209

Eulogio Rodriguez Vocational High School
1949, DR. HILARIO G. NUDAS (Principal)

1945

MUNICIPAL ORDER NO. 22889

Mayor Eulogio Rodriguez Vocational
1946, Mr. APOLINARIO APILADO (Principal)
1945, Mr. PANTALEON REGALA (Principal)

1.1 PURPOSE OF THE MANUAL

The purpose of this Freedom of Information (FOI) Manual is to provide the process by which the Eulogio "Amang" Rodriguez Institute of Science and Technology (EARIST) shall deal with requests of information received under Executive Order No. 2, s. 2016, "Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies to the Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor."

1.2 STRUCTURE OF THE MANUAL

This Manual sets out responsible officers, definition of terms, standard operating procedures, remedies, fees, and administrative liability. It also provides for the relevant forms and other annexes.

1.3 COVERAGE OF THE MANUAL

The Manual shall cover all requests for information directed to EARIST.

1.4 RESPONSIBLE OFFICERS

The accountable persons and the responsibilities of the FOI Receiving Officer (FRO) and FOI Decision Maker (FDM).

FOI Receiving Officer (FRO).

The Information and Public Affairs Services (InfoPAS) of the Institute shall serve as the receiving office for FOI. The FRO is located at the 2nd floor, Administration Building.

The functions of the FRO shall include the following:

- a. Receive on behalf of EARIST all request for information and forward the same to the appropriate office who has custody of the records;
- b. Monitor all FOI requests and appeals;
- c. Provide assistance to the FOI Decision Maker;
- d. Provide assistance and support to the public and staff with regard to FOI;
- e. Compile statistical information as required; and
- f. Conduct initial evaluation of the request and advise the requesting party whether the request will be forwarded to the FOI Decision Maker (FDM) for further evaluation, or deny the request based on:
 - a. That the form is incomplete; or
 - b. That the form is already disclosed in the EARIST Official Website, earist.edu.ph.

FOI Decision Maker (FDM).

The FOI Decision Maker (FDM) of the Institute shall compose of the following:

- a) The Vice-President for Administration and Finance for the administrative and financial sector.
- b) The Vice-President for Academic Affairs for the academic sector;
- c) The Vice-President for Planning, Research, Extension and Production, for planning, research, extension and productions sector.

The functions of the FDM shall include the following:

- a) Who shall conduct evaluation of the request for information;
- b) Has the authority to grant the request, or deny it based on the following:
 - a. EARIST does not have the information requested;
 - b. The information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
 - c. The information requested falls under the list of exceptions to FOI; or
 - d. The request is an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by EARIST.
- c) Ensures that EARIST maintains accurate and reasonably complete records of important information in appropriate formats, and implements a record management system that facilitates easy identification, retrieval, and communication information to the public, subject to existing laws, rules and regulations;
- d) Calls the attention of responsible officials who fails to comply with the provisions of this manual and, where warranted, undertake the necessary administrative measures against erring officials.

Directors and Chief of Offices

The functions of the Directors and Chief of Offices shall include the following:

- a) They shall evaluate request for information receive by the FRO and recommend a course of action to the FDM. Not later than Three (3) working days following the date of receipt of the request.

- b) Make sure that all documents under the division's holding is organized and readily available or accessible.

1.5 CENTRAL APPEALS AND REVIEW COMMITTEE

The central appeals and review committee shall review and analyse the grant or denial of request of information. The committee shall also provide expert advice to the President on the denial of such request. The composition of the committees as follows; the Institute Legal Counsel shall serve as the chairman and the members are the Vice-Presidents who did not participate in the decision making.

1.6 APPROVAL AND DENIAL OF REQUEST

The FOI Decision Maker shall approve or deny all request of information. In case where the Decision Maker is on official leave, the President may delegate such authority to any staff or officer not below the rank of a Director or Dean.

DEFINITION OF TERMS

EXCEPTIONS.

Information that should not be released and disclosed in response to a FOI request because they are protected by the Constitution, law or jurisprudence.

FOI REQUEST.

A written request submitted to EARIST personally or by email asking for records on any topic.

FREEDOM OF INFORMATION (FOI).

The Executive Branch recognized 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.

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 EARIST pursuant

to law, executive order, and rules and regulations or in connection with the performance or transaction of official business of the Institute.

OFFICE SERVICE STANDARDS.

The purpose of the office service standards is to set out the standard of service our clientele can expect to receive from the Department. The Institute aims to provide our clientele with professional, efficient and courteous service and to do our best to improve the standards of the service which we provide.

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.

SENSITIVE PERSONAL INFORMATION.

As defined in the Data Privacy Act of 2012, shall refer to personal information:

- a) About and individual race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;
- b) 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;
- 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 3

PROTECTION OF PRIVACY

While providing for access of information, EARIST shall afford full protection to a person's right to privacy, as follows:

- a) EARIST 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) EARIST 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 FRO, FDM, or any employee or official who has access, whether authorized or unauthorized, to personal information in the custody of EARIST, shall not disclose that information except as authorized by existing laws.
- d) The information being asked should only be relevant to the subject-matter of the request.
- e) The information being asked must not be used to expose the individual to vilification, harassment or any other wrongfully acts.

4.1 REQUEST FOR INFORMATION

All request of information shall:

- a) Be in writing and be accomplished using the prescribed form (annex E);
- b) Provide the full name and contact information of the requesting party including a valid government identification card with photograph and signature or authorization; and
- c) Reasonably describe the information requested, and the reason for, or purpose of, the request of information.

The request form shall be made available at the office of Information and Public Affairs Services and official website of EARIST, <http://earist.edu.ph>.

If the FRO determines that the request is not complete, the FRO shall immediate return it and inform the requesting party to submit the complete form.

4.2 MANNER OF MAKING REQUEST

A request for information shall be made by the requesting party by delivering it personally to the Information and Public Affairs Services, by sending it by mail, or sending it by electronic mail.

In case the request party unable to make a written request, because of illiteracy or due to being a person with disability, he or she may make an oral request.

The FRO shall fill-out the form in behalf of the requesting party. The requesting person should affix his/her signature on the request form; in case of inability to sign, the requesting person may use his/her thumb mark instead.

4.3 RECEIPT OF REQUEST

The request shall be stamped by the FRO, indicating the date and time of receipt and the name and position with corresponding signature. In the absence of the FRO, the employee next in rank to him/her may do this activity or any employees assigned by the Director of Information and Public Affairs Services. The FRO will affix the reference number to the request form and give a duplicate copy to the requesting person.

All request of information received thru email, shall be acted upon on the first working hour of the next working day. A confirmation email shall then be sent to the requesting party. For email requests to be considered received, they must be sent to the official email address; and an acknowledgement email must be sent to the requesting party within 1 working day.

4.4 PERIOD TO RESPOND

The Institution will respond to request within five (5) working days for simple request and ten (10) working days for complex request following the date of receipt.

The date of receipt of the request will be:

- a) On the day the request is physically or electronically delivered to EARIST FRO or directly into the official portal of EARIST.

b) If EARIST has asked the requesting party for further details to identify and locate the request information, the reckoning date will be the period on which the necessary clarification is received.

If no clarifications is received from the requesting party after sixty (60) calendar days, the request shall be considered closed or terminated.

4.5 TRANSMITTAL OF REQUEST

After receipt of the request for information, the FRO shall evaluate the information being requested, and notify the FDM such request. The copy of the request shall be forwarded to the concerned FDM within the day from receipt of the written request. The FRO shall record the date, time and name of the FDM who received the request in a record book with the corresponding signature of acknowledgement of receipt of the request.

The FDM will evaluate the request if the documents requested are available or should be forwarded to other office.

If a request for information is received which requires to be complied with, of different offices, the FRO shall forward such request to the said office concerned and ensure that it is well coordinated and monitor the compliance. The FRO shall also clear with the respective FROs of such offices that they will only provide the specific information that relates to their offices.

Upon receipt of the request for information from the FRO, the FDM shall assess and clarify the request if necessary. The FDM shall make all necessary steps to locate and retrieve the information requested. The FDM shall ensure that the complete information requested be submitted to the FRO within 15 working days upon receipt of such request.

4.6 RESPONSE ON THE REQUEST

All requested documents will be signed by the FDM before the release.

A certified true copy of the document/s from the Records Office will be issued to the requesting person if the original copy is on file with the Records office, otherwise only certified photocopy will be issued.

If the information requested by the same party is substantially the same or identical with the previous request, the request shall be denied.

If the information being requested is publicly available in the EARIST website, <http://earist.edu.ph>, the FRO shall inform the requesting party and provide them the website link where the information is posted.

Upon the receipt of the requested information from the FDM, the FRO shall collate the information, notify the requesting party in writing, and direct the party to pay any applicable fees.

Section 5

REMEDIES IN CASE OF DENIAL OF REQUEST

A person whose request for access to information has been denied may appeal to the EARIST President.

- a) 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.
- b) The appeal shall be acted upon by the EARIST President taking into consideration the recommendation of the Central Appeals and Review Committee within the fifteen (15) working days upon receipt of the appeal.

Upon exhaustion of administrative appeal remedies, the requesting party may file the appropriate judicial action in accordance with the existing law.

Section 6

REQUEST TRACKING SYSTEM AND OFFICE STANDARD

6.1 REQUEST TRACKING SYSTEM

EARIST shall establish a system to trace the status of all request for information received by it, which may be paper-based, on-line or both.

Before submitting a FOI Request, try to check if the information you are looking for is publicly available. If the information you are looking for is publicly unavailable, the requesting party may send an FOI request through the following process:

1. Fill-out the FOI request form (Annex E) and submit it to the FRO and provide a copy of one valid government issued ID with picture and signature.
2. Describe in detail the document you wish to access.
3. The FRO will validate and record the request.
4. As necessary, the FRO may clarify the request on the same day it was filed, such as specifying the information requested, and providing other assistance needed by the requestor.
5. The FOI request is forwarded to the FDM for proper assessment. The FDM shall check the status of information requested whether available or a repeat from the previous request.
6. The FOI request will be forwarded to the office concern to locate the requested information.
7. Once all relevant information is retrieved, a final check will be conducted if any exemptions apply, and a recommendation will be made on the appropriate response to the request.
8. The office shall issue the clearance to the response and prepare the information for release.
9. The requestor will be notified on how the information can be received, and the corresponding fees, if there are any.

6.2 OFFICE SERVICE STANDARDS

EARIST shall provide a system that is responsive to the needs of the clientele.

The Office Service Standards shall set out the standard or service our client can expect to receive from the department.

Listed are the office service standards of different services of the Institute:

1. Information and Public Affairs Services

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
FOI Request for Information	Screening of request of information	Valid Identification Card	FOI Receiving Officer	FOI Request Form (EARIST-FOI Form 01-2017)	None	5 – 10 mins.
	Initial Evaluation / Clarification or request	FOI Request Form	FOI Receiving Officer	None	None	5 – 10 mins.
	Payment of Fees (if applicable)	Official Receipts of Fees	Cashier's Office	None	Actual cost incurred	5 – 10 mins.
	Transmittal or request	- FOI Request Form (EARIST-FOI Form 01-2017) - Photocopy of valid identification card	FOI Receiving Officer	FOI Receiving Officer Form (EARIST-FOI Form 02-2017)	None	10 – 20 mins
	Assessment of Decision Maker (For approval and Denial of request)	FOI Request Form (EARIST-FOI Form 01-2017)	FOI Decision Maker	None	None	3 working days
	Preparation of documents	FOI Request Form (EARIST-FOI Form 01-2017)	FOI Second Receiving Officer	None	None	5 days for simple request 10 days for complex request
	Issuance of Information requested	- FOI Request Form (EARIST-FOI Form 01-2017) - FOI Receiving Officer Form (EARIST-FOI Form 02-2017)	FOI Releasing Officer	Certification of request completed	None	5 – 10 mins.

2. Administrative Services

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Amphitheater / ICT Computer Laboratory	• Submit request for the conduct of the activity/project	• Request letter stating purpose for the activity/project and the intended date	• Dean/ Director For student activity – Director of Student Affairs	None	None	10 mins.
	• Forward the request to the Vice-President concerned	• Request letter as endorsed by Dean/Director/OSA Director for student activity	• Vice President	None	None	10 mins.
	• Requisitioner forward the endorsed request for approval of the President	• Request letter as endorsed by the Vice President concerned	• President	None	None	
	• Submit the approved request to the Administrative Services	• Approved request	• Director	• Application for Use of Facilities	None	10 mins.
	• Submit the Application for Use of Facilities to determine fees to be paid	• Signed Application • Approved Request	• FMS Director	• Application for Use of Facilities	Depend ent on the number of hours to be used	15 mins.
	• Submit the Application for Use of Facilities	• Signed Application • Approved Request	• Vice President	• Application for Use of Facilities	None	15 mins. if documents complete
	• Approval of the Application	• Signed Application • Approved Request	• President	• Application for Use of Facilities	None	15 mins. if documents complete
Main Quadrangle	• Submit request for the conduct of the activity/project	• Request letter stating purpose for the activity/project and the intended date	• Dean/ Director For student activity – Director of Student Affairs	None	None	10 mins.
	• Forward the request to the Vice President concerned	• Request letter as endorsed by Dean/Director/OSA Director for student activity	• Vice President	None	None	10 mins.

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
	Requisitioner forward the endorsed request for approval of the President	Request letter as endorsed by the Vice President concerned	President	None	None	10 mins.
	Submit the approved request to the Administrative Services	Approved request	Director	Application for Use of Facilities	None	10 mins.
	Submit the Application for Use of Facilities to determine fees to be paid	- Signed Application - Approved Request	FMS Director	Application for Use of Facilities	Dependent on the number of hours to be used	15 mins.
	Submit the Application for Use of Facilities	- Signed Application - Approved Request	Vice President	Application for Use of Facilities	None	15 mins. if documents complete
	Approval of the Application	- Signed Application - Approved Request	President	Application for Use of Facilities	None	15 mins. if documents complete
	Submit request for the conduct of the activity/project	Request letter stating purpose for the activity/project and the intended date	Dean/ Director For student activity Director of Student Affairs	None	None	10 mins.
	Forward the request to the Vice President concerned	Request letter as endorsed by Dean/Director/OSA Director for student activity	Vice President	None	None	10 mins.
	Requisitioner forward the endorsed request for approval of the President	Request letter as endorsed by the Vice President concerned	President	None	None	10 mins.
	Submit the approved request to the Administrative Services	Approved request	Director	Application for Use of Facilities	None	10 mins.
	Submit the Application for Use of Facilities to determine fees to be paid	- Signed Application - Approved Request	FMS Director	Application for Use of Facilities	Dependent on the number of hours to be used	15 mins.
	Submit the Application for Use of Facilities to determine fees to be paid	- Signed Application - Approved Request	FMS Director	Application for Use of Facilities	Dependent on the number of hours to be used	15 mins.

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
	Submit the Application for Use of Facilities to determine fees to be paid	- Signed Application - Approved Request	FMS Director	Application for Use of Facilities	Dependent on the number of hours to be used	15 mins.
	Submit the Application for Use of Facilities	- Signed Application - Approved Request	Vice President	Application for Use of Facilities	None	15 mins. if documents complete
	Approval of the Application	- Signed Application - Approved Request	President	Application for Use of Facilities	None	15 mins. if documents complete

3. Motor Pool and Transportation Service

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
User of Institute Vehicles	Submit request for the use of institute vehicle	Request letter stating purpose, date time of travel, name of passengers	VPAF/President	None	None	10 mins.
	Approval of the President	Approved request letter of the end - user	President	None	None	10 mins.
	Motor pool chief assign the vehicle and driver	Approved request letter of the end - user	Motor pool Chief	None	None	10 mins.
	Assigned driver prepares trip ticket for approval	Approved request trip ticket	Vehicle driver	Trip ticket	None	10 mins. 10 mins.
	Approval for the trip ticket	Trip ticket Approved Request	Director of Administrative	Trip ticket	None	10 mins.
	Use the vehicles	Trip ticket Approved Request	Director of Administrative	None	None	15 mins.

4. Human Resources Management Services

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Recruitment and Placement	- Submission of Application Letter Resume - Accept and review submitted does and conduct initial interview and advice to be called for examination/teaching demonstration	Documents / credentials that supports the entries in the resume	Chief, HRMS	None	None	10 – mins.
	- Examination and/or Teaching Demonstration - Conduct Psychological Examination and/or Teaching Demonstration	NBI and/or Clearance from previous employment for outsiders	HRMS Staff/s	None	None	4 hrs.
	- Documentation - Prepare matrix of candidates and advice to be called for Faculty/ Personnel Selection Board Committee final interview & evaluation	Result of Examination and/or Teaching Demonstration and documents to supports the Personal Data Sheet & Criteria Set by the Faculty/Personnel Selection Board Committees	HRMS Staff/s	Personal Data Sheet	None	1 week
	- Selection Board Interview and Final Evaluation - Tabulation of rating scores of the committee	Invitation letter from the HRMS Office	Chief, HRMS	EPSB or EFSB compliance form	None	1 week
	Wait for the result of the Selection	Mailing Envelope for the results	Chief, HRMS	Prepare Board Resolution and Comparative Assessment Form	None	1 week
	Assumption to duty	Birth Certificate (NSO), Neuro, Drug test, Medical Examinations, Panunumpa, Oath of Office, SALN	HRMS Staff/s	Prepare appointment and documents for initial salary & DBM electronic updating	None	1 week

5. Medical and Dental Services

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Regular Consultations and Check - up	- Assess the patient - For emergency cases, may give necessary first aid treatment & refer to hospital of choice - For non-emergency cases, treat patient or refer to specialist of choice	Laboratory and X – ray request will be given if necessary (CBS w/ platelet count, Urinalysis, Fecalalysis, Cholesterol, Triglyceride, HDL, LDL, BUA, SGOT, BU8N – CREA, FBS, Chest X – ray, Ultrasound etc.)	- Nurse - MD	- Medical prescription & Certificate by MD or - Referral to other institution	None	1 – 2 days or immediate
Medical Certificate Issuance to: OJT Students	- Received College Student Health form from College Coordinator - Asses patient - Signing of OJT Medical Form - If not fit for OJT, request for other laboratory work ups and treat or refer to medical specialist	- Chest x-ray, CBC, Urinalysis - Drug Testing (optional)	- Nurse - MD	Medical form from College Coordinator (Student Health Record)	None	30 mins or 1 hr.
Return to work/Fit to work	- Assess the patient together w/ Medical Certificate given by the medical specialist and Laboratory Work – ups - Signing/Issuance of fit to work form	- Medical Certificate coming from specialist or attending physician - Laboratory test results - Medical Abstract	- Nurse - MD	Fit to work form (Medical Certificate)	None	30 mins or 1 hr.
Permit to teach	- Asses the patient - Signing/Issuance of permit to teach form	Laboratory test results	- Nurse - MD	Permit to teach from HRD	None	30 mins or 1 hr.
Athletes	- Asses the patient - If not fit to play, Treat patient or refer to specialist - Signing/Issuance of fit to play form	History and P.E. forms, Chest X – ray result	- Nurse - MD	Medical Health Form	None	30 mins or 1 hr.
Issuance of Medical Clearance for Excuse Slip	- Assess the patient - Students that not seen by our clinic should provide excuse letter from the Parents or Guardian that should be authenticated by medical staff - Issuance of Excuse Slip to those students that were seen by Medical Staff	- Letter from the guardian indicating reasons for absent with valid I.D - Logged name in the student log book	Medical Staff	Medical Clearance	None	30 mins.

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Tooth Extraction	• Oral Exam • Pre arrange schedule: for tooth extraction with pre medication if necessary' • Tooth extraction is done with post – operative instructions and complete medication - If tooth indicated for extraction • Promote the Oral Health Care and Other technical compliance for the school health program	• COR for Students	• Dentist	• Consent for tooth extraction : Guardian/P arent consent for students below 18 yrs. Old • RX Prescription	None	Surgical Procedure 30 mins – 1 hr. tooth extraction

EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY
6. Procurement Services

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Request of Purchase	• Prepares purchase request (PR)	• Annual Procurement Plan	• End-user	• Purchase request	None	5 mins
	• Review / Recommendation of PR	• Annual Procurement Plan	• VPAF • PS	None	None	5 – 10 mins
	• Approves PR	• Annual Procurement Plan	• President	None	None	1 calendar day
	• Funding allocation/ certification	• Annual Procurement Plan	• FMS	None	None	1 calendar day
	• Procurement/ Bidding process	None	• BAC / PS	None	None	7 calendar days or 23 calendar days
	• Approval of Award	• Bids and Awards Committee (BAC) Resolution	• OP	None	None	2 calendar days
	• Preparation of PO/ Contract, NTP	• Notice of Award (NOA)	• PS	None	None	3 calendar days
	• Delivery	• Delivery Receipt (DR)	• PMS	None	None	7 calendar days

7. Property Management Services

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Receiving of Deliveries (Supplies, Materials and Equipment)	- Retrieves from file the Procurement Order (P.O.) - Checks delivered goods with the Sales Invoice (SI)/Delivery Receipt (DR) - Checks conformity of delivered good per Sales Invoice (SI) with the specification per Purchase Order (P.O.)/Job Order (JO) Agency Procurement Request (APR)/Purchase Request (PR) - Prepares Inspection and Acceptance Report (IAR) based on the Sales Invoice (SI) and PO/JO/APR/PR - Forwards IAR with PO/SI/DR/JO/APR/PR to Division Chief for final review and signature - Forward the good to warehouseman after inspection	PO/JO/APR/PR and DR./SI	(PMS) Supplier Officer	IAR	None	30 mins – 2 hrs.
Storage	Receives the signed IAR and attached documents from Division Chief	IAR, PO/JO/APR/PR and DR./SI	PMS Supply Officer/Warehouseman	Bin Cards and Stock Cards	None	None
	Forwards IAR, SI/DR and PO/JO/APR/PR to the Property Inspection Committee	IAR, PO/JO/APR/PR and DR./SI	MICAS, PMS, NAPA & End-user	Bin Cards and Stock Cards	None	None
	Receives the inspected IAR form the Property Inspection Committee	IAR, PO/JO/APR/PR and DR./SI	PMS Supply Officer/Warehouseman	Bin Cards and Stock Cards	None	None
	Distributes the IAR and attached documents as follows: 1 – Original – Accounting Office for DV preparation. 2 – Warehouseman – for posting in the Bin Cards. 3 – Stock Clerk – for posting in the Stock Cards. 4 – Supply Officer – for reference/file.	IAR, PO/JO/APR/PR and DR./SI	PMS Supply Officer/Warehouseman	Bin Cards and Stock Cards	None	None
Issuance/ Distribution	Prepares Requisition and Issue Slip (RIS) in three copies. Fills up all the necessary information of the RIS except for the issuance portion. Forwards the RIS to Authorized Official for Approval.	Requisition and Issue Slip (RIS)	End - user	(RIS)	None	None

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
	Review and verifies RIS as to completeness of information. Fills up the RIS No/Date, and quantity. Remarks and initials "Approved by" portion of the RIS and records RIS in the logbook	Requisition and Issue Slip (RIS)	(PMS) Supply Officer/Warehouseman	(RIS)	None	30 mins – 2 hrs.
	Sign the "Approved by" portion of RIS and returns to the Supply Officer for Issuance of the stock	Requisition and Issue Slip (RIS)	(PMS) Head	(RIS)	None	30 mins – 2 hrs.
	Receives supply/ies requested and sign in the "received by" portion of the RIS	Requisition and Issue Slip (RIS)	End - user	(RIS)	None	30 mins – 2 hrs.
Inquiry for the availability of supplies	Prepares the Supplies Availability Inquiry (SAI) in two copies. Accomplish the form for item description, unit and quantity	SAI Supplies Availability Inquiry	End – user	SAI	None	10 – 30 mins.
	Fills up the "Inquired by" portion of SAI and forwards the same to Accounting Unit for Processing	SAI Supplies Availability Inquiry	FMS	SAI	None	10 – 30 mins.
Processing of Supplies Availability Inquiry (SAI)	Receives SAI from Requesting Personnel. Review and verifies the completeness of information	SAI Supplies Availability Inquiry	FMS	SAI	None	10 – 30 mins.
	Retrieves from file the SLC and determine availability/status of stocks	SAI Supplies Availability Inquiry	FMS	SAI	None	10 – 30 mins.
	Fills up the number, stock number, status of stock and "Status provided by" portion of the SAI. Return the original to the Requesting Personnel and Files Copy 2 of the SAI	SAI Supplies Availability Inquiry	FMS	SAI	None	10 – 30 mins.
	Receives the original of the SAI from the Accounting Staff. If stock is not available, prepares Purchase Request (PR) for the item requested and forwards the same to Property and Supply Unit for Issuance Certificate of Not Available in Stock (NIS)	Purchase Request (PR) and Certification of Not In Stock (NIS)	End - user	PR & NIS Certification	None	10 – 30 mins.

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
	If stock is available, prepares Requisition and Issue Slip (RIS) in three copies and attached original copy of the SAI. Fills up all the necessary information of the RIS except for the issuance portion. Forwards the RIS to Authorized Official for Approval	RIS and SAI	End - user	RIS	None	10 – 30 mins.
Issuance of Requested Items	Review and verifies RIS as to completeness of information. Fills up the RIS No./Date and quantity. Remarks and Initials "Approved By" portion the RIS and records RIS in the logbook	Requisition and Issue Slip (RIS)	(PMS) Supply Officer	RIS	None	10 – 30 mins.
	Sign the "Approved by" portion of RIS and returns to the Supply Officer for Issuance of the stock	Requisition and Issue Slip (RIS)	(PMS) Supply Officer	RIS	None	10 – 30 mins.
	Fills up and signs "Issuance" portion of the RIS and Issues inventory items requested to the requesting personnel	Requisition and Issue Slip (RIS)	(PMS) Supply Officer	RIS	None	10 – 30 mins.
	Receives supply requested and sign in the "received by" portion of the RIS	Requisition and Issue Slip (RIS)	End - user	RIS	None	10 – 30 mins.

INFORMATION AND PUBLIC AFFAIRS SERVICES

8. Records Services

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Mails / Parcels Services	- Received from the courier - Entry to the Logbook for Correspondence - Sorting of Mails / Parcels - Dissemination / Distribution to Offices / Colleges	None	- Chief Record - Record Officer and Assistants	None	None	Distributed at the same day it is received from the courier
Dissemination of the Institute Issuances (Memo, S.O., Staff Development, Notice of Meetings)	- Received from the Issuing / Originating Office - Recording at the Logbook of Issuances - Dissemination / Distribution to Offices / Colleges	None	- Chief Record - Record Officer and Assistants	None	None	1-4 hrs. after release from the originating office

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Authentication of Documents	• Submit Original / Photocopy for Validation and for file • Verification as to the authenticity of documents. • Stamping of Certificate of verification on document per page • Signing on the Certificate of authenticity • Recording on the charge-out Authentication Logbook	• Submit the original or Photocopy of the documents to be subjected for authentication • Submit 1 copy for each document to be certify for the RMS file	• Chief Record	None	None	1 -2 mins. per page
Tracking and Retrieval of Documents on RMS File	• Fill up RMS Form1 (Documents Requisition Slip)	• Submit letter of intent specifying the purpose of the request	• Chief Record • Record Officer and Assistants	• RMS Form1	None	1-2 hours
	• Submit RMS Form 1 to secure approval from the Higher School official / authority	• RMS Form1	• Institute President, Vice President, Director, Administrative Service	• RMS Form1	None	1 day
	• Submit accomplished RMS Form 1 to the Record Management	• RMS Form1 with signature of the approving school official	• Chief Record	• RMS Form1	None	1 – 5 mins.
	• Tracking and Retrieval of Requested Documents	•	• Chief Record • Record Officer and Assistants	None	None	Current File = 1 – 4 hrs. Archive File = 1 day – 1 week
	• Recording at the charge-out Logbook	• None	• Chief Record • Record Officer and Assistants	• Out-going Logbook	None	1 min.

9. Cash and Disbursement Services

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Cashiering – Collections Payment procedure for tuition and miscellaneous , canteen rental and other facilities bidders bond	• Presentation of advisement slip, billing statement • Received cash check payment or managers check • Issuance of official receipt to clients or students	• Statement of account • Original copy to client duplicate to COA triplicate to Cashier's copy	• Collecting Officers	None	None	5 mins.
Payment Affidavit of loss Transcript of record SAD forms Permit to cross enroll	• Issuance of official receipt to clients or students		• Student	None	None	5 – 10 mins
Disbursement of honorarium, salaries, wages, benefits, stipend, allowance	• Disbursement	• Student ID Employee School ID	• Collecting Officer	None	None	5 – 10 mins
Graduation Fee	• Tallies and prepare cash count reconciliation of daily collection • Remit and submit the tallied collection to the Chief Cashier • Review and consolidate all collections per collecting officer	• None	• Collecting Officer • Chief Cashier	• Graduation form	None	1 – 2 hrs
Preparation of Deposit	• Preparation of deposit slip for different funds	• Cash deposit slip	• Chief Cashier	None	None	30 mins
Cashiering-Disbursing • Procedure for disbursing Cash/ Checks to students, employees and clients	• Received incoming disbursement vouchers, Checked all signatures of the authorized officials	• Disbursement Vouchers and other supporting documents with complete signatures concerned	• Chief Cashier	None	None	30 mins
	• Classification of funds for 101, 151, 164 of LDDAP	• Disbursement Vouchers	• Chief Cashier	None	None	30 mins
	• Preparation of Checks and ACIC	• Checks Disbursement vouchers and supporting documents	• Office of the President	None	None	1 hr

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
	Submit the ACIC to Land Bank	Advice of Checks Issued and Cancelled	Chief Cashier	None	None	30 mins – 1 hr
LDDAP Preparation	Issuance of Check to client	Check claimed signatures of the claimant	Chief Cashier	None	None	5 – 10 mins
	Submit the LDDAP/ACIC to Landbank	LDDAP/ACIC	Chief Cashier	None	None	30 mins
	Submit the LDDAP/ACIC to Landbank	LDDAP/ACIC	Chief Cashier	None	None	30 mins
Preparation of Report of Check Issued and Cancelled	Disbursement Voucher	- Disbursement Vouchers with supporting documents - Summary of Check Issued	Collecting and Disbursing Officer	None	None	30 mins
Preparing cash Disbursement	Payrolls	Summary Cash Issued	Chief Cashier	None	None	30 mins

10. Financial Management Services

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Regular Payroll	Preparation of Abstract	DTRs/Form 48	HRD	None	None	5 – 10 mins.
	Preparation of Payroll	Abstract of Absences and other deductions	Chief Payroll	None	None	1 day
	Preparation of Disbursement Voucher, JEV and Obligation Request (Fund 101)	Payroll	Chief Payroll	None	None	30 mins – 1 hr.
	Recording to RAO	- Payroll - JEV - Obligation Request - Disbursement Voucher	FMS Staff, Budget service	None	None	30 mins – 1 hr.
	Signing of Disbursement Voucher, JEV and Obligation Request (Fund 101)	- Payroll - JEV - Obligation Request - Disbursement Voucher	- Chief Payroll - Chief Budget services - Chief Accounting - FMS Director - Chief of HRD - Administrative Services Director - MICAS Director - The President	None	None	1 day

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
	For LDDAP Preparation/Database	- Payroll - JEV - Obligation Request - Disbursement Voucher	LDDAP, SLIIE: - Chief Payroll - Chief Accounting.	None	None	30 mins – 1 hr. 1 day
	Signing of LDDAP	- Payroll - JEV - Obligation Request - Disbursement Voucher - LDDAP, SLIIE	- FMS Director - VPAF - The President	None	None	1 day
	Submission of LDDAP, SLIIE and Database to LBP	- Payroll - JEV - Obligation Request - Disbursement Voucher	Cashier Services	None	None	1 day
City Payroll	Preparation of Abstract	- LDDAP, SLIIE - DTRs/Form 48	HRD		None	
	Preparation of Payroll	Abstract of absences and other deductions	FMS Staff, City Payroll	None	None	1 day
	Preparation of Disbursement Voucher, JEV and Obligation Request & Status and Memorandum	Payroll	FMS Staff, City Payroll	None	None	30 mins – 1 hr.
	Recording to RAO	- Payroll - JEV - Obligation Request - Disbursement Voucher - Memorandum	Chief Budget Services	None	None	30 mins – 1 hr.
	Signing of Disbursement Voucher, JEV and Obligation Request & Status and Memorandum	- Payroll - JEV - Obligation Request - Disbursement Voucher - Memorandum - Remittance List	- FMS Staff, City Payroll - Chief Budget Services	None	None	1 day
Honorarium Payroll	Receipt of F-48 (DTR)	F-48 (Daily Time Record)	- Graduate School - Different Colleges - EARIST Cavite Campus	None	None	1 – 5 mins.
	Checking of F-48 Against Designation and Budget Program	- F-48 (Daily Time Record) - Approved Budget Program - Designation	FMS Staff, Payroll	None	None	1 week
	Encoding/Tax Computation	- F-48 (Daily Time Record) - Payroll	- FMS Staff, Payroll - FMS Staff, accounting Services	None	None	1 hr & 30 mins.

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
	• Payroll Preparation	• F-48 (Daily Time Record)	• FMS Staff		None	30 mins – 1 hr.
	• Preparation of BUR, Disbursement Voucher and JEV	• Payroll • F-48 (Daily Time Record)	• FMS Staff	None	None	1 day
	• Signing of BUR, Disbursement Voucher, JEV and Payroll	• Payroll • F-48 (Daily Time Record) • JEV • Disbursement Voucher • Budget Utilization Request	• FMS Director • Chief of HRD • Administrative Services Director • The President	None	None	1 day
	• Check Preparation	• Payroll • F-48 (Daily Time Record) • JEV • Disbursement Voucher • Budget Utilization Request	• Chief, Cashier	None	None	1 day
Payment to Suppliers and Contractors	• Preparation of Disbursement Voucher and JEV	• Approved Request Letter • Annual Procurement Plan (APP) • Program Procurement Management Plan (PPMP) • Purchase Order or Contract • Documents presented during the Bidding Process • Documents from Property Office like IAR, ARE, ICS etc. As applicable, OBP/BUR	• Fund 101; FMS Staff • Fund 164; FMS Staff	None	None	30 mins – 1 hr.
	• Signing of Disbursement Voucher and JEV	• Approved Request Letter • Annual Procurement Plan (APP) • Program Procurement Management Plan (PPMP) • Purchase Order or Contract • Documents presented during the Bidding Process • Documents from Property Office like IAR, ARE, ICS etc. As applicable, OBP/BUR	JEV Fund 101 • FMS Staff, Budget services • Chief Accounting services Fund 164 • FMS Staff, Accounting service • Chief Accounting services Fund 151 • FMS Staff, Accounting service •	None	None	5 mins.

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
			- Chief Accounting services DV - FMS Director - Director, MICAS - President			
	For Check Preparation or LDDAP, SLIIE, Database Preparation	For Check Preparation - Approved Request Letter - Annual Procurement Plan (APP) - Program Procurement Management Plan (PPMP) - Purchase Order or Contact - Documents presented during the Bidding Process - Documents from Property Office like IAR, ARE, ICS - Disbursement Voucher - Obligation Request or Budget Utilization Request - JEV	Cashier's office	None	None	5 -10 mins.
		For LDDAP Preparation - Approved Request Letter - Annual Procurement Plan (APP) - Program Procurement Management Plan (PPMP) - Purchase Order or Contact - Documents presented during the Bidding Process - Documents from Property Office like IAR, ARE, ICS - Disbursement Voucher - Obligation Request or Budget Utilization Request - JEV	Chief, Accounting service	None	None	10 mins.

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
	Signing of Check or LDDAP, SLIIE and Database	For Check Preparation - Approved Request Letter - Annual Procurement Plan (APP) - Program Procurement Management Plan (PPMP) - Purchase Order or Contact - Documents presented during the Bidding Process - Documents from Property Office like IAR, ARE, ICS - Disbursement Voucher - Obligation Request or Budget Utilization Request - JEV	- VPAF - President	None	None	10 mins.
		For LDDAP - SLIIE - Approved Request Letter - Annual Procurement Plan (APP) - Program Procurement Management Plan (PPMP) - Purchase Order or Contact - Documents presented during the Bidding Process - Documents from Property Office like IAR, ARE, ICS - Disbursement Voucher - Obligation Request or Budget Utilization Request - JEV - SLLIIE	- FMS Director - VPAF - President	None	None	10 mins.
Training & Seminars	Receipt of request letter to attend seminar or training/workshop and to check whether or not attendee has unliquidated cash advance	- Approved Request Letter to attend the seminar training workshop - Invitation of Organization conducting the seminar, training or workshop - Endorsement form CHED - Endorsement of Dean or Director with the recommending approval of VPAA, VPREIS or VPAF	- FMS Staff, Accounting services - Chief, Accounting Services	None	None	15 mins.

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
	Funding of Request	- Approved and Funded Request Letter to attend the seminar training workshop - Invitation of Organization conducting the seminar, training or workshop - Endorsement form CHED - Endorsement of Dean or Director with the recommending approval of VPAA, VPREIS or VPAF - Itinerary of Travel	FMS Director	None	None	5 – 10 mins.
	Issuance of Special Order or Staff Development	- Approved and Funded Request Letter to attend the seminar training workshop - Invitation of Organization conducting the seminar, training or workshop - Endorsement form CHED - Endorsement of Dean or Director with the recommending approval of VPAA, VPREIS or VPAF - Itinerary of Travel	Office of the President	None	None	30 mins – 1 hr.
	Signing of Disbursement Voucher, JEV and Obligation request (Fund 101) / Budget Utilization Request (Fund 164 & 151)	- Approved and Funded Request Letter to attend the seminar training workshop - Invitation of Organization conducting the seminar, training or workshop - Endorsement form CHED - Endorsement of Dean or Director with the recommending approval of VPAA, VPREIS or VPAF - Itinerary of Travel	JEV Fund 101 - FMS Staff, Budget services - Chief, Accounting services Fund 164 - FMS Staff, Accounting services - Chief, Accounting services Fund 151 - FMS Staff, Accounting services - Chief, Accounting services ObR (F101) & BUR (F151) - End-user - Chief, Budget Services	None	None	5 mins.
				None	None	5 mins.
				None	None	5 mins.

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
			BUR (F164) - End-user - FMS Director	None	None	10 mins.
	For Check Preparation or LDDAP, SLIE and Database Preparation	For Check Preparation - Approved Funded Request Letter to attend the seminar, training or workshop - Invitation of Organization conducting the seminar, training or workshop - Endorsement form CHED - Endorsement of Dean or Director with the recommending approval of VPAA, VPRES or VPAF - Itinerary of Travel - Disbursement Voucher - Obligation Request or Budget Utilization Request - JEV	DV - FMS Director - Director MICAS - President	None	None	10 mins.
	Signing of check or LDDAP, SLIE and Database	For Check - Approved Funded Request Letter to attend the seminar, training or workshop - Invitation of Organization conducting the seminar, training or workshop - Endorsement form CHED - Endorsement of Dean or Director with the recommending approval of VPAA, VPRES or VPAF - Itinerary of Travel - Disbursement Voucher - Obligation Request or Budget Utilization Request - JEV	- VPAF - President	None	None	10 mins.
		For LDDAP – SLIE - Approved Funded Request Letter to attend the seminar, training or workshop - Invitation of Organization conducting the seminar, training or workshop - Endorsement form CHED - Endorsement of Dean or Director with the recommending approval of VPAA, VPRES or VPAF - Itinerary of Travel - Disbursement Voucher - Obligation Request or Budget Utilization Request - JEV	- FMS Director - VPAF - President	None	None	10 mins.

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Payment of ESGP – PA Scholar	• Receipts and evaluation of documents of Scholars from OSA	• Certificate of Registration • Student's Statement of Account • Copy of Grades • Approved List of Qualified Student Grantees • Approved Endorsement Letter of OSA	• FMS Staff	None	None	Half day
	• Payroll Preparation	• Certificate of Registration • Student's Statement of Account • Copy of Grades • Approved List of Qualified Student Grantees • Approved Endorsement Letter of OSA	• FMS Staff	Payroll	None	30 mins.
	• Preparation of Disbursement Voucher, JEV and Obligation Request	• Certificate of Registration • Student's Statement of Account • Copy of Grades • Approved List of Qualified Student Grantees • Approved Endorsement Letter of OSA	• FMS Staff, Budget services	JEV DV ObR	None	30 mins – 1 hr.
	• Signing of DV, JEV and ObR	• Certificate of Registration • Student's Statement of Account • Copy of Grades • Approved List of Qualified Student Grantees • Approved Endorsement Letter of OSA	JEV Fund 151 • FMS Staff, Budget services • Chief, Accounting services	None	None	5 mins.
			ObR • OSA Director • Chief, Budget services	None	None	10 - 20 mins
			DV • FMS Director • MICAS Director • President	None	None	10-20 mins

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
	• For Check Preparation	• Certificate of Registration • Student's Statement of Account • Copy of Grades • Approved List of Qualified Student Grantees • Approved Endorsement Letter of OSA • Disbursement Voucher • Obligation Request • JEV	• Cashier's Office	Check	None	10 mins.
	• Signing of Check	• Certificate of Registration • Student's Statement of Account • Copy of Grades • Approved List of Qualified Student Grantees • Approved Endorsement Letter of OSA • Disbursement Voucher • Obligation Request • JEV	• FMS Staff	None	None	10 mins.
Payment of Refund of Tuition Fee (SSS, Tzu Chi, Ricafranca, PVAO, SYDP-QC etc)	• Receipts and evaluation of documents of Scholars from OSA	• Request Letter of refund • Photocopy of Certificate of Registration • Photocopy of Official Receipt of Tuition fee • Photocopy of Certificate of Scholarship from City Hall or Scholarship Provider • Student's Statement Account • Photocopy of Endorsement and List of Scholars from City Hall or Scholarship Provider • Photocopy of Check Payment (if available) • Approved Endorsement Letter OSA	• FMS Staff	None	None	30 mins – 1 hr.

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
	• Payroll Preparation	• Request Letter of refund • Photocopy of Certificate of Registration • Photocopy of Official Receipt of Tuition fee • Photocopy of Certificate of Scholarship from City Hall or Scholarship Provider • Student's Statement Account • Photocopy of Endorsement and List of Scholars from City Hall or Scholarship Provider • Photocopy of Check Payment (if available) • Approved Endorsement Letter OSA	• FMS Staff	Payroll	None	30 mins.
	• Preparation of Disbursement Voucher, JEV and Budget Utilization Request	• Request Letter of refund • Photocopy of Certificate of Registration • Photocopy of Official Receipt of Tuition fee • Photocopy of Certificate of Scholarship from City Hall or Scholarship Provider • Student's Statement Account • Photocopy of Endorsement and List of Scholars from City Hall or Scholarship Provider • Photocopy of Check Payment (if available) • Approved Endorsement Letter OSA	• FMS Staff, Accounting service	None	None	30 mins – 1 hr.
	• Signing of Disbursement Voucher, JEV and Budget Utilization	• Request Letter of refund • Photocopy of Certificate of Registration • Photocopy of Official Receipt of Tuition fee • Photocopy of Certificate of Scholarship from City Hall or Scholarship Provider	JEV • FMS Staff, Accounting services • Chief, Accounting services	None	None	5 mins.
			BUR • OSA Director • Chief, Budget services	None	None	10-20 mins

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
			DV - FMS Director - MICAS Director - President	None	None	10-20 mins
	For Check Preparation	- Request Letter of refund - Photocopy of Certificate of Registration - Photocopy of Official Receipt of Tuition fee - Photocopy of Certificate of Scholarship from City Hall or Scholarship Provider - Student's Statement Account - Photocopy of Endorsement and List of Scholars from City Hall or Scholarship Provider - Photocopy of Check Payment (if available) - Approved Endorsement Letter OSA - Disbursement Voucher - Budget Utilization Request - JEV	Cashier's Office	None	None	10 mins.
	Signing of Check	- Request Letter of refund - Photocopy of Certificate of Registration - Photocopy of Official Receipt of Tuition fee - Photocopy of Certificate of Scholarship from City Hall or Scholarship Provider - Student's Statement Account - Photocopy of Endorsement and List of Scholars from City Hall or Scholarship Provider - Photocopy of Check Payment (if available) - Approved Endorsement Letter OSA - Disbursement Voucher - Budget Utilization Request - JEV	President	None	None	10 mins.

11. Student Admission, Registration and Records Management Services

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Pre-Enrollment Procedures for New students (Entrance Exams (ECAT))	• Screening of Credentials	New Students: Original Copy of the Following: • Form 138 (High School Report card) • Certificate of Good Moral Character • Certificate of Live Birth (Xerox copy)	• Registrar's Office	None	None	5 – 10 mins.
		Transferee: • Transfer Credentials / Honorable Dismissal • Copy of Grades • Certificate of Good Moral Character	• Dean's Office	None	None	5 – 10 mins.
	• Payment of Entrance Fee	• None	• Cashier's Office	None	500.00	5 – 10 mins.
	• Issuance of ECAT Form	Official Receipts of ECAT	• Registrar's Office	ECAT Application Form	None	20 mins
	• Check/ Process Accomplished ECAT; Issuance of Exam Permit	• ECAT Forms • All documents enumerated in step 1	• Registrar's Office	• Application form • Capture picture of applicant • Examination Permit	None	30 mins
	• Examination Day	• Examination Permit • Official Receipt of ECAT	• OSA – Testing Services	None	None	2 hrs
	• Personal Interview of Student Applicant • Releasing of Results	• Application for ECAT • Admission Form • Form 138 (High School Card)	• Dean's Office	None	None	10 – 20 mins
	• Physical Examination for those who qualifies for admission	Result of Medical Examination	• Medical and Dental Services	None	150.00	30 mins
Registration (Seasonal)	• Evaluation and Issuance of Advisement Slip	• Advisement slip with approved class schedule • Encoding of subject for enrolment	• Enrolling officers by College	• Advisement slip • Registration Form	None	30 mins
	• Payment of Fees	• Advisement slip with assessment form for payment of tuition & miscellaneous fees	• Cashier's Office	Official Receipt	None	30 mins – 1 hr

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
	(Optional) Financial Management Services • Re-assessment of fees • Scholar	• Only applicable to scholars & students with previous acct. balance • For re-assessment of fees	• Financial Management Services	• Scholarship form • Promissory note	None	30 mins – 1 hr
	• Validation and Recording of Enrolment • Issuance of Certificate of Registration (COR)	• Official Receipt of Tuition & Miscellaneous Fees • Other required documents (Original copy) • ID for validation (for old students)	• Registrar's Office	None	None	10 – 15 mins
Evaluation of Grades / Earned units	• Apply for Evaluation of Grades	• Certificate of Registration	• Registrar's Office, Records-in-charge	• Application for evaluation • Curriculum checklist	None	10 – 30 mins
	• Verifies lacking grades/ deficiencies	• Class cards • Curriculum checklist • Credentials & other SARMS Forms • Faculty grade sheets	• Registrar's office, records-in-charge • Dean's Office	• Application for evaluation • Curriculum checklist	None	1 – 2 days
Transcript of Records	• Accomplish TOR Application Form • Pay corresponding Fees	• Clearances as to submitted credentials • Official Receipt	• Registrar's office • Dean's Office • Cashier's Office	• Transcript of Records • Official Receipt	100.00	10 days – 1 month
Certification of Grades/Units Earned	• Accomplish request for certification • Pay corresponding fees	• Clearances as to submitted credentials • Official Receipt	• Registrar's office • Dean's Office • Cashier's Office	• Certification of Grades • Official Receipt	20.00	1 - 10 days
Certification of Good Moral Character	• Accomplish request for certification • Pay corresponding fees	• Official Receipt	• Registrar's office • Dean's Office • Cashier's Office • Guidance Services	• Good Moral character Form • Official Receipt	20.00	30 mins – 2 hrs
Honorable Dismissal & Copy of Grades	• Accomplish request form • Pay corresponding fees	• Accounting & Deans Clearance • Parent/Guardian Consent • Identification Card	• Registrar's office • Dean's Office • Cashier's Office	• Honorable Dismissal Form • Copy of Grades • Good Moral	40.00	10 days

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Completion Form	- Present incomplete class card - Pay corresponding fees	Completion allowed within 1 year period	- Registrar's office - Dean's Office - Cashier's Office - Concerned Faculty Member	Completion Form	20.00	5 – 30 mins
Change/ Additional Subject	- Accomplish request form - Pay corresponding fees	Advisement slip approved by respective college deans	- Registrar's office - Dean's Office - Cashier's Office	Change/ additional subject Form	20.00	5 – 30 mins
Permit to Cross Enroll	- Accomplish request form - Pay corresponding fees	- Recommendation from respective college dean - Official receipt	- Registrar's office - Dean's Office - Cashier's Office	Permit to Cross enroll	20.00	30 mins – 1 hr
Student Identification Card	- Accomplish request form - Pay corresponding fees	- For New Student / Renewal of ID - Registrar form - Official receipt - Replacement / Lost IDD - Clearance & affidavit of loss - Registrar form - Official Receipt	- Registrar's office - Cashier's Office	Student Identification Card	100.00	30 mins – 1 hr
Authentication of Records	Submission of document for authentication	Original and photocopy of Diploma, Transcript, Certification	- Registrar's office - Cashier's Office	None	40.00	10 – 30 mins
Verification of Scholastic Records/ School/Attendance/ Graduation	Accomplish request form	- Submit request for verification - Authorization letter from the student	- Registrar's office - Requesting Agency	None	None	30 mins – 1 hr
Issuance of Diploma & Certificate	Accomplish request form	- List of graduates - Promotional report - Identification Card	Registrar's office	Diploma / Certificates	150.00	30 mins – 1 hr

12. Colleges

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Admission of Freshman and Transferees	- Screening of applicants - Fill up admission form, (for qualified applicants) - Advise student for enrolment proper - For transferee, evaluation of grades for crediting of subjects - Advise students for subjects to be enrolled	- High School Card - Admission Form - Student Information Sheet - Advisement Slip - Curriculum checklist for transferee	- Dean - Registrar - Department Head	- Admission Form - Student Information Sheet	ECAT Fee	As per schedule by the registrar (1 – 3 days)
Validation/ Evaluation of Credit Subjects (Transferee)	- Submit pertinent documents - Endorsement to Registrar of credited subjects - Issuance of copy of final endorsement/approval to concerned students	- Certified true copy of grades/TOR - Course Description from previous schools - Program curriculum checklist	- Registrar - Dean	None	None	1 week
Course Description Issuance	- Submit copy of grades/checklist with grades - Identify subjects taken and passed, with corresponding semester and school year - Preparation of course description - Signature of the Dean and certified by the Registrar	- Request form from other institutions - Program curriculum checklist - Final course description	- Dean - Registrar	None	None	1 week
OJT Recommendation	- Academic evaluation of students with their respective Department Heads - Fill up necessary documents for qualified students - Advise student to enrol the OJT subject - After completion of required 300 hrs, submission of narrative report to respective Department Heads	- Curriculum checklist of students - Fill up OJT Forms - PDS - Medical Certificate - Recommendation Form - Individual narrative report of student	- Department Head - Dean - Registrar - Medical & Dental Services - Parent/Guardian	OJT Forms provided by Dean's Office	100 / unit	1 -2 days

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Student Transfer to Other Department/School	- Accomplish clearance From - Submit letter of intent to transfer to another school or department 1. Issue curriculum checklist with corresponding final grades (if transferring to other college/department) - Apply for TOR and Dismissal (if transferring to other school)	- College Student Clearance - Consent letter of parent/guardian - Curriculum checklist with corresponding final grade	- Associate Dean - Dean - Registrar	- Application form for TOR - College Clearance Form	100.00 per copy of TOR	2 weeks upon received of the Registrar Office
College Deliberation for Graduating Students	- Presentation of candidates for graduation - Deliberation per student - Assessment of Academic Delinquency - Finalization of list for graduating students	- Individual curriculum checklist - Complete academic records - Final list of Graduating Students	- VPAA - Dean - Registrar	Application for Graduation	Grad. Fee (as per BOT and Academic Council approved)	As per schedule of the Registrar (1 day)
Faculty/Staff Development	- Select faculty member/s for attendance to training/seminar/conference - Recommend chosen faculty for special order (SO) of the President - Submission of Narrative Report upon completion of the seminar/training/conference	- Invitation Letter - Dean's recommendation letter - Special Order (SO) issued by the President	- Department Head concerned Faculty - Concerned Dean - Dean - VPAA - President	Appropriate registration form	Register Fee	1 week upon receipt invitation by the Office of the President
Enrolment/Posting of Class Program	- Preparation of the Following: - Class Program - Faculty Loading - Room Utilization - Approval of the class program, faculty loading, and room utilization	- Class program by course and year level - Approved class program, faculty loading and room utilization	- Enrolment Officer - Department He	Pre enrolment Form	100 per unit + misc. fee	1 – 2 days as per scheduled

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
	- Approval of the class program, faculty loading, and room utilization - Uploading/postpose of the class programs - Posting to Bulletin of Information for student reference - Enrolment proper as per schedule by the Registrar 1. Fill up pre enrolment form(advisement slip) 2. Advising, encoding and assessment 3. Payment Validation of enrolment	Pre enrolment form (advisement slip) • Individual curriculum checklist of student Validated COR (Certificate of Registration)	- Dean - Cashier - Registrar	Advisement slip	None	10 – 15 mins.

13.Special Opportunity Program

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Student Enrollment	Go directly to the Registrar's Office and ask for enrollment Slip	- Residence of Manila - Valid Identification Card	Registrar's Office	Enrollment Form	None	2 mins.
	Fill – up Enrollment Slip then proceed to the SOP Director's Office for Signature	- Residence of Manila - Valid Identification Card	Director, SOP	Enrollment Form	None	2 mins.
	Go to the Cashier's Office for payment of I.D and Graduation Certificate	- Residence of Manila - Valid Identification Card	Cashier's Office	Enrollment Form	200.00	2 mins.

14. Instruction Services

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Approval of Class Program per College	Request from the College concerned	Class Program per College	Director of Instruction	None	None	1 day
Faculty Loading Sheet	Request print out from the Chairperson	None	Department Chair Person and D.I.'s Office	None	None	10 mins.
Complaints of Faculty	- Submit Written complain (D.I.'s Office) - Notice of Meeting - Grievance decision	- Incident Report - Letter of complaint	- Head – Gen Ed. Unit, D.I. - Head – Gen. Ed. Unit, Chairperson, Faculty concerned - Grievance committee	None	None	3 days
	Request form the Chairperson addressed to DI and respective	Letter	- Director for Instruction - D.I. Chairperson, Class adviser, - Student - Grievance - Committee	None	None	3 days
Crediting Gen. ed. Subjects	- Request Letter addressed to the Director and submit syllabus of the subject to be credited - Draft communication Letter to the School Registrar	- Syllabus - Attached Letter together with the syllabus of the subject being credited	D.I.'s Office	None	None	1 hr.
Releasing of Completion Form	- Duly accomplished completion form submitted by the faculty to the D.I.'s Office - Completion form submitted by the D.I. to be forwarded to the Registrar's Office	- Accomplished completion Form - Completion Form	D.I.'s Office	None	None	1 hr.

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
NBC 461 Evaluation of Regular Faculty	Dissemination of Cycle scheduled for evaluation	Copy of latest finalized NBC 461 evaluation	NBC 461 Director and Coordinator	- Send advice to HRD Office and College Deans as to the latest finalized printout together with the breakdown of individual points obtained by each faculty - Send memo to all College Deans advising of the start of a new cycle of evaluation and at the same time	None	10 mins.
	Assign Local (College) and Institute Evaluators	None	- Institute President - VPAA - HRD Director - NBC 461 Director - NBC 461 Coordinator	Office of the President to issue memo appointing persons responsible to do the local and institute evaluation	None	10 mins.
	Set Schedule and finalize review of documents by Local (College) Evaluators	New Evaluatees - All documents including those attainment those attained prior to the entering the academe, particularly those pertaining to: - Educational Qualifications - Experience and Services - Professional Development, Achievement and Honors	- Deans - Associate Deans - Area / Department Chair - Senior Faculty - Faculty President	- Assigned local evaluators must determine authenticity of the documents submitted - They must be able to secure additional supporting documents if needed - Due diligence must be exercised in indicating credit points for each documents	None	10 mins.

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
		Old Evaluatees Same documents as in items 1 to 3 above but date must be within the cycle's coverage		Local review must be done within the specified period allowed for Local Evaluation after which must be forwarded to Institute Evaluators for review and finalizing		
	Set scheduled and finalize review of documents by Local (College) Evaluators	Individual folders of the faculty reviewed, stamped and signed by Local Evaluators	- NBC 461 Director - HRD Director - Deans - Associate Deans - NBC 461 Coordinator	- Review of the individual faculty folders to be done by the NBC Coordinator - NBC Coordinator to prepare the following for signature of the Institute Evaluators - Revised Common Criteria for Evaluation of Faculty Form - Summary of points (PASUC CCE form)	None	10 mins.
	Prepare summary of points together with letter endorsement to TUP zonal Center	Individual folders of the faculty reviewed, stamped and signed by the Institute Evaluators	NBC 461 Director and Coordinator	- NBC 461 Coordinator to prepare a summary of the individual faculty folders including the relative endorsement letter addressed to the President of TUP - NBC 461 Director to countersign the summary and endorsement and forwarded to the President for signature	None	10 mins.
	Forward finalized individual faculty folder to TUP Zonal Center	Finalized individual folders of the faculty	461 Director NBC 461 Coordinator	NBC 461 Coordinator to regularly coordinate with the TUP Zonal Center until the final printout has been finalized	None	10 mins.

15. Office of Student Affairs

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Scholarship	• Fill – up the Scholarship Form • Attached the requirements such as the current Certificate of Registration and 1 pc. Of 2x2 ID Picture 1. For Institutional Scholarship (Academic, Leadership, ROTC, Varsity, Rondalla, Chorale, Dance Troupe, Red Fox Dance Company, Theater Arts, CAN, Employee, - photocopy if the Copy of Grades in previous semester 2. For SYDP – photocopy of the Scholarship Certificate from the QC City Hall and the Official Receipt of Paid tuition Fee in the current semester 3. For ESGP – PA – photocopy of the Certificate of Indigent, Barangay and DSWD Certification and 4Ps ID member 4. For other External Scholarship (CHED – DND, CHED –AFP, Iskolar ng Bayan, Jesus Nazareth Parish, SEEDS, Simplicio Gamboa Sr. Foundation, PVAO, Tzu Chi Foundation Phil., Atty Pedro Ricafranca Sr. Memorial Scholarship Inc.) Copy of Grades in previous semester 5. For SYDP – photocopy of the Scholarship Certificate from the QC City Hall and the Official Receipt of Paid tuition Fee in the current semester 6. For ESGP – PA – photocopy of the Certificate of Indigent, Barangay and DSWD Certification and 4Ps ID member 7. For other External Scholarship (CHED – DND, CHED –AFP, Iskolar ng Bayan, Jesus Nazareth Parish, SEEDS, Simplicio Gamboa Sr. Foundation, PVAO, Tzu Chi Foundation Phil., Atty Pedro Ricafranca Sr. Memorial Scholarship Inc.)	• Certificate of Registration • Copy of Grades • Scholarship Certificate • Official Receipt • Certificate of indigent • Barangay and DSWD Certification and 4ps ID member	• OSAS Job Order • Scholarship Coordinator • Director	• Scholarship Form	None	3 mins.

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Student Activity	• Letter of the activity duly signed by the Institutional/College Based Organization President and Adviser and noted by the Dean • Fill – up the Student Activity Proposal • Attached the needed documents	• Student Activity Proposal • Resolution Letter • Annual Activity Calendar • Approved Letter of the Venue	• OSAS Job Order • Leadership Coordinator and Director	• Student Activity Proposal	None	5 mins.
Guidance Services Testing/ECAT	• Present the Examination Permit issued by the Registrar's Office • Proceed to the Computer Laboratory assigned stated in the permit • Examination results will be released by batch and it will be posted in the Bulletin Board of OSAS and also in – front of the school entrance back gate	• Examination Permit	• Registrar's • ICT • Guidance Personnel	• Application Form	500.00	2 hrs.
Psychological Test	• Test is given at random to those needed based on the individual inventory profile • Guidance Counsellor will issue a call slip to students for the interpretation of test results • Referred for counselling if necessary	None	• Guidance Personnel	• Counselling Form	None	1 – 3 hrs.
Referral Academic Behavior	• Present a referral slip from the college Dean/faculty for Counselling purposes • Counselling is conducted • Call for conference with parents/guardians if necessary • Counselling Form is issued to client to present back to Dean/Faculty • Follow – up students	• Referral Form	• Guidance Personnel	• Counselling Form	None	Open

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Individual Inventory (per class, per college)	- Students will fill – up Student Personal Inventory Form - Asses the Profile of the students - Conduct routine counselling and testing if necessary to students with special needs - Filling of documents - Follow – up students	None	None	Personal inventory Form	None	None
Orientation (General)	- Guidance Counsellor will discuss the rules and regulations stated on the student handbook - Checking attendance	None	- College Dean - Faculty Member - Guidance counsellor	None	None	30 mins.
Information	- Identify the priority needs of students - Conduct seminar/workshop per college - Evaluation of the Seminar when conducted	None	- College Dean - Faculty Member - Guidance counsellor	None	None	1 – 2 hrs.
Career	- Preparation of the program - Link with the event organizers - Finalize the schedule of the event - Actual job – fair and job – application - Follow - up	None	- College Dean - Faculty Member - Guidance counsellor	Attendance Sheet	None	Whole Day
Counselling	- Get the Profile of the Client - Interview the Client - Record the necessary documentation - Filling of the records	Referral slip from the College Dean	Guidance Personnel	Counselling Form and Log Book	None	Open
Exit Counselling	- Invite graduating students of each college for an exit counselling through communication to the Dean - Students will fill – up the Exit Counseling Form - Conduct individual/ group counselling	None	Guidance Personnel	Exit – Counselling Form – Dropped Out	None	Open

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Follow - up	• Issue a call slip to the student through College Dean • Student present the call slip back to the counsellor • Follow – up counselling is conducted	• Call Slip	• College Dean • Student	• Counselling Form	None	Open
	• Present the filled – up form at the Registrar for Certificate of Enrollment (COR)	• Residence of Manila • Valid Identification Card	• Registrar's Office	• Enrollment Form	None	5 – 10 mins.

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16. Quality Assurance

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
AACCUP Accreditors	• Invitation from AACCUP	• Letter of Invitation	• AACCUP	None	None	1 day
	• Confirmation by the concerned faculty	• Signature of concerned faculty	• Faculty concerned	None	None	1 day
	• Recommendation to attend as accreditors	• Endorsement Letter	• Director, QA	None	None	1 day
	• Approval and Issuance of S.O.	• Special Order	• President	None	None	1 day
Request for accreditation documents	• Submit request • Photocopy of Documents	• Letter of request	• Dean	None	None	1 day

17. Library Services

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Control/ Security	• Deposit bags and other paraphernalia • Registration at the log desk(in/out)	• None	• Officer in-charge	• Log sheet for users	None	5 - 10 mins.
Circulation	• Checking/control validated cards or forms • Checking/control	• Library Card or ID/Certificate of Registration(COR) • Referral letter Identification card(any valid ID)	• Desk Officer	• Book card/ Borrower's slip	20.00 20.00	5 mins.
Photocopying	• Request permission • Signing of book cards	• Library Card or Identification ID/Certificate of Registration(COR)	• Circulation librarian	• Book card/ Borrower's slip	1.00	5 – 10 mins.
Over weekend use	• Request permission • Signing of book cards	• Identification ID/Certificate of Registration(COR)	• Circulation librarian	• Book cards	10.00	5 – 10 mins.
Issuance of Referrals	• Request permission • Fill-out referral form and slip	• Identification ID/Certificate of Registration(COR)	• Clerical staff	• Referral form	5.00	5 – 10 mins.
Use of Computers/ Equipment	• Request permission • Fill-out referral form and slip	• Identification ID/Certificate of Registration(COR)	• Technical Staff	• User's log	None	
Reservation	• Request permission	• Identification ID/Certificate of Registration(COR)	• Librarian-on-duty	• Letter request • Reservation form	None	5 – 10 mins.

18. Extension Services

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Community Outreach Program Adopt-A-Barangay School, or Foundation The EARIST Extension Services together with the Extension Coordinator of the different Colleges will determine the needs of the community outreach was planned to be implemented	Adopt a remote barangay within the EARIST vicinity, School or Foundation.	Letter of Request duly signed by the Dean and Director of Extension Services.	President	Activity Proposal	None	10 – mins.
	- After the identification of the barangay, the respective Extension Coordinators shall do the following - Assessment of the Barangay - Provide necessary information of the socio-economic situation, needs and available resources. - Prepare work plan and identify participation from clientele.	Activity Proposal	VPPREP	None	None	1 day
	Arranged meetings with the barangay, school or foundation concerned and presents specific activities to be undertaken.	Budgetary Requirement (if any)	Director, Extension and External Affairs	MOA	None	10 – mins.
	Crafted a MOA to ensure both parties Vision will be archived.	The Director will write a letter to the President requesting for the conduct of extension services activities.	Deans	Activity Evaluation Form	None	30 mins – 1 hr.
	Signing of the Memorandum of Agreement(MOA)	MOA signing	Barangay Officials Head of the Agency/Foundation	None	None	None
	Documentation	Activity Evaluation Form	Head of the Agency/Foundation	None	None	None

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Livelihood and Skill Training (These are skills training programs whose main objective of to enhance the capacity of out-of-school youth, women, street children and other clientele)	Coordinator(s) shall submit proposals of short-term courses needed or wanted by the clientele, which will be offered in their respective colleges.	Letter from the proponent, noted by the extension coordinator recommending approval from the dean and approval of the Director of Extension Services and VPPREP.	President	Activity Proposal	Depends on how activities to be conducted	1 hour
	The Extension Services shall determine the viability of the training based in the submitted proposal.	Activity Proposal	VPPREP	None	None	1 day
	The Extension Services shall be the implementing agency while the college shall recommended technical experts, project coordinators and facilitators of the project.	Budgetary Requirements	Director, Extension and External Affairs	MOA	None	1 day
	The Training Program differs from the Community Outreach because in most cases a certain registration fee will be charge to the trainees if there is no sponsoring agency.	The Director will write a letter to the President requesting for the conduct of extension services activities.	Deans	Activity Evaluation Form	None	1 day
	Purchases of supplies and materials needed.	MOA signing	Barangay Officials	None	None	1 day
	Conduct of the activity.	Request for funding based on the prepared budgetary requirements in the case that is no sponsoring agency who will support/finance the training program.	Head of the Agency/Foundation	None	None	30 mins.
	Documentation and Evaluation	- Special Order/Cash Advance - Program - Attendance Sheet - Pictures/Documentation - Content of Lecture - Evaluation Form - Monitoring (done 4-6 months after skills or livelihood training)	None	None	None	30 mins.

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Technology Promotion/ Transfer (Braining into the identified community testes and mature innovations, knowledge, system, methods and output that will be beneficial to the communities or to the target beneficiaries).	• Preparations of Activity Plan	• Request Letter of the agency / beneficiary	• President	• Activity Proposal	None	10 – 30 mins.
	• Letter of request to the president	• Approved request letter for the conduct of the technology.	• VPPREP	None	None	5 – 15 mins.
	• Signing of MOA	• Activity Proposal	• Director, Extension and External Affairs	• MOA	None	5 – 15 mins.
	• Request for trainors who will spearhead the activity following all the terms of the references stated in the MOA.	• MOA signing	• Deans	• Activity Evaluation Form	None	10 mins.
	• Conduct the Activity	• Documentation	• Barangay Officials	None	None	1 day
	• Documentation and Evaluation of the Activity Impact Assessment	• Evaluation Form	• Head of the Agency/Foundation		None	Year Round
On the job- Training	• Adviser evaluates the Evaluation Form of the student.	• Letter of Request	• President	• MOA	None	One Semester
	• Adviser endorses the student for on the job training	• Evaluation Form	• VPPREP		None	10 – 30 mins.
	• Dean makes letter of request to various offices/companies for the OJT site of the graduating students.	• Letter Acceptance from the Offices/Companies	• Director, Extension and External Affairs	• Evaluation Form	None	10 – 30 mins.
	• Conduct ocular visitation, monitoring on the status of the trainees	• Documentation		None	None	1 day
Linkages (Establishment of partnership with GO's and NGO's)	• Write a request letter to GO's and NGO's for possible tie-up.	• Letter of Request	• President	• MOA	None	Six Months
	• Arrange meeting with the concerned agencies / organizations to discuss the conditions / agreement for the tie-up.	• MOA	• VPPREP	None	None	1 – 2 hrs.
	• If approved, prepare a Memorandum of Agreement (MOA)	• Documentation	• Director, Extension and External Affairs	• Evaluation Form	None	1 hr.
	• Signing MOA	None	• Deans • Coordinators • OEEA Staff	None	None	1 hr.

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Extension Publication	- Request from the different colleges for the submission three months extension services accomplishment reports - Extensions Services Staff prepare, encode and layout the articles for the Extension Newsletter - Editing of the articles by the grammarian - Printing of the Extension Newsletter - Distribution of the EARIST Extension Newsletter	Letter of Request	- Director, Extension and External Affairs - OEEA Staff	None	Using available resources	Quarterly
Technical Assistance (Provision of professional expertise such as consultancy services, mentoring, advisorship, etc.)	Acts on the request. If unfavourable, notify the client. If favourable transmit letter request to the College/Department	Letter of Request	President	Assessment Sheet	None	One Semester
	Notifies the College Extension Coordinator on the status / action taken on the request	Assessment Sheet	VPPREP	None	None	30 mins.
	Asses the needed Technical Experts to be tapped	Documentation	Director, Extension and External Affairs	Evaluation Form	None	1 – 2 hrs.
	Notifies the client on the action taken regarding his / her request	None	Deans	None	None	30 mins.
	If approved, conducts background investigation and ocular inspection	None	Coordinators	None	None	1 – 2 hrs.
	Informs clients on the result of investigation	None	OEEA Staff	None	None	30 mins.

19. Research Services

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Administration of Research Proposal Submission and Undertakings	- Accomplishment of OVPPREP Form or 2 - Endorsement of CREC to research Director - Research Director recommendation to VPPREP - VPPREP convene EREC - EREC recommendation to the President - Accomplishment of other OVPPREP Forms - MOA signing	- OVPPREP (Forms 1,2,3,4,5,7) for Technical OVPPREP (Forms 2,3,4,6,7) for Behavioral - Recommendation Letter to the President - MOA	- President - EREC	OVPPREP (Forms 1,3,4,5,7) for Technical OVPPREP (Forms 2,3,4,6,7) for Behavioral	None	6 months – 1 year
Application for Research Royalty Incentive	Application for Royalty Incentive	Application Letter	- President - EREC	Application Letter	None	2 weeks – 1 month
Royalty Incentive	- Application for Royalty Incentive - IMDEC evaluation for approval - IMDEC recommendation to the President	- Application Letter - Recommendation Letter from IMDEC to the President - MOA	- President - EREC	Application Letter	None	2 weeks – 1 month
Application for Paper Presentation Incentive	- Presentation of Notice of Acceptance - Endorsement by Research Director to the President	Notice of Acceptance CHED Endorsement Letter	- President - VPPREP - VPAF - Research Director - Finance	Application Letter	None	2 weeks – 1 month
Outstanding Research Award (AORA)	- Director for preliminary evaluation - Evaluation by ICRA - ICRA recommendation to the President	None	None	None	None	1 -2 weeks
Application / Selection of Research Citation Awards (RICA)	- Submission of Application Letter to Research Director for preliminary evaluation - Evaluation by ICRA - ICRA recommendation to the President	- Proof of Publication Citation - Evaluation and Recommendation Letter from ICRA	- President - ICRA	Application Letter	None	1 – 2 weeks
Application for Research Publication Incentive	- Submission of Accomplished VPPREP Form 10 to Research Director - Research Director and VPPREP recommendation to the President	- OVPPREP Form 10 - Proof of Publication in ISI, Scopus or CHED Accredited Journals	- President - VPPREP - VPAF - Research Director - Finance Director	OVPPREP Form 10	None	2 weeks – 1 month

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Application / Selection of Outstanding Researcher Award (ORA)	- Submission of Application Letter to research Director for preliminary evaluation - Evaluation by ICRA - ICRA recommendation to the President	- OVPPREP Form 11 - Evaluation and Recommendation Letter from ICRA	- President - ICRA	OVPPREP Form 8	None	2 weeks – 1 month
Application / Selection of Annual	Submission of Application Letter to Research	- OVPPREP Form 11 - Evaluation and Recommendation Letter	- President - ICRA	OVPPREP Form 11	None	1 - 2 weeks

20. Institutional Infrastructure Planning and Development Office

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Institutional Infrastructure Planning & Development Office	- College/Office (End - user) initiates plan for the project - End – users may provide their initial plan or schematic sketch - End – users may request the IIPDO Staff to visit the Colleges/Offices to conduct research and ensure that the proposal is consistent with the Institutional Master Plan - End – user sends a request letter to the President for approval with attached plan - O.P Approval of the Request Note: If O.P. Approves, IIPDO will collaborate w/ the End – user to produce the Conceptual Plans & Budgetary Estimate - IIPDO finalizes the budget proposal & preliminary plans and include such proposal for next year's APP - EARIST submits to BOT/DBM - BOT/DBM approval of the proposal Note: if BOT/DBM denies, back to step 1, if BOT/DBM Approves, IIPDO will prepare the Final Plans & Bid Documents - B.A.C. conducts public bidding - DPWH helps in implementation	Request Letter/Proposal	- Chief Architect - Assistant Architect - Office Staff	Request Form	None	Varies depends on the project

21. Management Information Systems & Technology Services

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
End-user Support	• Complaint from user	• Request Letter	• End-user	• None	None	5 mins.
	• Assessment of the complaint system unit or system terminal	• Service Report	• ICT Personnel	• Service Report Form	None	30 mins.
	• Troubleshoot and Repair	• None	• ICT Personnel	• None	None	1 hr minimum
	• Evaluate and observe	• Service Report	• ICT Personnel	• Service Report Form	None	30 mins.
New Account in the Enrolment System	• Endorsement Form	• HRD Form	• HR Personnel	• None	None	10 mins.
Account Revision (Enrolment System)	• Letter of request	• Request Letter	• Dean • VPAA • SARMS	• None	None	10 mins.

22. Office of the Board Secretary

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Document Requested	• Secure request form from the office of the board secretary • To seek for approval of the Agency Head and/or BOT Chair for the requested document	• Certificate of Resolution • Excerpt of minutes of meeting	• Board Secretary	• Request form duly approved by the Agency Head and/or BOT Chair	None	1 hr if request form is duly approved

23. Security Services

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Manning of entry and exit point of the Institute for student and employee	Check Student and Employee Identification Card	- Identification Card - Certificate of Registration	Security Personnel	None	None	5 Seconds
Manning of entry and exit point of the Institute for visitors	- Check identification - Ask for the purpose, destination and person to visit - Accomplish signing of visitor's log	- Valid Identification - Visitor's Log	Security Personnel	Visitor's log	None	3 to 5 minutes
Manning of entry and exit point of the Institute for vehicles	- Check identification - Ask for the purpose, destination and person to visit - Check compartment and under chassis for security reason - In case of delivery ask for delivery receipt or invoice	- Driver's License - OR/CR if necessary	Security Personnel	Visitor's Log	None	3 to 5 minutes
Bringing in of item/s (equipment, tools and appliances) inside the Institute	- Check Identification - Ask for the purpose and destination - Accomplish gate pass for the said item/s	- Valid Identification - Proof of Ownership - Delivery Invoice - Gate Pass	Security Personnel	- Visitor's Log - Gate Pass	None	3 to 5 minutes
Bringing out of EARIST property	- Present Letter of Request for bringing out of the EARIST property - Ask for a Gate Pass duly approve by Property Mgt. Services (PMS)	- Letter of Request - Gate Pass	- Chief, Security Service - Security Personnel	Log Book	None	3 to 5 minutes

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Request for Review or Copy CCTV coverage	Submit letter of request indicating the purpose.	Letter of Request	Chief Security Services	Request Form	None	Within a day
Handling of Different Crisis Situation	- Sound the alarm - Manage crowd control - Call fire department - Respond using the available fire extinguisher or water hose if manageable	Incident Report	- Security Personnel - EARIST Disaster Response Team (EDRT)	None	None	Depend on the situation
a. Fire						
b. Earthquake	- Sound the alarm - Manage crowd control - Coordinate with EARIST Disaster Risk Reduction Management Office (EDRRMO)	Incident Report	- Security Personnel - EARIST Disaster Response Team (EDRT)	None	None	Depend on the situation.
c. Brawl, Rumble, Bullying, etc.	- Respond with caution - If needed call for police assistance - Investigate - Turn over the involve parties to Guidance Office	Incident Report	Security Personnel	None	None	Depend on the situation.
d. Theft/Robbery	- Investigate - Coordinate with the nearest police station - Conduct Inventory together with PMS	- Investigation Report - Police Report	- Chief Security - Police - Involve Office	Log Book	None	Within 48 hrs.

24. Bids and Awards Committee (BAC)

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Bid Documents	• Submit letter of intent to buy bid documents for a specific project with a copy of Invitation to bid downloaded from Phil-GEPS • Secure schedule for payment from the accounting office • Submit a photocopy of the official receipt, letter of intent to buy bid documents and invitation to bid to the BAC Secretariat	• Letter of intent to buy Bid Documents • Copy of the ITB • Official Receipt	• BAC Secretary • Accountant • Cashier	None	As indicated in the Invitation to Bid	30 mins.
Notice of Award	• Secure a copy of BAC Resolution and Abstract of Bids from BAC Secretary • Prepare the Notice of Awards based on the BAC resolution duly signed by the BAC Chairman and Head of Procuring Entity (HOPE) • Notify the Winning Bidder	• BAC resolution duly signed by majority of its member and HOPE • Abstract of Bids duly signed by majority of its members and HOPE	• Head of Procuring Entity • BAC Chairman • BAC Secretary • Chief, Procurement Office	None	None	Maximum of 7 days
Notice to Proceed	• Upon receipt of Notice of Award the Winning bidder is given 7 days to post performance bond • The Chief of Procurement Office will prepare a purchase order • BAC with assistance from the legal office will prepare the Contract for the Project • When all documents are duly signed by concerned persons and found in order, the BAC chair/Chief of Procurement Office will release the Notice to Proceed	• Purchase Order • Contract of the Project	• HOPE • BAC Chair • Chief, Procurement Office	None	As computed based on the contract price	Maximum of 7 days

Frontline Service	Procedure	Documentary Requirements	Person Responsible	Forms to Fill-up	Fees	Processing Time
Invitation to Bid	- Secure necessary documents such as: Certificate of Availability of Funds, Technical Specification, Bill of Quantities, Plans/Diagrams - Preparation of the Invitation to Bid duly signed by the BAC Chairman - Posting of the Invitation to Bid Documents to Phil-GEPS	- Certificate of availability of funds from the Director of Financial Management Services duly approved by the HOPE - Technical specification of the project - Bill of Quantities - Plans/diagrams	- HOPE - Director of FMS - BAC Chairman - Chief, Procurement	None	None	2 days upon receipt of all necessary documents
Refund of Bid Security	- Submit to the BAC Chairman the Original Official Receipt and letter of request for the refund the bid security - The BAC Chairman will prepare the letter of endorsement of the request to refund the bid security to be approved and signed by the HOPE - If approved, the accounting office will prepare the voucher for the refund of the bid security - The cashier office will release the bid security to the supplier/bidder	- Request letter for the refund of bid security - Original Official Receipt - Endorsement Letter from BAC Chairman	- HOPE - Director of FMS - BAS Chairman - Cashier	None	None	5 days upon receipt of all necessary documents

Section 7

FEE

Listed below are the charges of fees for the access of information.

a) No Request Fee. EARIST shall not charge any fee for accepting request for access of information.

b) Actual Cost of Production, Copying, and/or Delivery of the Information.

The FRO shall immediately notify the requesting party in case there shall be reproduction, copying and/or delivery fee in order to provide the information.

Such fee shall be the actual amount spent by EARIST in providing the information to the requesting party. The schedule of fees shall be as follows:

Item No.	Service Charged For	Charge
1.	Providing black and white photocopy. If access to the document to which the request relates is given in the form of provision of a black and white photocopy of the document, a charge in respect of providing the photocopy to the applicant.	The actual cost incurred by EARIST in providing the copy.
2.	Arrangements to hear or view sound or visual image a. The request relates to a document which is an article or thing from which sounds or visual images are capable of being produced b. Access is given in the form of arrangements to hear or view those sounds or visual images	The actual cost incurred by EARIST in providing the copy.
3.	Providing written document. If the request is in respect of information that is not available in discrete form in documents of EARIST and could not produce a written document by: a. The use of computer or any equipment that is ordinarily available to the agency for retrieving or collating stored information; or b. Making a transcript from a sound recording A charge in respect of providing a written document.	The actual cost incurred by EARIST in providing the copy.

Item No.	Service Charged For	Charge
4.	Authentication of every signature on any official record of document.	The actual cost incurred by EARIST in providing the copy.
5.	Certification of every document or information based on records.	The actual cost incurred by EARIST in providing the copy.
6.	Courier Service	The actual cost incurred by EARIST in providing the copy.

- c) Exemptions from Fees:** The FDM may exempt any requesting party from payment of fees, upon request stating the valid reason why such requesting party shall not pay the fee.

Section 8

ADMINISTRATIVE AND CRIMINAL LIABILITY

Failure to comply with the provisions of this Manual shall be ground for the following administrative penalties:

- 1st Offense – Reprimand;
- 2nd Offense – Suspension of one (1) to thirty (30) days; and
- 3rd Offense – Dismissal from service.

The disciplining authority shall decide the case within thirty (30) days from receipt of the investigation report. Every decision rendered by the disciplining authority shall be in writing and shall clearly and distinctly state its factual and legal basis.

The Revised rules on Administrative Cases in the Civil Service shall be applicable in the disposition of cases under this Manual.

Nothing in this Manual shall be construed to derogate from any law, any rules, or regulation prescribed by anybody or agency, which provides for more stringent penalties.

Section 9

FOI RECEIVING OFFICERS (FRO) AND FOI DECISION MAKERS (FDM)

The Assigned Officer and contact details of the FOI Receiving Officers (FRO) and FOI Decision Maker (FDM) of the Institute as follows:

DESIGNATION	ASSIGNED OFFICER	CONTACT DETAILS	LOCATION
FOI Receiving Officer	Director, Information and Public Affairs Services	243-9437	2 nd Floor, Administration Building
FOI Decision Maker (For Administration and Finance)	Vice-President for Administration and Finance	243-9437, Loc. 102	2 nd Floor, Old Lab.HS Building
FOI Decision Maker (For Academic Affairs)	Vice-President for Academic Affairs	243-9437, Loc. 103	3 rd Floor, Administration Building
FOI Decision Maker (For Planning, Research, Extension and Production)	Vice-President for Planning, Research, Extension and Production	243-9437, Loc. 104	2 nd Floor, Old Lab.HS Building

Section 10

POSTING AND EFFECTIVITY

This Manual shall be posted on the EARIST Website upon the endorsement of the EARIST Administrative Council for approval by the EARIST Board of Trustees and shall take effect.

The revision of the manual shall be revised every five (5) years to update the content on the latest policies, guidelines and implementing rules and regulations pertaining to Freedom of Information.

Approved by the EARIST Board of Trustees this ____ day of ____ in the year of our Lord two thousand and seventeen with Board Resolution Number ____.

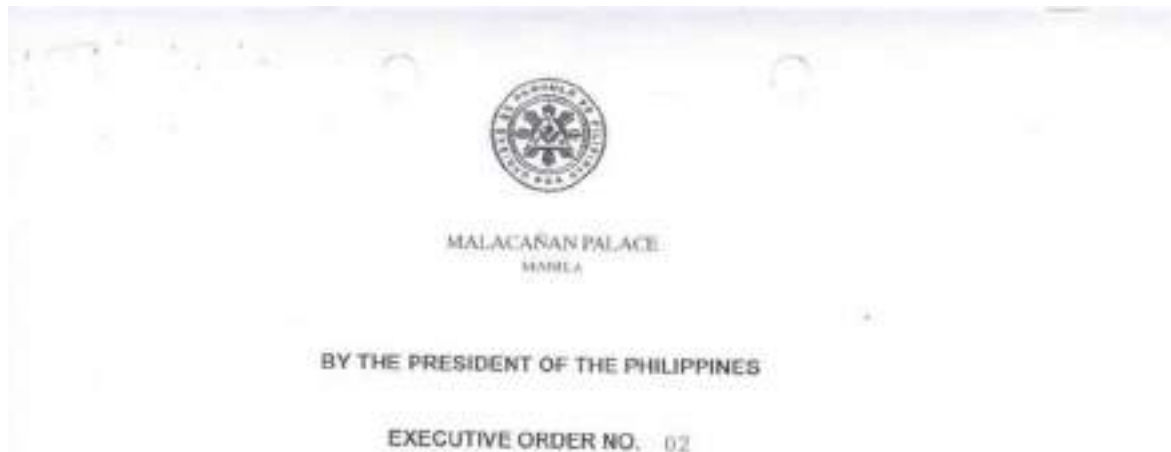
ANNEXES

EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY



INFORMATION AND PUBLIC AFFAIRS SERVICES

Annex A



**OPERATIONALIZING IN THE EXECUTIVE BRANCH THE PEOPLE'S
CONSTITUTIONAL RIGHT TO INFORMATION AND THE STATE
POLICIES OF 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:

Annex A

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 recordings, magnetic or other tapes, electronic data, computer-stored data, or 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, and instrumentalities, including government-owned or -controlled corporations, and state universities and colleges. Local government units (LGUs) are enjoined 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 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 laws 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

Annex A

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 as provided in Section 4 hereof.

The determination of the applicability of any of the exceptions to the request shall be the responsibility of the Head of the Office which has custody or control of the information, public record or official record, or of 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 an individual's right to privacy 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 laws, 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; and
- (c) Any employee or official 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 regulations.

SECTION 8. People's Freedom of 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

Annex A

own People's FOI Manual, which shall include, among others, the following information:

- (a) The location and contact information of the head, regional, provincial, and field offices, and other established places where the public can submit requests to obtain information;
- (b) The person or officer responsible for receiving requests for information;
- (c) The procedure for the filing and processing of the request, as provided in the succeeding Section 9 of this Order;
- (d) The standard forms for the submission of requests and for the proper acknowledgment of such requests;
- (e) The process for the disposition of requests;
- (f) The procedure for administrative appeal of any denial of request for access to information; and
- (g) The schedule of applicable fees.

SECTION 9. Procedure. The following procedure shall govern the filing and processing of requests 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 of exceptions as hereinabove provided.*
- (b) The public official receiving the request shall provide reasonable assistance, free of charge, to enable all requesting parties, 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 or 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 the requirements of sub-section (a) hereof as soon as practicable but not exceeding fifteen (15) working days from the receipt thereof. The response mentioned above refers to the decision of the 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 events or other analogous cases. The government office shall

Annex A

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.

- (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 requested, 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 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 wholly or partially, it shall, as soon as practicable and within fifteen (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 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 provided shall be deemed a denial of the request for access to information.

SECTION 13. Remedies in Case of Denial of Request for Access to Information. A person whose request for access to information has been denied may avail himself of the remedies set forth below:

- (a) Denial of any request for access to information may be appealed to the person or office next higher in authority, following the procedure mentioned in Section 8 (f) of this Order. Provided, that the written appeal must be filed by the same person making the request within fifteen (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 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 party may file the appropriate judicial action 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

Annex 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 and 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 Seven.

By the President:

R Duterte



[Signature]
SALVADOR C. MEDIALDEA
Executive Secretary



CERTIFIED COPY:

MARTINITO M. DIMAANDAL
DIRECTOR IV
MALACANANG RECORDS OFFICE

Annex B

LIST EXCEPTIONS

Pursuant to Section 4 of Executive Order (EO) No. 2 (s.2016), the following are the general exceptions to the right of access to information, as recognized by the Constitution, existing laws, or jurisprudence covered by EO No. 2.

1. Information covered by Executive privilege;
2. Privileged information relating to national security, defense or international relations;
3. Information concerning law enforcement and protection of public and personal safety;
4. Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims of crimes, or the accused;
5. 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 in the exercise of their administrative, regulatory or quasi-judicial powers;
6. Prejudicial premature disclosure;
7. Records of proceeding or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged;
8. Matters considered confidential under banking and finance laws, and their amendatory laws; and
9. Other exceptions to the right to information under laws, jurisprudence, rules and regulations.

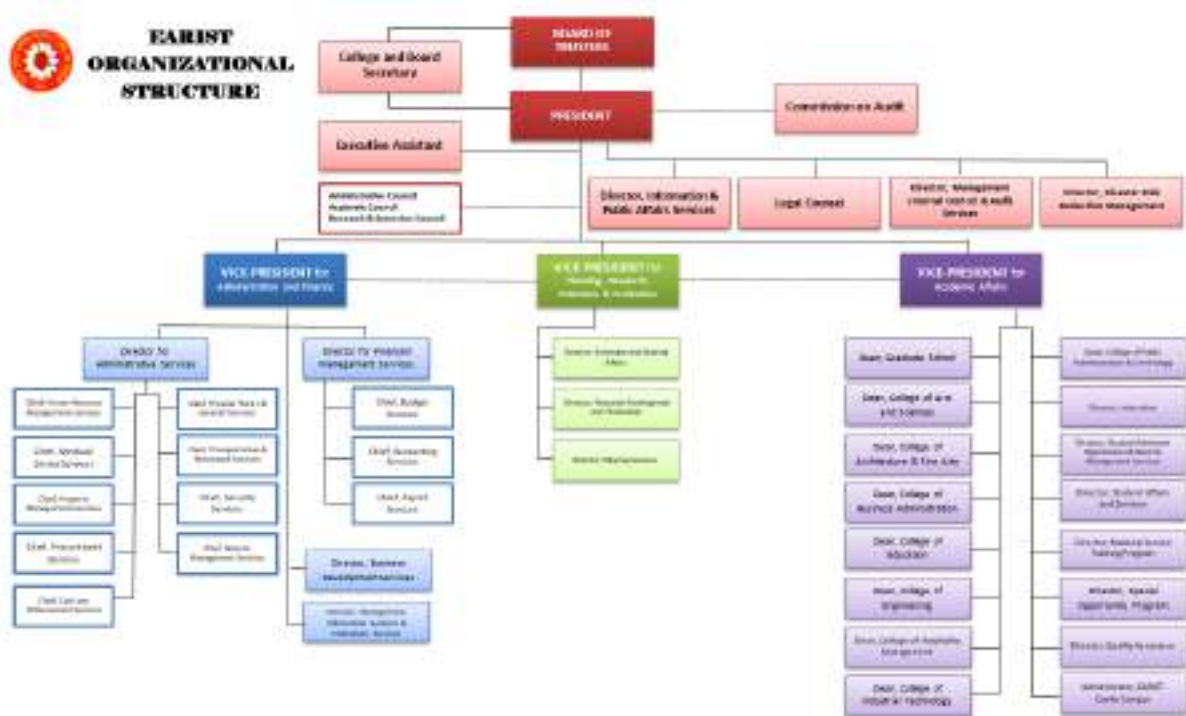
Annex B

Listed are the agency exceptions to the right of access to information covered by different department and offices of EARIST.

1. Individual inventory profile of students.
2. Psychological testing materials and test results of students and employees.
3. Counselling records of students.
4. All cases referred to the guidance office both academic and behavioural.
5. Detailed Cost Estimates
6. Architectural concepts applied to the projects while the projects are under study.
7. All patient's (employees and students) information needed to provide care and treatment listed below:
 - a. All laboratory work ups (e.g. chest ray, CBC, U/A, FA, Blood Chemistry, etc.);
 - b. Patient's history;
 - c. Clinical findings/diagnosis;
 - d. Medications or prescriptions;
 - e. Medical certificates; and
 - f. Logbooks.

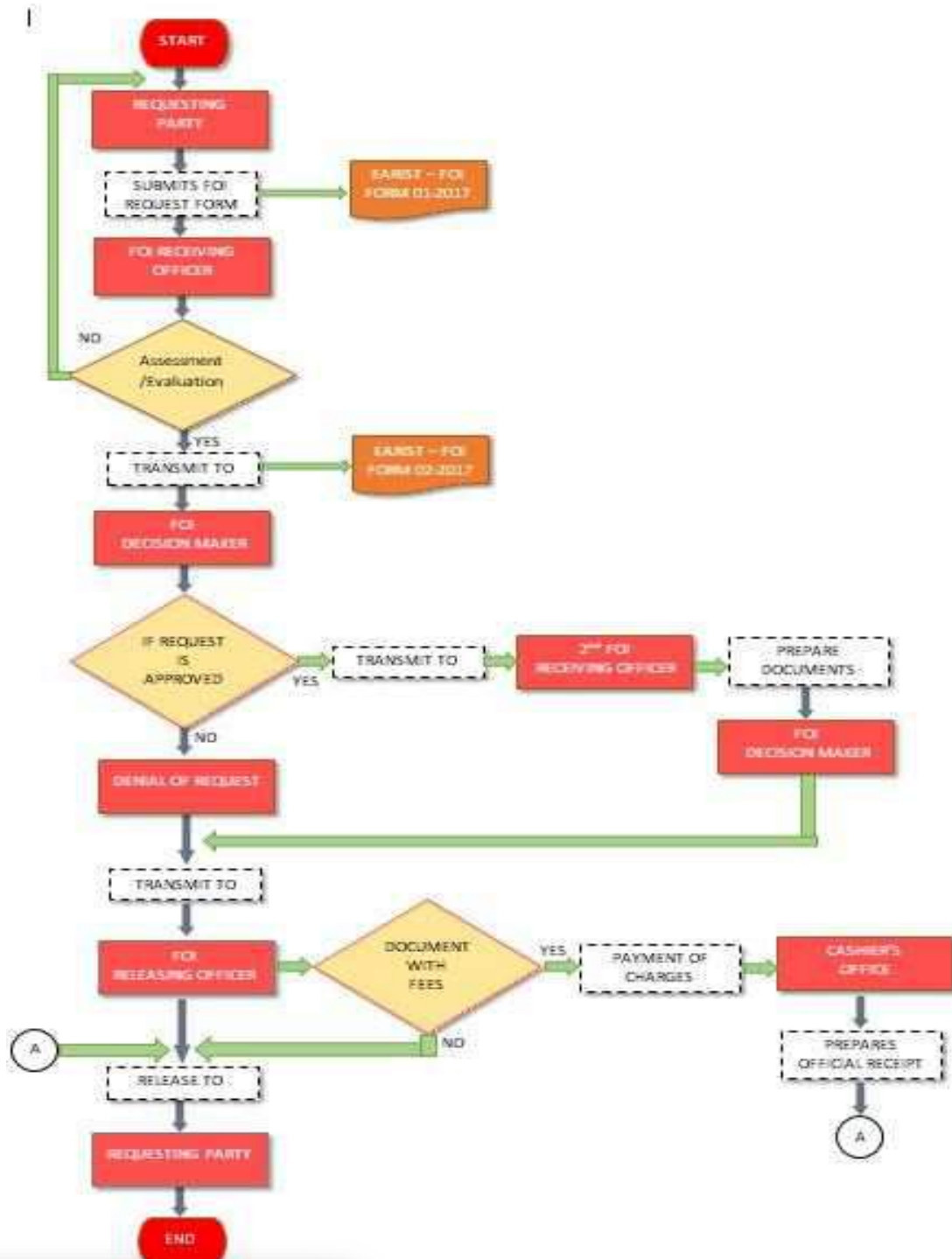
Annex C

EARIST Organizational Structure



Annex D

FLOWCHART



Annex E

FOI Request Form

 EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY FOI REQUEST FORM PANGLOSSIC KASINDAN (FOI)	
(EARIST-FOI Form 01-2017)	
For Tracking No. 2017 - 01234	
What kind of information do you want to access? ☐ Personal Information ☐ General Information	
Title of the Document (Required) Coverage of Time Spanned (Required) Intended Purpose of the Request	
REQUESTING PARTY	
Title (Mr./Ms./Mrs./etc) Last Name (Required) Given Name (Optional) Address (Required) No. Street City Province Country ZIP code	
E-mail Address Phone No.	
Proof of Identity (Required) (Required) (Required) (Required) (Required) ☐ Passport ☐ SSS ID ☐ Postal ID ☐ Company ID ☐ Other (Specify) ☐ Driver's License ☐ GSIS ID ☐ Voter's ID ☐ School ID	
How would you like to receive the information? (Required) (Required) (Required) (Required) ☐ E-mail ☐ Postal Address ☐ Fax ☐ Pick-up (Office/Other)	
I declare that the information provided in this form is complete and correct. I have provided at least one (1) valid ID to establish proof of my identity and I understand that it is an offense to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application. Signature (Required) Date (Required)	
FOR FOI RECEIVING OFFICER	
Submitted To (Required) (Required) Date Received (Required) (Required) Proof of Identity Presented (Required) (Required) (Required) (Required) (Required) ☐ Passport ☐ SSS ID ☐ Postal ID ☐ Company ID ☐ Other (Specify) ☐ Driver's License ☐ GSIS ID ☐ Voter's ID ☐ School ID	
Release Date (Required) (Required) For Second Receiving Officer:	
FOI PAYMENT ORDER	
For Tracking No. 2017 - 1234	
Title of Document (Required) (Required) Fee Service Charge: ☐ Authentication ☐ Original Copy ☐ For Courier Delivery ☐ Certification ☐ Photocopy ☐ Documentary Requirements ☐ Search/Visual	
Amount D.B. Number Signature (Required) Date (Required)	
REQUESTOR CLAIM STUB	
Date Received (Required) (Required) Title of Document (Required) (Required) Preferred Mode (Required) (Required) (Required) (Required) (Required) (Required) ☐ E-mail ☐ Postal Address ☐ Fax ☐ Pick-up (Office/Other)	
Submitted to and Signature (Required) (Required) Release Date (Required) (Required)	

Annex F

FOI Receiving Officer Form

 EULOCIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY Republic of the Philippines			
FOI DECISION MAKER FORM			
BAROTACINA Form 02-001			
Submitted To:		FOI Tracking No. 2017-01234	
☐ VPAP ☐ VPAA ☐ VPPRP		Release Date: (From FOI)	
Title of the Document (Pangalan ng Dokumento)			
Coverage or Time Period (Alga Tera o Pangangailang Salaw)			
Intended Purpose of the Exposure			
FOR FOI DECISION MAKER			
Submitted To:		Date Received (Paksa)	
Application Decision:		☐ Approved ☐ Denied	
If Denied, please check the reason for the Denial:		☐ Incomplete ☐ Available On-line	
☐ Incomplete Request ☐ Exception		☐ Available On-line Which exception?	
For Second Receiving Officer:			
Documents to prepare:			
1			
2			
3			
4			
5			
For Service Charge:		Amount:	
☐ Yes ☐ No			
D.R. Number:		Date of Payment:	
Type of document:		☐ Original Copy ☐ Photocopy ☐ Scan/Video	
☐ Authentication ☐ Certification ☐ Documentary Requirement		☐ For Coaster Address	
Application Decision Date:		Signature (Lapso)	
SECOND RECEIVING OFFICER			
Submitted To:		FOI Tracking No. 2017-01234	
(Forwarding Final/Agree/No)		Date Received (Paksa)	
Comments / Action Taken:			
Date Request Finished (Paksa na Natapos)		Signature (Lapso)	
REQUESTOR CERTIFICATION OF INFORMATION			
Date Request Finished:		FOI Tracking No. 2017-01234	
Title of the Document (Pangalan ng Dokumento)		Decision on Application ☐ Approved ☐ Denied	
Certification (printed on FOI Form 02-001)		Releasing officer:	
I declare that the document provided by EXRIT is complete and correct.		Signature over printed name:	
Signature over printed name:		Release Date: (Paksa ng pagtatapos)	

Glossary

APP Annual Procurement Plan
APR Agency Procurement Request
BAC Bids and Awards Committee
COR Certificate of Registration
DI Director of Instruction
ADR Delivery Receipt
DTR Daily Time Record
EARISTEulogio "Amang" Rodriguez Institute of Science and Technology
ECATEARIST College Admission Test
FDM FOI Decision Maker
FMS Financial Management Services
FOIFreedom of Information
FRO FOI Receiving Officer
HOPE Head of Procuring Entity
HRMS Human Resources Management Services
IARInspection and Acceptance Report
InfoPAS Information and Public Affairs Services
JEVHJournal entry Voucher
JO Job Order
LDDAPList of Due and Demandable Accounts Payable
MD Medical Doctor
MICASManagement Internal Control Audit Services
MOAMemorandum of Agreement
NBC National Budget Circular
NOA Notice of Award
OP Office of the President
OSA Office of Students Affairs
PMS Property Management Services
PO Procurement Order
PR Purchase Request
PS Procurement Services
RAO Registry on Allotments and Obligations
RIS Requisition and Issue Slip
SARMS Student Admission Records Management Services
SI Sales Invoice
SLIIE Sumamry of LDDAp-ADAs Issued and Invalidated ADA Entries
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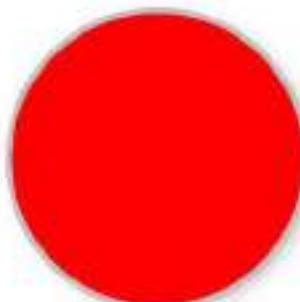
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