



One-Page FOI Manual

Campus	Email Address	Assigned FOI Receiving Officer and Contact Number	Contact Number
Main Campus	prpio@psu.edu.ph	Dr. Renato Salcedo	09995889855
Alaminos	foi.alaminos@psu.edu.ph	Mr. Levi Jethro Balgua	09077773698
Asingan	foi.asingan@psu.edu.ph	Ms. Ma Elizabeth Della	09156071304
Bayambang	foi.bayambang@psu.edu.ph	Mr. John Joseph Zarate	09171335638
Binmaley	foi.binmaley@psu.edu.ph	Mr. Syrenzo Sicuan	09302194622
Infanta	foi.infanta@psu.edu.ph	Ms. Christensaint Culang	09271550042
Lingayen	foi.lingayen@psu.edu.ph	Mr. Mohamed Swandi	09662246878
San Carlos	foi.sancarlos@psu.edu.ph	Mr. Reynald Gloria	09456216535
Sta. Maria	foi.stamaria@psu.edu.ph dindoalentoslagasca@gmail.com	Mr. Dindo Lagasca	
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Procedures (as per Section 18 of PSU's FOI Manual)

1. Receipt of Request of Information

1.1. The FOI Receiving Officer (FRO) shall receive the request for information from the requesting party and check compliance of the following requirements:

- Request must be in writing;
- Request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization; and
- Request shall reasonably describe the information requested, and the reason for, or purpose of the request for information.
- The request can be made through email, provided that the requesting party shall attach in the email a scanned copy of the FOI application request, and a copy of a duly recognized government ID with photo.

1.2. In case the requesting party is 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, and the FRO shall reduce it in writing

1.3. The request shall be stamped received by the FRO, indicating the date and time of the receipt of the written request, and the name, rank, title and position of the public officer who actually received it, with a corresponding signature, and a copy furnished to the requesting party. In case of email requests, the email shall be printed out and shall follow the procedure mentioned above, and be acknowledged by electronic email. The FRO input the details of the request on the Request Tracking System and allocate a reference number.

1.4. The University and its operating units/campuses, and offices must respond to any FOI request promptly, within fifteen (15) working days following the date of receipt of the request. A working day is any day other than a Saturday, Sunday or a day which is declared a national public holiday in the Philippines. In computing for the period, Art. 13 of the New Civil Code shall be observed. The date of the receipt of the request will either be:

- The day on which the request is physically or electronically delivered to the government office, or directly into the email inbox of a member or staff; and
- If the government office has asked the requesting party for further details to identify and locate the requested information, the date on which the necessary clarification is received.

An exception to this will be where the request has been emailed to an absent member or staff, and this has generated an 'out of office' message with instructions on how to re-direct the message to another contact. Where this is the case, the date of receipt will be the day the request arrives in the inbox of that contact. Should the requested information need further details to identify or locate, then the 15 working days will commence the day after it receives the required clarification from the requesting party.