

The policies and guidelines in this Manual apply to all the DOST-ITDI employees including current and previous regular, contractual and job order status of employment; job applicants; and customers. The DPA, however, explicitly states in Section 4 - Scope that its provisions are not applicable in the following cases, to wit:

- (a) Information about any individual who is or was an officer or employee of a government institution that relates to the position or functions of the individual, including:
 - (1) The fact that the individual is or was an officer or employee of the government institution;
 - (2) The title, business address and office telephone number of the individual;
 - (3) The classification, salary range and responsibilities of the position held by the individual; and
 - (4) The name of the individual on a document prepared by the individual in the course of employment with the government;
- (b) Information about an individual who is or was performing service under contract for a government institution that relates to the services performed, including the terms of the contract, and the name of the individual given in the course of the performance of those services;
- (c) Information relating to any discretionary benefit of a financial nature such as the granting of a license or permit given by the government to an individual, including the name of the individual and the exact nature of the benefit;
- (d) Personal information processed for journalistic, artistic, literary or research purposes;
- (e) Information necessary in order to carry out the functions of public authority...

The scope of the policy includes data held in any format or medium.