



One-Page FOI Manual

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Procedure in filing and processing of FOI request for access to information for OPEN and AVAILABLE records:

1. If the requesting party is a student/graduate, or any authorized representative of the student/graduate who wants to obtain Official Transcript of Record (OTR) and its authentication and Certificates of Grades, Diploma, and Good Moral Character, the following procedures shall be observed:
 - (a) The requesting party shall accomplish the required form and shall submit it to the office concerned.
 - (b) The concerned office shall evaluate the request and shall immediately process within fifteen (15) days upon receipt of the FOI request.
 - (c) If the requesting party is the authorized representative of the student/graduate concerned, an authorization letter duly notarized with clear photocopy of at least one (1) valid ID of the latter must be presented.
2. If the requesting party is the University through the concerned office or other government agency who wants to obtain Official Transcript of Record (OTR) and its authentication and Certificates of Grades, Diploma, and Good Moral Character, the following procedures shall be observed:
 - (a) The requesting party shall submit a written request specifying the reasons/purposes to justify the FOI request.
 - (b) The requesting party shall accomplish the required form and shall submit it together with the written request to the concerned office.
 - (c) The concerned office shall evaluate the request and shall make necessary action whether to grant or deny the FOI request.
 - (d) If the FOI request is granted, the concerned office shall process the same within fifteen (15) days upon receipt of the request, however if the FOI request is denied, a notification shall be sent to the requesting party within the same period.
3. If the requesting party is a private individual, organization, company, or other interested party who wants to obtain other information not specified in 5.1 and 5.2, the following procedures shall be observed:
 - (a) The requesting party shall submit a written request to the FOI Receiving Office, Public Relations, Publication and Information Office (PRPIO), specifying the reasons/purposes to justify the FOI request.
 - (b) The requesting party shall accomplish and submit the required form together with the written request to FOI Receiving Office.

- (c) All written requests received by the FOI Receiving Office shall be immediately forwarded to the office concerned for appropriate recommendations.
- (d) The concerned office shall evaluate the written requests and shall eventually submit/forward the FOI request/s together with the recommendations/comments to the Office of the University President

which shall serve as basis to grant or deny the release/issuance of the information requested.
- (e) If the FOI request is granted, the concerned office shall process the same within fifteen (15) days upon receipt of the request and shall forward it back to FOI Receiving Office for releasing; otherwise, a notification of denial shall be sent to the requesting party within the same period.

18.2 For classified CONFIDENTIAL AND RESTRICTED documents, all requests appertaining thereto must be accompanied by an Order from the Court or any other government agencies with quasi-judicial authority.