

REPUBLIC OF THE PHILIPPINES
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DEPARTMENT OF SCIENCE AND TECHNOLOGY
General Santos Avenue, Bicutan, Taguig City

**FREEDOM OF INFORMATION
IMPLEMENTING DETAILS**

SECTION 1: OVERVIEW

- 1. Purpose:** The purpose of the FOI Manual is to provide the process to guide and assist the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE, including its Research and Development Divisions and Scientific and Technological Services Divisions, in dealing with requests of information received under Executive Order (EO) No. 2 on Freedom of Information (FOI). (**Annex “A”**)
- 2. Structure of the Manual:** This Manual shall set out the rules and procedures to be followed by the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE, and its Research and Development Divisions and Scientific and Technological Services Divisions, when a request for access to information is received. The INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE Director is responsible for all actions carried out under this Manual and may delegate this responsibility to the Deputy Director for *Research and Development* of the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE and the respective Chiefs of the Research and Development Divisions and Scientific and Technological Services Divisions. Dr. MARIA PATRICIA V. AZANZA as Director, shall act as the Decision Maker (DM), but may delegate a specific officer, and shall have overall responsibility for the initial decision on FOI requests, (i.e. to decide whether to release all the records, partially release the records or deny access).
- 3. Coverage of the Manual:** The Manual shall cover all requests for information directed to the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE and all its Research and Development Divisions and Scientific and Technological Services Divisions.
- 4. FOR Receiving Officer:** Mr. ALVIN S. ARANTE and Mrs. JOSEPHINE B. KING shall be the FOI Receiving Officers (FRO) designated at the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE. Mr. ARANTE and Mrs. KING as the institute’s FROs shall hold office at the TECHNOLOGICAL SERVICES DIVISION.

The functions of the FROs shall include the following:

- a. Receive, on behalf of the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE or any of its Research and Development Divisions and Scientific and Technological Services Divisions, all requests for information;

- b. Forward the same to the appropriate division who has custody of the records; monitor all FOI requests and appeals;
- c. Provide assistance to Dr. AZANZA as FOI DM;
- 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.

SECTION 2: DEFINITION OF TERMS

data.gov.ph. The Open Data website that serves as the government's comprehensive portal for all public government data that is searchable, readable, and accessible.

eFOI.gov.ph. The website that serves as the government's comprehensive FOI website for all information on the FOI. Among many other features, eFOI.gov.ph provides a central resource for the public to understand the FOI, to locate records that are already available online, and to learn how to make a request for information that is not yet publicly available. eFOI.gov.ph also promotes the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE's accountability for the administration of the FOI by graphically displaying the detailed statistics contained in Annual FOI Reports, so that they can be compared by agency and over time.

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 the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.

INFORMATION OF DISCLOSURE. Information promoting the awareness and understanding of policies, programs, activities, rules or revisions affecting the public, government agencies, and the community and economy. It also includes information encouraging familiarity with the general operations, thrusts, and programs of the the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE. In line with the concept of proactive disclosure and open data, these types of information can already be posted to government websites, such as data.gov.ph, without need for written requests from the public.

OFFICIAL RECORD/S. Shall refer to information produced or received by a public officer or employee, or by the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE in an official capacity or pursuant to a public function or duty.

OPEN DATA. Refers to publicly available data structured in a way that enables the data to be fully discoverable and useable by end users.

PUBLIC RECORDS. Shall include information required by laws, executive orders, rules or regulations to be entered, kept, and made publicly available by the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE.

PUBLIC SERVICE CONTRACTOR. Shall be defined as a private entity that has dealing, contract, or a transaction of whatever form or kind with the government or the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE that utilizes public funds.

PERSONAL INFORMATION. Shall refer to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.

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

- a. About an 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. GLOSSARY OF TERMS

ADMINISTRATIVE FOI APPEAL. An independent review of the initial determination made in response to a FOI request. Requesting parties who are dissatisfied with the response made on their initial request have a right to appeal that initial determination to the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE, which will then conduct an independent review.

ANNUAL FOI REPORT. A report to be filed each year with the Presidential Communications Office (PCO) by the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE detailing the administration of the FOI. Annual FOI Reports contain detailed statistics on the number of FOI requests and appeals received, processed, and pending at the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE.

CONSULTATION. When the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE locates a record that contains information of interest to another office, it will ask the views of that other agency on the disclosability of the records before any final determination is made. This process is called a "consultation".

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

FREEDOM OF INFORMATION. The Executive Branch recognizes 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.

FOI CONTACT. The name, address and phone number at the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE where you can make a FOI request.

FOI REQUEST. A written request submitted to the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE personally or by email asking for records on any topic. A FOI request can generally be made by any Filipino to any government office.

FOI RECEIVING OFFICE. The primary contact at the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE where the requesting party can call and ask questions about the FOI process or the pending FOI request.

FREQUENTLY REQUESTED INFORMATION. Info released in response to a FOI request that the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE determines have become or are likely to become the subject of subsequent requests for substantially the same records.

FULL DENIAL. When the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE or any of its Research and Development Divisions and Scientific and Technological Services Divisions cannot release any records in response to a FOI request, because, for example, the requested information is exempt from disclosure in its entirety or no records responsive to the request could be located.

FULL GRANT. When the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE is able to disclose all records in full in response to a FOI request.

MULTI-TRACK PROCESSING. A system that divides incoming FOI requests according to their complexity so that simple requests requiring relatively minimal review are placed in one processing track and more complex requests are placed in one or more other tracks. Requests granted expedited processing are placed in yet another track. Requests in each track are processed on a first in/first out basis.

PARTIAL GRANT/PARTIAL DENIAL. When the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE is able to disclose portions of the records in response to a FOI request, but must deny other portions of the request.

PENDING REQUEST OR PENDING APPEAL. An FOI request or administrative appeal for which the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE

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.

PERFECTED REQUEST. A FOI request, which reasonably describes the records, sought and is made in accordance with the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE's regulations.

PROACTIVE DISCLOSURE. Information made publicly available by the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE without waiting for a specific FOI request. It posts on its website a vast amount of material concerning its functions and mission.

PROCESSED REQUEST OR PROCESSED APPEAL. The number of requests or appeals where the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE has completed its work and sent a final response to the requester.

RECEIVED REQUEST OR RECEIVED APPEAL. An FOI request or administrative appeal that the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE has received within a fiscal year.

REFERRAL. When the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE locates a record that originated with, or is of otherwise primary interest to another agency, it will forward that record to the other agency to process the record and to provide the final determination directly to the requester. The process is called a "referral".

SIMPLE REQUEST. A FOI request that the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE anticipates will involve a small volume of material or which will be able to be processed relatively quickly.

SECTION 4. PROMOTION OF OPENNESS IN GOVERNMENT

1. **Duty to Publish Information.** The INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE shall regularly publish, print and disseminate at no cost to the public and in an accessible form, in conjunction with Republic Act No. 9485, or the Anti-Red Tape Act of 2007, and through its website timely, true, accurate and updated key information including, but not limited to:
 - a. A description of its mandate, structure it delivers and the procedure and decision-making processes;
 - b. A description of the frontline services it delivers and the procedure and length of time by which they may be availed of;
 - c. The names of its key officials, their powers, functions and responsibilities, and their profiles and curriculum vitae;
 - d. Work programs, development plans, investment plans, projects, performance targets and accomplishments, and budgets, revenue allotments and expenditures;
 - e. Important rules and regulations, orders or decisions;
 - f. Current and important database and statistics that it generates;

- g. Bidding processes and requirements; and
- h. Mechanisms or procedures by which the public may participate in or otherwise influence the formulation of policy or the exercise of its powers.

2. **Accessibility of Language and Form.** The INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE shall endeavor to translate key information into major Filipino languages and present them in popular form and means.

3. **Keeping of Records.** The INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE shall create and/or maintain in appropriate formats, accurate and reasonably complete documentation or records, policies, transactions, decisions, resolutions, enactments, actions, procedures, operations, activities, communications and documents received or filed with it or that which it generated or collected.

SECTION 5. PROTECTION OF PRIVACY

While providing for access to information, the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE shall afford full protection to a person's right to privacy, as follows:

- a. The INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE 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. The INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure;
- c. Mr. ARANTE and Mrs. KING as FROs, Dr. AZANZA as FDM, or any employee or official of the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE who has access, whether authorized or unauthorized, to personal information in the custody of the institute, shall not disclose that information except as authorized by existing laws.

SECTION 6. STANDARD PROCEDURE

(See Annex "D" for flowchart)

1. Receipt of Request for Information.

- a. Mr. ARANTE and Mrs. KING as FOI Receiving Officer (FRO) shall receive the request for information from the requesting party and check compliance of the following requirements:
 - i. The request must be in writing;

- ii. The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization; and
- iii. The request shall reasonably describe the information requested, and the reason for, or purpose of, the request for information. (see **Annex "E"**)

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.

- b. 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 Mr. ARANTE and Mrs. KING shall reduce it in writing.
- c. The request shall be stamped received by Mr. ARANTE and Mrs. KING, 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 mail. Mr. ARANTE and Mrs. KING shall input the details of the request on the Request Tracking System and allocate a reference number.
- d. The INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE, and its Research and Development Divisions and Scientific and Technological Services Divisions must respond to the requests promptly, within the fifteenth (15) working day 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 receipt of the request will be either:

- i. The day on which the request is physically or electronically delivered to the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE, or directly into the email inbox of a member of staff; or
- ii. If the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE 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 of 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.

2. **Initial Evaluation.** After receipt of the request for information, Mr. ARANTE and Mrs. KING shall evaluate the contents of the request.
 - a. **Request relating to more than one office under the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE:** If a request for information is received which requires to be complied with by different attached agencies, bureaus and offices, Mr. ARANTE and Mrs. KING shall forward such request to the said attached agency, bureau and office concerned and ensure that it is well coordinated and monitor its compliance. They, as FRO, shall also clear with the respective FROs of such agencies, bureaus and offices that they will only provide the specific information that relates to their agencies, bureaus and offices.
 - b. **Requested information is not in the custody of the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE or any of its Research and Development Divisions and Scientific and Technological Services Divisions:** If the requested information is not in the custody of the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE or any of its Research and Development Divisions and Scientific and Technological Services Divisions, following referral and discussions with the Dr. AZANZA as FDM, Mr. ARANTE and Mrs. KING shall undertake the following steps:
 - i. If the records requested refer to another department, the request will be immediately transferred to such appropriate department through the most expeditious manner and the transferring office must inform the requesting party that the information is not held within the 15 working day limit. The 15 working day requirement for the receiving offices commences the day after it receives the request.
 - ii. If the records refer to an office not within the coverage of E.O. No. 2, the requesting party shall be advised accordingly and provided with the contact details of that office, if known.
 - c. **Requested information is already posted and available on-line:** Should the information being requested is already posted and publicly available in the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE website, data.gov.ph or foi.gov.ph, Mr. ARANTE and Mrs. KING shall inform the requesting party of the said fact and provide them the website link where the information is posted.

- d. **Requested information is substantially similar or identical to the previous request:** Should the requested information be substantially similar or identical to a previous request by the same requester, the request shall be denied. However, Mr. ARANTE and Mrs. KING shall inform the applicant of the reason of such denial.
- e. **Transmittal of request by the FRO to the FDM:** After receipt of the request for information, Mr. ARANTE and Mrs. KING shall evaluate the information being requested, and notify the Dr. AZANZA of such request. The copy of the request shall be forwarded to Dr. AZANZA within one (1) day from receipt of the written request. Mr. ARANTE and Mrs. KING shall record the date, time and name of Dr. AZANZA as FDM who received the request in a record book with the corresponding signature of acknowledgement of receipt of the request.
- f. **Role of FDM in processing the request:** Upon receipt of the request for information from Mr. ARANTE and Mrs. KING, Dr. AZANZA shall assess and clarify the request if necessary. She shall make all necessary steps to locate and retrieve the information requested. She shall ensure that the complete information requested be submitted to Mr. ARANTE and Mrs. KING within 10 days upon receipt of such request.

Mr. ARANTE and Mrs. KING shall note of the date and time of receipt of the information from Dr. AZANZA and report to Dr. FORTUNATO DELA PEÑA as DOST Secretary or his designated Undersecretary or Assistant Secretary, or Heads of agencies, bureaus and offices, in case the submission is beyond the 10-day period.

If Dr. AZANZA needs further details to identify or locate the information, she shall, through Mr. ARANTE and Mrs. KING, seek clarification from the requesting party. The clarification shall stop the running of the 15 working day period and will commence the day after it receives the required clarification from the requesting party.

If Dr. AZANZA determines that a record contains information of interest to another office, she shall consult with the agency concerned on the disclosability of the records before making any final determination.

- g. **Role of FRO to transmit the information to the requesting party:** Upon receipt of the requested information from Dr. AZANZA, Mr. ARANTE and Mrs. KING shall collate and ensure that the information is complete. He/She shall attach a cover/transmittal letter signed by Dr. AZANZA or her designated officer and ensure the transmittal of such to the requesting party within 15 working days upon receipt of the request for information.
- h. **Request for an Extension of Time:** If the information requested requires extensive search of the government's office records facilities, examination of voluminous records, the occurrence of fortuitous events or other

analogous cases, Dr. AZANZA should inform Mr. ARANTE and Mrs. KING.

Mr. ARANTE and Mrs. KING shall inform the requesting party of the extension, setting forth the reasons for such extension. In no case shall extension exceed twenty (20) working days on top of the mandated fifteen (15) working days to act on the request, unless exceptional circumstances warrant a longer period.

- i. **Notice of the Requesting Party of the Approval/Denial of the Request:** Once Dr. AZANZA has approved or denied the request, she shall immediately notify Mr. ARANTE and Mrs. KING who shall prepare the response to the requesting party either in writing or by email. All actions on FOI requests, whether approved or denied, shall pass through the Office of the Director of the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE or to her designated officer for final approval.
- j. **Approval of Request:** In case of approval, Mr. ARANTE and Mrs. KING shall ensure that all records that have been retrieved and considered have been checked for possible exemptions, prior to actual release. They shall prepare the letter or email informing the requesting party within the prescribed period that the request was granted and be directed to pay the applicable fees, if any.
- k. **Denial of Request:** In case of denial of the request wholly or partially, the Mr. ARANTE and Mrs. KING shall, within the prescribed period, 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 to information. All denials on FOI requests shall pass through the Office of the Director of the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE or to her designated officer.

SECTION 7. REMEDIES IN CASE OF DENIAL

A person whose request for access to information has been denied may avail himself of the remedy set forth below:

1. **Administrative FOI Appeal to the DEPARTMENT Central Appeals and Review Committee:** Provided, that the written appeal must be filed by the same requesting party within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.

- a. Denial of the Appeal by the Office of the Director of the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE may be appealed by filing a written appeal to the DOST Central Appeals and Review Committee within (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.
 - b. The appeal shall be decided by the Office of Secretary DELA PEÑA upon the recommendation of the Central Appeals and Review Committee within thirty (30) working days from the filing of said written appeal. Failure to decide within the 30-day period shall be deemed a denial of the appeal.
 - c. The denial of the Appeal by Secretary DELA PEÑA or the lapse of the period to respond to the request may be appealed further to the Office of the President under Administrative Order No. 22, s. 2011.
2. Upon exhaustion of administrative FOI appeal remedies, the requesting party may file the appropriate judicial in accordance with the Rules of Court.

SECTION 8. REQUEST TRACKING SYSTEM

The INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE shall establish a system to trace the status of all requests for information received by it, which may be paper-based, on-line or both.

SECTION 9. FEES

1. **No request fee.** The INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE shall not charge any fee for accepting requests for access to information.
2. **Reasonable Cost of Reproduction and Copying of the Information.** Mr. ARANTE and Mrs. KING shall immediately notify the requesting party in case there shall be a reproduction and copying fee in order to provide the information. Such fee shall be the actual amount spent by the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE in providing the information to the requesting party. The schedule of fees shall be posted by the institute.
3. **Exemption from fees.** The INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE 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 10. ADMINISTRATIVE LIABILITY

1. **Non-compliance with FOI.** Failure to comply with the provisions of this Manual shall be grounded for the following administrative penalties:
 - a. 1st Offense - Reprimand
 - b. 2nd Offense - Suspension of one (1) to thirty (30) days; and
 - c. 3rd Offense - Dismissal from the service

2. **Procedure.** The Revised Rules on Administrative Cases in the Civil Service shall be applicable in the disposition of cases under this Manual.

3. **Provisions for More Stringent Laws, Rules and Regulations.** 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.

ANNEX “C”

LIST OF EXCEPTIONS

(To be provided by the Office of the Executive Secretary)

ITDI

*(Please refer to DOST Administrative Order No. 003, Series of 2015
Subject: Adoption of the Department of Science and Technology Data Sharing
Policy, page 2, Item 4 on Exemptions)*

4. EXEMPTIONS

4.1 This data sharing policy does not include [a] intellectual properties such as trade secrets, commercial information and proprietary information until it was made public, published, or protected under law; (b) personnel, medical and other similar information that when disclosed constitutes unwarranted invasion of personal privacy; c) names of commercial establishments and entities whose collaborations in DOST-funded programs and projects warrants a protection of their rights to anonymity; and d) results of testing and analytical services provided by DOST agencies to clients.

4.2 This policy shall allow DOST-GIA grantees and DOST Agencies to restrict the release of proprietary data, maintain confidentiality of proprietary information, including research results for a reasonable time and manner, secure and retain legal rights to Intellectual property generated from public funds and to provide incentives for the dissemination and commercialization of research results that enhance its usefulness and accessibility.

4.3 This policy shall allow DOST-GIA grantees and DOST Agencies to restrict the release of personal information and identities of commercial entities for the protection of privacy from DOST-funded programs and projects.

4.4 This policy shall allow DOST-GIA grantees and DOST Agencies to restrict the release of results of testing and analytical services provided to clients.

4.5 This policy shall allow DOST-GIA grantees and DOST Agencies to restrict the release of hazard-related real-time and historical data from DOST-funded programs and projects that has bearing on national security.