

# URS Freedom of Information (FOI) 1 Page Manual

This is to guide you on the procedures in filing FOI request and provide the information about the responsible FOI officials in URS.

## Step 1

Accomplish using the prescribed request form; **URS-REC-F-03** containing your full name and contact information including a valid government identification card with photograph and signature; and reasonably describe the information requested, and the reason for, or purpose of, the request for information.

You can avail of the form at the Office of FOI Receiving Officer (FRO) located at URSM PREVAT Center or download the request form at URS Official Website (<http://www.urs.edu.ph/PDF/FOI/URS-REC-F-03-FOI-Request-Form.pdf>)

## Step 2

After accomplishing the request form, you may deliver it personally to the Office of FRO or to any Campus Director's offices or by sending it by mail to [ursrecords@urs.edu.ph](mailto:ursrecords@urs.edu.ph)

In case you cannot make a written request for any justifiable reason, request can be made through an authorized person and the FRO shall reduce it into writing.

## Step 3

The University shall respond to your request within fifteen (3 or 7 days) working days from the date of receipt of the request. The Office of VP for Admin and Finance who is the FOI Decision Maker (FDM) shall act on the request.

If approved, FRO shall collate the information and will notify you to get the information and document at her office on the designated day and time and pay any applicable fees.

In case your request is denied, you shall be informed of such clerical within 3 days after the decision has been

In case of denial of a request for information, you may appeal to the FOI Appellate Authority (FAA). The appeal shall be in writing, signed and citing the ground for the appeal, with copies of the request for information and the notice of denial attached, and shall be filed within fifteen (15) working days from the notice of denial using the form **URS-REC-F-02** which can be availed at same office (FRO office) or downloaded at <http://www.urs.edu.ph/PDF/FOI/URS-REC-F-02-FOI-Appeal-Form.pdf>.

The appeal shall be decided by the FOI Appellate Authority (FAA) within thirty (30) working days from receipt of the appeal, unless circumstances warrant a longer period. In no case shall the extension exceed twenty (20) working days.

Name/Current Official Designation	FOI Designation and Function	Email
Dr. Nancy T. Pascual University President	<b>FOI Appeals Authority (FAA)</b> refers to person who decides appeals from the action of the FOI Decision Maker (FDM), and has authority to affirm, reverse, or modify such action.	<a href="mailto:urs.opmorong@gmail.com">urs.opmorong@gmail.com</a>
Dr. <b>Marvin P. Amino</b> Vice-President for Administration and Finance	<b>FOI Decision Maker or FDM</b> refers to the office or person who evaluates the recommendation of the FOI Evaluating Office on FOI requests and has authority to approve or deny such request.	<a href="mailto:vpaf@urs.edu.ph">vpaf@urs.edu.ph</a>
<b>Ms. Blesilda P. Obias</b> University Records Officer	<b>FOI Receiving Officer or FRO</b> refers to the designated office where the public may file or submit FOI requests and the status of pending FOI requests.	<a href="mailto:ursrecords@urs.edu.ph">ursrecords@urs.edu.ph</a>