



## **Preface**

This 2017 People's Freedom of Information (PFOI) of Eastern Visayas State University (EVSU-PFOI) Manual is comprehensively crafted with the ultimate goal of making it consistent with and contributory to the proper, effective and efficient implementation of policies issued by the President of the Philippines specifically Executive Order No. 02, s. 2016 and related laws, rules and regulations promulgated by the Congress of the Philippines, Presidential Communications Operations Office (PCCO), Commission on Higher Education, Commission on Audit and such government agencies concerned including the jurisprudence or doctrines enunciated by the Supreme Court of the Philippines.

The EVSU-POFI Manual is organized according to the relevance and similarity of the provisions, and is comprised of 14 Articles and 52 Sections: Article 1 describes the Short Title and Legal Bases of Promulgation; Article 2 states the Coverage, Purpose, Objectives and Responsibility; Article 3 provides the Construction and Interpretation, Definition of Terms, and Suppletory Application of Relevant Laws, Rules and Regulations Promulgated by Competent Authorities; Article 4 presents the Application of Accountability of the Officials and Employees of EVSU; Article 5 states the Documents that can be Requested from the Concerned Offices of the University; Article 6 contains the Exceptions/Exemptions, and Application of the Data Protection and Privacy; Article 7 covers the Promotion of Transparency in the University; Article 8 presents the Office of the People's Freedom of Information of the University; Article 9 discusses the Procedure, Flowchart and Requirements for Request of Information; Article 10 provides the Fees and Fees Waiver; Article 11 covers the Administrative Liability; Article 12 contains Miscellaneous Provisions; Article 13 states the Implementing Guidelines; and Article 14 covers the Repealing, Separability, and Effectivity.

This Manual clearly embodies the strong resolve of the EVSU-Board of Regents to ensure meaningful and proper recognition of the right of the people to full transparency, access to, possess and use information, along with the mandates, four-fold functions, vision, mission, objectives, goals and continuing improvement of the University, subject to the mechanisms and requirements provided herein.

This Manual is the first of its kind in the University's history which sets the operational rules and mechanisms the freedom of information as mandated under Executive Order No. 02, s. 2016 and subsequent issuances thereof. Indeed, this Manual is a potent mechanism protecting, advancing and nurturing the welfare and the Constitutional and statutory rights of the people as well as of the University.

**Message**

*of*

**HON. MARTIN M. ANDANAR**

*Secretary*

*Presidential Communications Operations Office*

*Office of the President, Malacanang Palace*

**Message**

*of*

**HON. J. PROSPERO E. DE VERA III, DPA**  
*Commissioner, Commission on Higher Education*  
*Chairperson, EVSU Board of Regents*

**Message**  
*of*  
**DR. DOMINADOR O. AGUIRRE, JR.**  
University President III

## **Message**

*of*

**DIRECTOR VICTORIA F. ESBER**

Director IV

Civil Service Commission, Regional Office No. VIII

***"A popular Government without popular information or the means of acquiring it, is but a Prologue to a Farce or a Tragedy or perhaps both. Knowledge will forever govern ignorance, and a people who mean to be their own Governors, must arm themselves with the power knowledge gives." – James Madison***

Before the EVSU FOI Manual, there was no guaranteed way for people to get information from the University. Under FOI, those seeking information are no longer required to show a need for information: the "need to know" standard has been replaced by a "right to know" doctrine. The burden of proof for why certain information should be kept secret now falls on the university.

EVSU has made history in people management. It has set global standards for determining which records must be disclosed and which records may be withheld. This only reflects the kind of leadership that the EVSU history has been privileged of. As such, it presumes that requested records will be disclosed, and the University must make a case for withholding any records by appropriately applying the Guide's exemptions to the rule of disclosure. It is assumed that the application of the guide's exemptions is generally permissive – not mandatory.

Hence, consistent with Civil Service rules and regulations, all public officials and employees are accountable for information disclosure policies and practices. While neither law grants an absolute right to examine government documents, both laws establish the right to request records and to receive a response to the request. We, therefore, enjoin the University human resource complement and its constituents to fully embrace the full spirit of this People's Freedom of Information Manual.

This OIF Manual is EVSU's as much as the people's."

Congratulations.

**VICTORIA F. ESBER**



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**BOARD OF REGENTS**

**Board Resolution No. 118**

*Series of 2017*

**RESOLUTION APPROVING/ADOPTING THE 2017 PEOPLE'S FREEDOM OF  
INFORMATION OF THE EASTERN VISAYAS STATE UNIVERSITY MANUAL  
OR THE UNIVERSITY PFOI MANUAL (COPY HERETO ATTACHED AS  
INTEGRAL PART HEREOF), EFFECTIVE IMMEDIATELY, SUBJECT TO  
APPLICABLE LAWS, RULES AND REGULATIONS**

Adopted this 19<sup>th</sup> day of April 2017 during the 2017 Second Special Board Meeting of the EVSU-Board of Regents held at the 5<sup>th</sup> Floor, Conference Room, Ironwood Hotel, P. Burgos St., cor. Juan Luna St., Barangay 34, Tacloban City.

**J. PROSPERO E. DE VERA III, DPA**  
*CHED Commissioner*  
*Chair, EVSU Board of Regents*

**DOMINADOR O. AGUIRRE, JR., DM**  
*University President III*  
*Vice Chair, EVSU Board of Regents*

**FRANCIS JOSEPH G. ESCUDERO**  
*Chair, Committee on Education*  
*Senate of the Philippines*  
**Member**

**ANN K. HOFER**  
*Chair, Committee on Higher & Technical Education*  
*House of Representatives*  
**Member**

*Represented by:*

*Represented by:*

**FRANCES ANN BASILIO PETILLA**

**FLORENCIO "BEM" GABRIEL NOEL**

**EDGARDO M. ESPERANCILLA, CESO II**  
*Regional Director, DOST-Region VIII*  
**Member**

**BONIFACIO G. UY, CESO IV**  
*Regional Director, NEDA-Region VIII*  
**Member**

**ROGELIO D. BASAS**  
*President, Federation of EVSU Faculty*  
*Association, Inc.*  
**Member**

**MICHAEL L. MUZONES**  
*President, Federation of Supreme Student*  
*Governments of EVSU*  
**Member**

**RAUL S. SOLIVA**  
*President, Federation of Alumni Associations*  
*of EVSU, Inc.*  
**Member**

**PACIENTE A. CORDERO, JR.**  
*Private Sector Representative*  
**Member**

*Certified Correct:*

**DANIEL A. ARIASO SR., CESO II**  
*Private Sector Representative*  
**Member**

**MA. BELINDA C. LORA, MAIS**  
*University/Board Secretary*



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**BOARD OF REGENTS**

**Board Committee on Finance**

**FOR: THE HONORABLE CHAIR AND MEMBERS**  
*EVSU Board of Regents*  
*Tacloban City*

**THRU: DR. DOMINADOR O. AGUIRRE, JR.**  
*University President III*

**SUBJECT: Committee Report**

**FROM: Board Committee on Finance**

=====

The Board Committee on Finance, to which the **2017 People's Freedom of Information of the Eastern Visayas State University Manual** or the **University PFOI Manual** (*copy hereto attached as integral part hereof*) has been referred to for further review and evaluation and after presentation by the Board Committee on Review of Policies, Fees, Incentives and Assistance for Students & Employees Chaired by Regent Daniel A. Ariaso Sr., hereby respectfully submits its findings and recommendations, to wit:

1. The provisions of the subject **2017 University PFOI Manual** were found to be consistent and compliant to applicable laws, rules and regulations; and
2. The Committee strongly recommends for the immediate approval/adoption and implementation of the said **2017 University PFOI Manual**.

**Adopted** this 4<sup>th</sup> day of March 2017 during the Committee Meeting held at Executive House, EVSU-Main Campus, Tacloban City.

**BONIFACIO G. UY, CESO IV**  
*Regional Director, NEDA-Region VIII*  
*Member, EVSU-Board of Regents*  
*Committee Chair & Presiding Officer*

**EDGARDO M. ESPERANCILLA, CESO II**  
*Regional Director, DOST-Region VIII*  
*Member, EVSU-Board of Regents*  
*Committee Vice Chair & Presiding Officer*

**ROGELIO D. BASAS**  
President, Federation of EVSU Faculty  
Association, Inc.  
*Member, Board Committee*

**MICHAEL L. MUZONES**  
President, Federation of Student  
Governments of EVSU  
*Member, Board Committee*

Certified Correct:

**BELINDA C. LORA, MAIS**  
*Associate Professor III*  
*University/ Board Secretary*



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**BOARD OF REGENTS**

**Board Committee on Academic and Administration**

**FOR: THE HONORABLE CHAIR AND MEMBERS**  
*EVSU Board of Regents, Tacloban City*

**THRU: DR. DOMINADOR O. AGUIRRE, JR.**  
*University President III*

**SUBJECT: Committee Report**

**FROM: Board Committee on Academic and Administration**

=====

The Board Committee on Finance, to which the **2017 People's Freedom of Information of the Eastern Visayas State University Manual** or the **University PFOI Manual** (*copy hereto attached as integral part hereof*) has been referred to for further review and evaluation and after presentation by the Board Committee on Review of Policies, Fees, Incentives and Assistance for Students & Employees Chaired by Regent Daniel A. Ariaso Sr., hereby respectfully submits its findings and recommendations, to wit:

1. The provisions of the subject **2017 University PFOI Manual** were found to be consistent and compliant to applicable laws, rules and regulations; and
2. The Committee strongly recommends for the immediate approval/adoption and implementation of the said **2017 University PFOI Manual**.

**Adopted** this 4<sup>th</sup> day of March 2017 during the Committee Meeting held at Executive House, EVSU-Main Campus, Tacloban City.

**EDGARDO M. ESPERANCILLA, CESO II**  
*Regional Director, DOST-Region VIII*  
*Member, EVSU-Board of Regents*  
*Committee Chair & Presiding Officer*

**BONIFACIO G. UY, CESO IV**  
*Regional Director, NEDA-Region VIII*  
*Member, EVSU-Board of Regents*  
*Committee Vice Chair & Presiding Officer*

**ROGELIO D. BASAS**  
President, Federation of EVSU Faculty  
Association, Inc.  
*Member, Board Committee*

**MICHAEL L. MUZONES**  
President, Federation of Student  
Governments of EVSU  
*Member, Board Committee*

Certified Correct:

**BELINDA C. LORA, MAIS**  
*Associate Professor III*  
*University/ Board Secretary*



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**BOARD OF REGENTS**

**Board Committee on Review of Policies, Fees, Incentives and Assistance for Students and Employees**

**FOR: THE HONORABLE CHAIR AND MEMBERS**  
*EVSU Board of Regents*  
*Tacloban City*

**THRU: DR. DOMINADOR O. AGUIRRE, JR.**  
*University President III*

**SUBJECT: Committee Report No. 3, s. 2017**

**FROM: Board Committee on Board Committee on Review of Policies, Fees, Incentives and Assistance**

=====

The Board Committee on Review of Policies, Fees, Incentives and Assistance for Students & Employees, to which the **2017 People's Freedom of Information of the Eastern Visayas State University Manual** or the **2017 University PFOI Manual** (*copy hereto attached as integral part hereof*) has been referred to for drafting, study, review and evaluation, hereby submit its report and recommendations, to wit:

- 1. The draft **2017 University PFOI Manual** has been submitted to and discussed with the stakeholders or sectors on the schedules and venues, as follows:

**1.1. Stakeholders' Consultations and Committee Meetings:**

Dates	Time	Campuses	Number of Participants
January 27, 2017	8:00AM-10:30AM	Tanauan Campus	75
	11:30AM-1:00PM	Burauen Campus	54
	2:30PM-5:30PM	Dulag (Extension) Campus)	51
February 3, 2017	8:30AM-11:00AM	Ormoc City Campus	82
	1:30PM-4:00PM	Carigara Campus	48
February 4, 2017	8:30AM-11:00AM	Graduate School (Main Campus)	205
	1:30PM-4:00PM	NSTP	192
February 14, 2017	8:30AM-11:00AM	Tacloban City (Main Campus)	260
	1:00PM-3:00PM	EVSU-ISLS (Main Campus)	243

**1.2. Sectoral Focus Group Discussions (FGD) and Committee Meetings:**

<b>Sector/s</b>	<b>Dates</b>	<b>Time</b>	<b>Venue</b>	<b>Number of Participants</b>
Student	February 10, 2017	3:00PM-5:30PM	EVSU-Tanauan Campus	75
	February 18, 2017	8:30AM-10:00AM	Executive House, EVSU-Main Campus	54
Alumni and Alumni Relations Office	February 18, 2017	10:01AM - 12:30PM	Executive House, EVSU-Main Campus	51
Parents (GPTCA)	February 19, 2017	8:30AM-12:00NN	Executive House, EVSU-Main Campus	82
Non-Teaching Personnel, Campus Directors and Financial Officials (Directors/Heads, Budget Officers & Accountants)	February 24, 2017	9:00AM-2:00PM	La Villa Francisco Resort, Diit, Tacloban City	48
Faculty and College Deans		2:01PM-5:30PM	Graduate School, EVSU-Main Campus	205
University President	February 25, 2017	10:00AM -6:00PM	Executive House, EVSU-Main Campus	192

The participants in the foregoing activities were selected by their respective officials or associations’ officers, as the case may be.

Comments, inputs and suggestions were gathered from the different sectors and were carefully studied and integrated to the draft.

2. The draft of the **2017 University PFOI Manual** was submitted to the Presidential Communications and Operations Office (PCOO), Commission on Higher Education (CHED)- Central Office, and Civil Service Commission (CSC) Regional Office No. VIII. The comments and inputs provided by the PCOO, CHED and CSC were also integrated verbatimly and accurately; and
3. The draft of the **2017 University PFOI Manual** was published in the EVSU website for wide dissemination to and solicitation of inputs, comments and refinements to thereof; and
4. The Committee did not receive any opposition to the final draft of the **2017 University PFOI Manual**, whether in whole or in part/s.

Premises considered, the Committee strongly recommends for the immediate approval/adoption and implementation of the said **2017 University PFOI Manual**.

**Adopted** this 4<sup>th</sup> day of March 2017 during the Committee Meeting held at Executive House, EVSU-Main Campus, Tacloban City.

**DANIEL A. ARIASO SR., MEcon., CESO II**

*Member, EVSU-Board of Regents  
(Private Sector Representative)  
Committee Chair & Presiding Officer*

**ROGELIO D. BASAS**

President, Federation of EVSU Faculty  
Association, Inc.  
*Member, Board Committee*

**MICHAEL L. MUZONES**

President, Federation of Student  
Governments of EVSU  
*Member, Board Committee*

Certified Correct:

**BELINDA C. LORA, MAIS**

*Associate Professor III  
University/Board Secretary  
Committee Secretary*



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**ADMINISTRATIVE COUNCIL**

**Resolution No. \_\_\_\_\_**  
*Series of 2017*

**RESOLUTION RECOMMENDING TO THE EVSU BOARD OF REGENTS,  
THROUGH THE UNIVERSITY PRESIDENT, FOR APPROVAL/ADOPTION  
OF THE 2017 PEOPLE'S FREEDOM OF INFORMATION OF THE EASTERN  
VISAYAS STATE UNIVERSITY MANUAL OR THE 2017 UNIVERSITY PFOI  
MANUAL (COPY HERETO ATTACHED AS INTEGRAL PART HEREOF),  
EFFECTIVE IMMEDIATELY, SUBJECT TO APPLICABLE LAWS, RULES AND  
REGULATIONS**

After presentation by the Board Committee on Review of Policies, Fees, Incentives and Assistance for Students & Employees Chaired by Regent Daniel A. Ariaso Sr., and thorough discussion by the Members, the EVSU-Administrative Council, on motion of DR. FELIXBERTO E. AVESTRUZ duly seconded by DR. MA. SOCORRO C. GICAIN, hereby recommends to the EVSU Board of Regents, through the University President, for Approval/Adoption of the 2017 People's Freedom of Information of the Eastern Visayas State University Manual, hereinafter referred to, as the 2017 University PFOI Manual (*copy hereto attached as integral part hereof*), Effective Immediately, Subject to Applicable Laws, Rules and Regulations.

Adopted this 1<sup>st</sup> day of March 2017 during the Regular Council Meeting of the EVSU-Administrative Council held at Office of the University President, EVSU-Main Campus, Tacloban City.

**ATTESTED/APPROVED:**

**DOMINADOR O. AGUIRRE, JR., DM**  
*University President III*  
*Chair & Presiding Officer, EVSU-Administrative Council*

Certified Correct:

**MA. BELINDA C. LORA, MAIS**  
*Associate Professor III*  
*University/Board Secretary*  
*Secretary, Administrative Council*



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**ACADEMIC COUNCIL**

**Resolution No. 110-C**  
*Series of 2017*

**RESOLUTION RECOMMENDING TO THE EVSU BOARD OF REGENTS,  
THROUGH THE UNIVERSITY PRESIDENT, FOR APPROVAL/ADOPTION  
OF THE 2017 PEOPLE'S FREEDOM OF INFORMATION OF THE EASTERN  
VISAYAS STATE UNIVERSITY MANUAL OR THE 2017 UNIVERSITY PFOI  
MANUAL (COPY HERETO ATTACHED AS INTEGRAL PART HEREOF),  
EFFECTIVE IMMEDIATELY, SUBJECT TO APPLICABLE LAWS, RULES AND  
REGULATIONS**

After presentation by the Board Committee on Review of Policies, Fees, Incentives and Assistance for Students & Employees Chaired by Regent Daniel A. Ariaso Sr., and thorough discussion by the Members, the EVSU-Academic Council, on motion of DR. BENEDICTO MILITANTE JR. duly seconded by DR. ROLANDO V. MUSCA, hereby recommends to the EVSU Board of Regents, through the University President, for Approval/Adoption of the 2017 People's Freedom of Information of the Eastern Visayas State University Manual, hereinafter referred to, as the 2017 University PFOI Manual (copy hereto attached as integral part hereof), Effective Immediately, Subject to Applicable Laws, Rules and Regulations.

Adopted this 1<sup>st</sup> day of March 2017 during the Regular Council Meeting of the EVSU-Academic Council held at the Auditorium, EVSU-Main Campus, Tacloban City.

**ATTESTED/APPROVED:**

**DOMINADOR O. AGUIRRE, JR., DM**  
*University President III*  
*Chair & Presiding Officer, EVSU-Academic Council*

Certified Correct:

**GREGORIA C. DE LA CRUZ, MAIS**  
*Associate Professor V*  
*University Registrar III*  
*Secretary, Academic Council*

## **Brief History of the University**

The Eastern Visayas State University had its humble beginnings in 1907, as a part of the Provincial school. It became a separate educational entity in 1915 and was renamed as the Leyte Trade School funded by the Provincial government. In 1953, after thirty-eight years, it was renamed as the National Provincial Trade School by virtue of R.A. 406 funded jointly by the National and Provincial Government to cover a wider curricular area. In 1961, the Congress of the Philippines passed Republic Act 1516 converting it into the Leyte Regional Arts and Trades and authorizing it to become a training institution, for vocational and industrial education in Eastern Visayas. Finally, Republic Act 4572 enacted by the congress of the Philippines which took effect in the school year 1965-1966 further converting the school into a chartered college. It was renamed the Leyte Institute of Technology, an institute of higher learning committed to the service of a larger academic area of responsibility.

For SY 1999-2000, LIT has its satellite campus, the Ormoc satellite Campus. In 1999, pursuant to the provisions of RA 7722, 8292 and 8745 and Board Resolutions No. 59, Series of 1999, two CHED Supervised institutions (CSIs) in Leyte, namely the Leyte College of Arts and Trades and the Burauen Polytechnic College were integrated to LIT. The LIT Dulag Campus started in SY 2000-20001. The Carigara School of Fisheries was integrated to LIT, the second phase of CSIs institution to SUCs.

In 2002-2003, LIT had continued accomplishing its significant role and responsibility to the people in the region. The introduction of new programs, technological and business, the realignment of courses, and high-passing percentage of the engineering and other professional programs established a great challenge and gigantic responsibility to the institution.

Finally, in 2004, Republic Act 9311 converted the Leyte Institute of Technology, into Eastern Visayas State University, a challenge to serve Eastern Visayas, through academic excellence and technological development.

## **Vision, Mission, Philosophy of the University**

### **VISION**

Leading State University in Technological and Professional Education

### **MISSION**

Develop a Strong Technologically and Professionally Competent Productive  
Human Resource Imbued with Positive Values Needed to Propel  
Sustainable Development

### **PHILOSOPHY**

EVSU addresses its academic endeavors towards the development of the socio economic condition of region VIII by emphasizing the development of human resources and necessary input to production and growth. It plays a major role in providing the human resources for industrial agri-business enterprises as well as for the small, medium, and large-scale industries, which are the components for regional development

## **The University Hymn**

**Lyrics:** BELINDA C. LORA  
**Music:** BIATO C. AMBE, JR.

There's a dawn of a new day breaking  
There's a ray of light reaching  
Every corner of the land  
It's radiance keeps on spreading  
Bringing hope and strength and life

There's a flame that keeps on burning  
Touching the mind, the heart and the soul  
Sending Knowledge truth, love, and wisdom  
abundant blessings from GOD above

### **Refrain:**

Beloved Eastern Visayas State University  
Your blessed flame shall forever burn in our hearts  
We give you outmost commitment and dedication  
You shall shine with pride throughout the nation

### **Coda:**

Shine with gladsome light  
Oh alma mater dear  
Lead our steps to path of excellence  
Success, fulfillment and glory awaits.

## **The EVSU March**

You're the shining glory of love,  
You're the light that comes from above,  
You're the precious gift I have,  
I will treasure you in my heart.

You're an utmost shelter of mind,  
You're the greatest pride of mankind,  
You have the golden fruits to reap,  
You're the sweetest hope of land.

Oh dear Alma Mater,  
Eastern Visayas State University,  
Your name is ringing in my heart,  
There is love and joy from the start,  
The abundance of your foundation,  
Is a great help of our nation,  
For in you is the fountain of wisdom  
And your light is our shining freedom.

You're the precious gift from heaven,  
You're the sweetest hope of land.

## **The ASEAN Hymn**

ASEAN, Oh ASEAN  
Our voices rise as one  
From land to land  
From sea to sea  
Reach out for everyone

ASEAN, Oh ASEAN  
Let's link our arms and stand  
Behold the sun has risen to  
The level of our eyes

Behold the sun has risen to  
The level of our eyes

## **Acknowledgement**

The Eastern Visayas State University (EVSU), through its Board of Regents and the University President, wishes to extend its deepest appreciation and thanks to all persons, who in one way or another, helped craft, review, evaluate and polish this noble 2017 University PFOI Manual.

Special thanks to the officials and staff of the PCOO, CHED and CSC for painstakingly reviewing or evaluating, and immediate submission of inputs which were integrated to and surely made this Manual compliant to the provisions of Executive Order No. 02, s. 2016.

The EVSU Family is also grateful to the Board Committee on Review of Policies, Fees, Incentives and Assistance for Students & Employees Chaired by Regent Daniel A. Ariaso Sr., for drafting the first ever EVSU-PRAISE System Manual and for steering the Stakeholders' Consultation and Sectoral Focus Group Discussion (FGD); the Board Committee on Finance Chaired by Director Bonifacio G. Uy, and Board Committee on Academic and Administration Chaired by Director Edgardo M. Esperancilla for their immediate review and providing inputs which further strengthened this Manual.

Vice Presidents, Campus Directors, College Deans, Heads, Chiefs, Chairpersons and Coordinators as well as Faculty Members, Non-Teaching Personnel, Students, Alumni, and Industry and Community Partners for their active participation during the Stakeholders' Consultation and Sectoral Focus Group Discussion, indeed, their inputs had contributed in shaping this Manual to be responsive and embodying the ideals and aspirations of the EVSU Family.

May the God Almighty Bless you all!

EVSU Family

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