

# **FREEDOM OF INFORMATION MANUAL**

## **Dipolog City Water District**

**Executive Order No. 2, Series of 2016**

**“Operationalizing in the Executive Branch the People’s constitutional right to information and the state policies of full public disclosure and transparency in the public service.”**

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## **CERTIFICATION**

This is to certify that the Dipolog City Water District (DipCWD) has been implementing the FREEDOM OF INFORMATION (FOI) Program in compliance with EO No. 2, s. 2016

Issued this 22nd day of January, 2025, at Dipolog City, Philippines.

  
**RUEL D. TABADA**  
General Manager

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## SECTION 1. OVERVIEW

1. **Title:** This Manual shall be known as the Freedom of Information (FOI) Manual.
2. **Purpose:** The purpose of the manual is to provide the process to guide and assist the Dipolog City Water District in dealing with request to information received under Executive Order (E.O.) No. 2, Series of (s.) 2016.
3. **Structure of the Manual:** This manual serves to set out the guidelines and procedures to be followed by the Dipolog City Water District when a request for access to information is received and outline remedies in case of denial.

The Dipolog City Water District General Manager is responsible for all actions carried out under this manual and may delegate this responsibility to the Receiving Officer of FOI Receiving office of the Dipolog City Water District. The Dipolog City Water District General Manager may delegate a specific officer to act as the Decision Maker (DM), who 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).

4. **Coverage of the Manual:** This manual shall cover all request for information directed to the Dipolog City Water District.
5. **FOI Receiving Officer** - receives all request for information and conducts initial evaluation as to completeness of the form and availability of the requested information; forwards the same to the appropriate unit who has custody of the records; keeps tracks of all FOI requests and appeals; and releases the required information to the requesting party upon approval of the GM.
6. **FOI Decision Maker (FDM)** – shall be responsible for the initial decision on FOI requests whether to release the records in whole or in part or deny access to information.
7. **General Manager** – shall be responsible for all actions carried out under this manual and shall render the final decision on FOI request.

## SECTION 2. DEFINITION OF TERMS

1. **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 any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.
2. **OFFICIAL RECORD/S** shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.
3. **PUBLIC RECORDS** shall include information required by laws, executive orders, rules, or regulations to be entered, kept, and made publicly available by a government office.
4. **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.

5. **FOI REQUEST.** A written request submitted to a government office personally or by email asking for records on any topic. A FOI request can generally be made by any Filipino to any government office.
6. **FULL DENIAL** is when the Dipolog City Water District or any of its office, bureau or agency 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.
7. **PARTIAL GRANT / PARTIAL DENIAL.** When a government office is able to disclose portions of the records in response to a FOI request, but must deny other portions of the request.
8. **FULL GRANT** is when a government office is able to disclose all records in full in response to a FOI request.
9. **INFORMATION FOR 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 government. 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.
10. **PENDING REQUEST OR PENDING APPEAL** is an FOI request or administrative appeal for which a government office 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.
11. **REFERRAL.** When a government office 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. This process is called a “referral.”
12. **FOI.gov.ph.** The website that serves as the government’s comprehensive FOI website for all information on the FOI. Among many other features, FOI.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. FOI.gov.ph also promotes agency 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.
13. **SENSITIVE PERSONAL INFORMATION.** As defined in the Data Privacy Act of 2012, shall refer to personal information:
  - About an individual race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;
  - 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;
  - 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,
  - Specifically established by an executive order or an act of Congress to be kept classified.

- 14. PROACTIVE DISCLOSURE.** Information made publicly available by government agencies without waiting for a specific FOI request. Government agencies now post on their websites a vast amount of material concerning their functions and mission.
- 15. 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.

## **SECTION 3. PROTECTION OF PRIVACY**

While providing for access to information, the Dipolog City Water District shall afford full protection to a person's right to privacy, as follows:

- a. The DipCWD 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 DipCWD shall protect personal information in its custody or control by making reasonable security arrangements against leaks or premature disclosure of personal information which unduly exposes the individual whose personal information is requested to vilification, harassment, or any other wrongful acts; and
- c. Any employee, official or director of the DipCWD who has access, authorized or unauthorized, to personal information in the custody of DipCWD must not disclose that information except when authorized under EO No. 2, S.2016 or pursuant to existing laws, rules or regulations.

## **SECTION 4. STANDARD PROCEDURE**

1. An FOI request will only be considered valid if applied through a fully-accomplished FOI request form. In case the requesting party cannot fill this out due to disability or literacy, the FRO is tasked to translate such request into appropriate form through a competent interpreter or representative.
2. The FOI request shall be received by the FRO who shall assess if the following requirements are met:
  - a) The request form is duly-filled up with one (1) valid photo ID attached;
  - b) The request shall indicate the name, address and contact information of the requesting party;
  - c) The request shall reasonably describe the particulars of the information requested, and the purpose or reason of such request;
  - d) For request made through email, the requesting party must send a scanned copy of the duly accomplished FOI request form and one (1) valid photo ID.
3. The request shall be stamped received by the FRO indicating the date and time of the receipt of the written request and provide a proof of receipt 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. The FRO shall input the details of the request on the Request Tracking System and allocate a reference number.
4. For requested information that is already available and posted in the DipCWD website, the FRO shall inform the requesting party and provide the website link where the information is posted.
5. After receipt of the request for information, the FRO shall evaluate the information being requested, and notify the FDM of such request. The copy of the request shall be forwarded to concerned FDM who has access to the requested information within one (1) day from receipt of the written request. The FRO shall record the date, time and name of the FDM who received the request in a record book with the corresponding signature of acknowledgement of the receipt, otherwise inform the requesting party of its non-availability within the 15 working day period.

6. Upon receipt of the request for information from the FRO, the FDM shall assess and clarify the request if necessary. He or she shall make all necessary steps to locate and retrieve the information requested be submitted to the FRO within ten (10) working days upon receipt of such request.
7. If the FDM needs further details to identify or locate the information, he shall, through the FRO, 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.
8. If the requested information is identified is not in possession of DipCWD, but with another government agency under the Executive Branch, DipCWD shall immediately refer the request to the appropriate government agency through the most expeditious manner but not exceeding three (3) working days from the receipt of the request. The FRO shall notify the requesting party of the referral.
9. The DipCWD shall respond to the request within fifteen (15) working days from receipt. A working day is any day other than a Saturday, Sunday or a day which is declared a national public holiday in the Philippines.
10. If the information requested requires extensive search and examination of voluminous records, the occurrence of fortuitous events, or other analogous cases, the FDM should inform the FRO about the need for time extension. The FRO shall inform the requesting party of the extension, setting forth the reason for such extension. In no case shall the extension exceed twenty (20) working days to act on the request, unless exceptional circumstances warrant a longer period.
11. The FDM shall endorse his / her grant or denial of the FOI request to the GM who shall make the final action on the request.
12. Upon In case of approval, the FRO shall ensure that all records that have been retrieved and considered be checked for possible exemptions, prior to actual release. The FRO 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.
13. Upon In case of denial of the request wholly or partially, the FRO shall, within the prescribed period, notify the requesting party of the denial in writing. The notice shall clearly set forth the ground(s) for denial and the circumstances on which the denial of the request to information.

## **SECTION 5. GROUNDS FOR DENIAL**

Grounds for denial of request are as follows:

- a. DipCWD does not have the information requested;
- b. The information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
- c. The information requested falls under the list of exceptions enshrined in the Constitution, existing laws, or jurisprudence;
- d. The request is an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the DipCWD.

## **SECTION 6. IDENTICAL OR SUBSTANTIALLY SIMILAR REQUESTS**

The DipCWD shall not be required to act upon an unreasonable subsequent identical or substantially similar request from the same requesting party whose request it has previously granted or denied.

## **SECTION 7. REMEDIES IN CASE OF DENIAL OF REQUEST**

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

1. Denial of any request for access to information may be appealed to the Board of Directors: provided that the written appeal must be filed by the same person making the request within fifteen (15) calendar days from the notice of denial or from the lapse of the relevant period for the DipCWD to respond to the request.
2. The appeal shall be decided by the Board of Directors within thirty (30) working days from the filing of said written appeal. Failure by the Board of Directors to decide within the aforesated period shall be deemed a denial of the appeal.
3. Upon exhaustion of administrative appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

## **SECTION 8. NO WRONG DOOR POLICY**

As a general rule, all fully compliant for information shall be accepted by the FOI Receiving Officer (FRO) and FOI Decision Maker (FDM). No request for information shall be denied or refused acceptance by a government office unless the reason for the request is contrary to the Constitution, pertinent to laws, existing rules and regulations, or it is one of the exceptions provided under the Inventory of Exceptions.

When the requested information is not in the possession of a government agency (government agency no. 1 or GA1), but is available in another (government agency no. 2 or GA 2) under the Executive Branch, the request shall be immediately referred by GA1 to GA2 through the most expeditious manner not exceeding three (3) working days from the receipt of the request. This shall be considered as the “First Referral” and a fresh period will apply.

Referral to the appropriate government agency shall mean that another government office is the proper repository or custodian of the requested information or records, or have control over the said information or records.

If GA1 fails to refer the request within three (3) working days upon its receipt, the FRO shall act on it within the remaining period to respond pursuant to EO No. 02, s. 2016. No fresh period shall apply.

If GA1, in good faith, erroneously referred the request to GA2, the latter shall immediately notify the former as well as the requesting party, that the information requested is not available in their agency.

GA2, to whom the request was referred under the First Referral may subsequently refer the request to another government agency (government agency no. 3 or GA3) under the procedure set forth in the first paragraph of this Section. This shall be considered as the “Second Referral” and another fresh period shall apply.

Referrals under this Order shall only be limited to two (2) subsequent transfers of request. A written or email acknowledgment of the referral shall be made by the FRO of the government agency where it was transferred.

The requesting party shall be notified of the referral and must be provided with the reason or rationale thereof, and contact details of the government office where the request was referred.

## SECTION 9. REQUEST TRACKING SYSTEM

The DipCWD shall establish a system to trace the status of all request for information received.

## SECTION 10. FEES

1. **No Request Fee.** The DipCWD shall not charge any fee for accepting requests for access to information.

2. **Reasonable Cost of Reproduction and Copying of the Information.** The FRO 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 DipCWD in providing the information to the requesting party. The schedule of fees shall be posted by the DipCWD.

Photocopy per page	P 2.00
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Mailing Charge

- |  |          |
|--|----------|
| a. Registered Post Mail                    | P 50.00  |
| b. Courier (LBC, JRS, Fastpack or similar) | P 120.00 |

3. **Exemption from Fees:** The DipCWD 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 11. ADMINISTRATIVE LIABILITY

1. **Non-compliance with FOI.** Failure to comply with the provisions of this Manual shall be a ground for the following administrative penalties:

- a. 1<sup>st</sup> Offense - Reprimand;
- b. 2<sup>nd</sup> Offense - Suspension of one (1) to thirty (30) days; and
- c. 3<sup>rd</sup> 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.

## SECTION 12. POSTING AND EFFECTIVITY

This manual shall take effect immediately and shall be posted on the DipCWD website.

Approved by:



**RUEL D. TABADA**

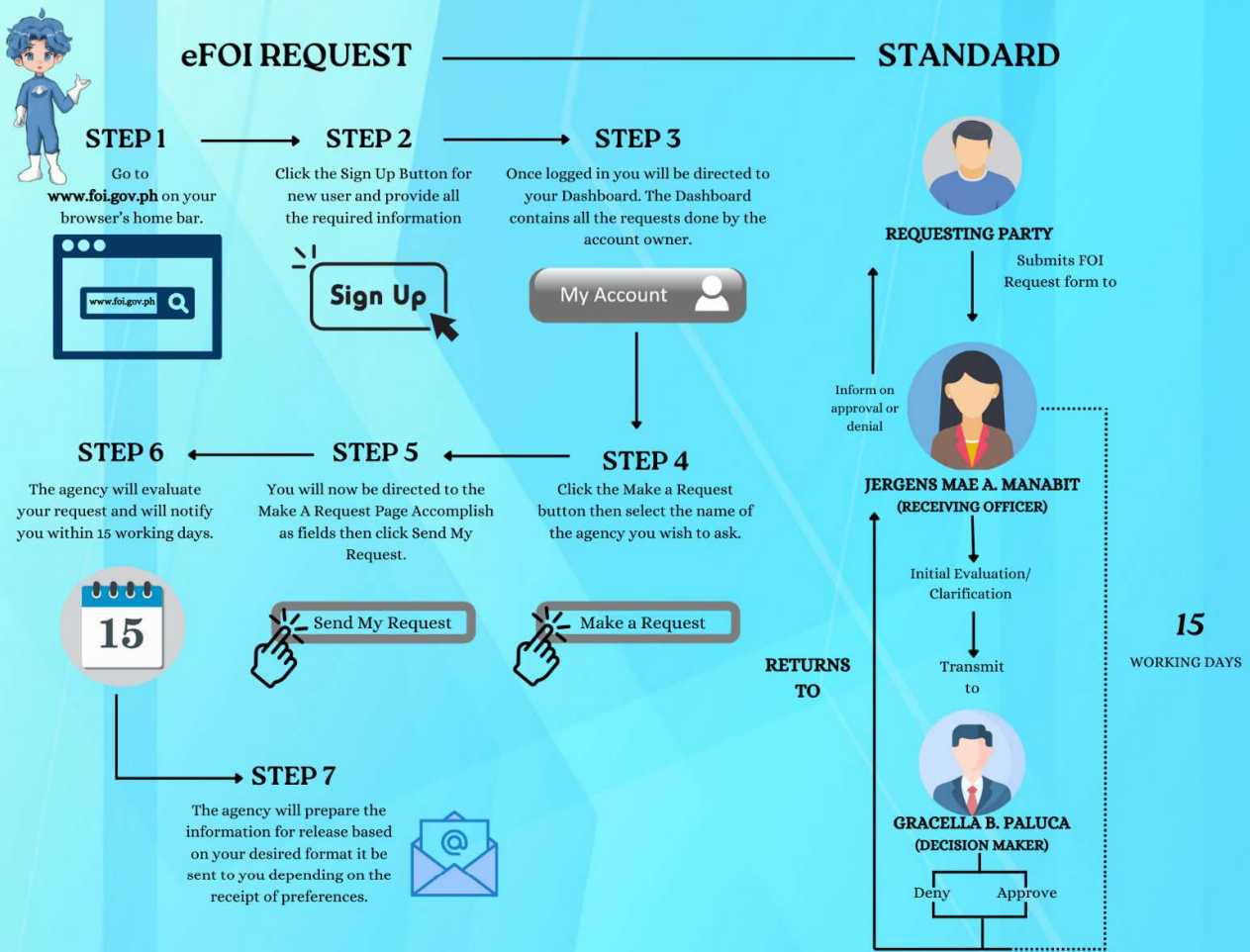
General Manager

Dipolog City Water District

## FOI ONE PAGE MANUAL (ENGLISH)

# FREEDOM OF INFORMATION PROGRAM

Agency: DIPOLOG CITY WATER DISTRICT  
Address: Highway Minaog, Dipolog City  
Receiving Officer: Jergens Mae A. Manabit  
Contact No.: (065) 908 - 0154  
Email: dipologcitywd@gmail.com



## FOI Appeals

If you are not satisfied with the response of your FOI request, you may ask us to carry out an internal review of the response by writing to [dipologcitywd@gmail.com](mailto:dipologcitywd@gmail.com). Your request for review should explain why you are dissatisfied with the response, and should be made within 15 calendar days from the date when you received the response. We will complete the review and tell you the result within 30 calendar days from the date when we received your appeal.

## FOI ONE PAGE MANUAL (TAGALOG)

# FREEDOM OF INFORMATION PROGRAM

Pangalan ng Ahensiya: DIPOLÓG CITY WATER DISTRICT  
Address: Highway Minaog, Dipolog City  
Pangalan ng FOI Receiving Officer: Jergens Mae A. Manabit  
Impormasyon sa Pakikipag-ugnayan: (065) 908 - 0154  
Email Address: dipologcitywd@gmail.com



### PARAAN NG PAGHILING

#### eFOI REQUEST

#### STANDARD



##### HAKBANG 1

Matungo sa [www.foi.gov.ph](http://www.foi.gov.ph) gamit ang home address ng inyong browser



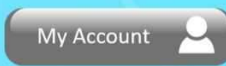
##### HAKBANG 2

I-click ang **Sign Up** at ibigay ang mga hinihinging impormasyon. **Maglakip ng valid ID.**



##### HAKBANG 3

Kapag nakapag-log in na, dadalhin ka sa iyong Dashboard. Ang Dashboard ay naglalaman ng lahat ng mga kahilingan FOI ng may-ari ng account.



##### HAKBANG 6

Susuriin ng ahensiya ang iyong kahilingan at padadalan ka nga pabatid sa loob ng 15 araw ng trabaho.



##### HAKBANG 5

Dadalhin ka ngayon sa pahinang Make a Request. Sagutan ang lahat ng patlang at i-click ang **Send My Request**.



##### HAKBANG 4

I-click ang **Make a Request** at piliin ang pangalan ng ahensiyang nais hingan nga impormasyon.



##### HAKBANG 7

Ihahanda ng ahensiya ang impormasyong ilalabas ayon sa **nais mong format**. Ipadadala ito batay sa iyong napiling paraan ng pagtanggap.



#### REQUESTING PARTY

Ipapasa ang kahilingan kay

Ipapabatid kung  
aprobado o  
hindi aprobado



#### JERGENS MAE A. MANABIT (RECEIVING OFFICER)

Paunang ebalwasyon at  
ibibigay kay



#### GRACELLA B. PALUCA (DECISION MAKER)

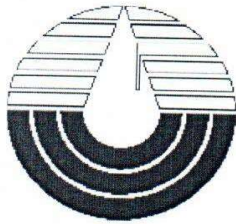
Hindi Aprobado Aprobado

Sa loob ng  
**15**  
araw ng trabaho

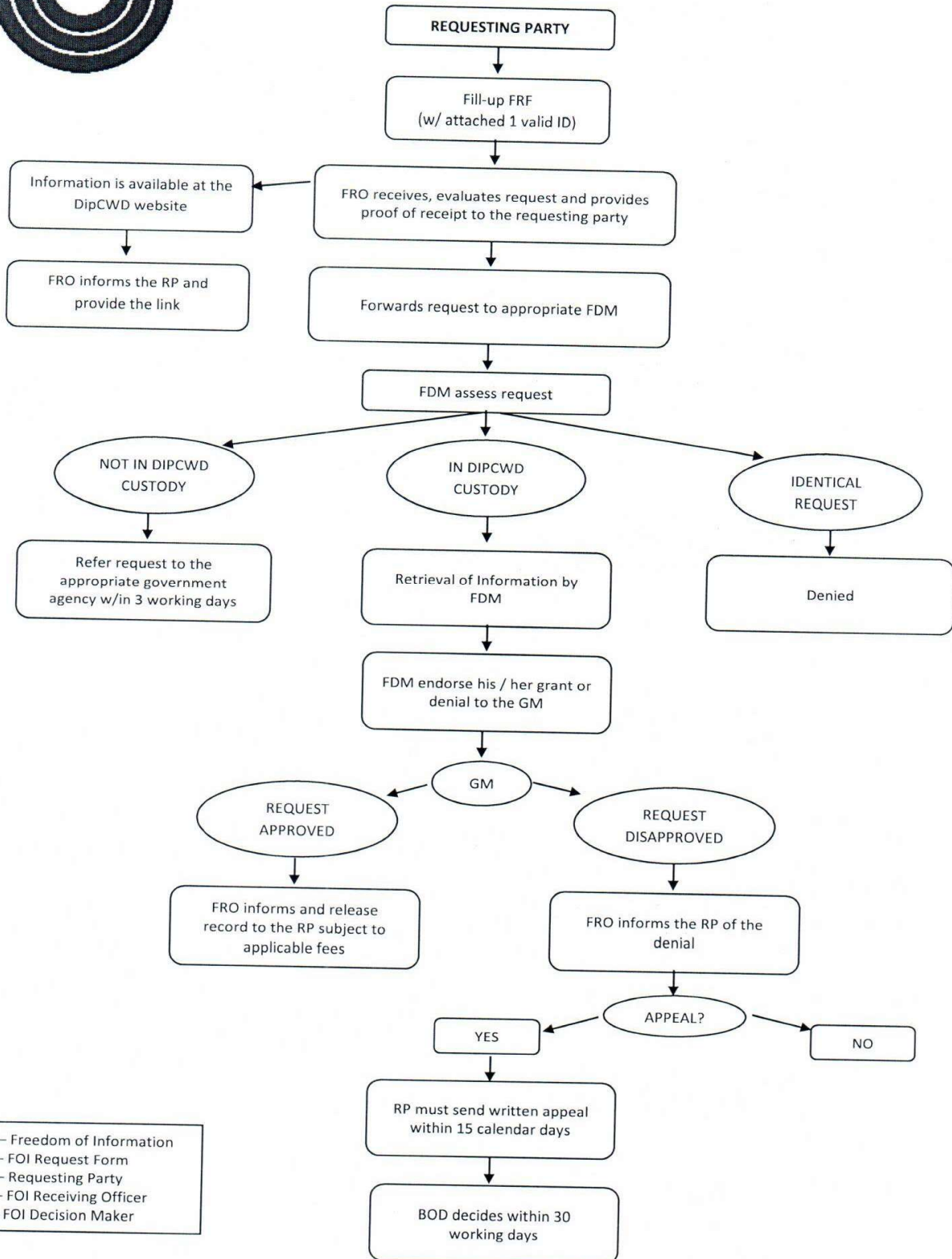
Ibabalik  
kay

## Mekanismo ng Pag-apela

Kung hindi ka nasiyahan sa naging tugon sa iyong kahilingang FOI, maaring hilingin sa amin na magsagawa ng internal review sa tugon sa pamamagitan ng pagliham sa [dipologcitywd@gmail.com](mailto:dipologcitywd@gmail.com). Kailangang ipaliwanag sa iyong hiling na review kung bakit hindi ka nasisiyahan sa tugon, at dapat na isumite ito sa loob ng 15 araw mula sa petsa ng pagkakatanggap ng liham na ito. Isasagawa namain ang review at ipapabatid sa iyo ang resulta sa loob ng 30 araw mula sa petsa ng pagkakatanggap ng iyong apela.



## FLOW CHART



## FOI REQUEST FORM

This document may be reproduced  
and is NOT FOR SALE

FOI Tracking Number:



### FREEDOM OF INFORMATION REQUEST FORM

(Pursuant to Executive Order No. 2, s. 2016)  
(as of November 2016)

Please read the following information carefully before proceeding with your application. Use blue or black ink. Write neatly and in BLOCK letters. Improper or incorrectly-filled out forms will not be acted upon. Tick or mark boxes with "X" where necessary. Note: (▲) denotes a MANDATORY field.

#### A. Requesting Party

You are required to supply your name and address for correspondence. Additional contact details will help us deal with your application and correspond with you in the manner you prefer.

1. Title <i>(e.g. Mr, Mrs, Ms, Miss)</i>	2. Given Name/s <i>(including M.I)</i>	3. Surname
_____	_____	_____
4. Complete Address <i>(Apt/House Number, Street, City/Municipality, Province)</i>		
_____		
5. Landline/Fax	6. Mobile	7. Email
_____	_____	_____
8. Preferred Mode of Communication <input type="checkbox"/> Landline <input type="checkbox"/> Mobile Number <input type="checkbox"/> Email <input type="checkbox"/> Postal Address <i>(If your request is successful, we will be sending the documents to you in this manner.)</i>		
9. Preferred Mode of Reply <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Postal Address <input type="checkbox"/> Pick-Up at Agency		
10. Type of ID Given <i>(Please ensure your IDs contain your photo and signature)</i>		
<input type="checkbox"/> Passport <input type="checkbox"/> Driver's License <input type="checkbox"/> SSS ID <input type="checkbox"/> Postal ID <input type="checkbox"/> Voter's ID <input type="checkbox"/> School ID <input type="checkbox"/> Company ID <input type="checkbox"/> Others _____		

#### B. Requested Information

11. Agency - Connecting Agency <i>(if applicable)</i>	_____
12. Title of Document/Record Requested <i>(Please be as detailed as possible)</i>	_____
13. Date or Period <i>(DD/MM/YY)</i>	_____
14. Purpose	_____
15. Document Type	_____
16. Reference Numbers <i>(if known)</i>	_____
17. Any other Relevant Information	_____

## C. Declaration

**Privacy Notice:** Once deemed valid, your information from your application will be used by the agency you have applied to, to deal with your application as set out in the Freedom of Information Executive Order No. 2. If the Department or Agency gives you access to a document, and if the document contains no personal information about you, the document will be published online in the Department's or Agency's disclosure log, along with your name and the date you applied, and, if another person, company or body will use or benefit from the documents sought, the name of that person, entity or body.

**I declare that:**

- The information provided in the form is complete and correct;
- I have read the Privacy notice;
- I have presented at least one (1) government-issued ID to establish proof of my identity

I understand that it is an offense to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application.

Signature

\_\_\_\_\_

Date Accomplished (DD/MM/YYYY)

\_\_\_\_\_

## D. FOI Receiving Officer [INTERNAL USE ONLY]

Name (Print name)

\_\_\_\_\_

Agency - Connecting Agency (if applicable, otherwise N/A)

\_\_\_\_\_

Date entered on eFOI (if applicable, otherwise N/A)

\_\_\_\_\_

Proof of ID Presented (Photocopies of original should be attached)

☐ Passport
 ☐ Driver's License
 ☐ SSS ID
 ☐ Postal ID
 ☐ Voter's ID  
☐ School ID
 ☐ Company ID
 ☐ Others \_\_\_\_\_

The request is recommended to be:

☐ Approved
 ☐ Denied

If Denied, please tick the Reason for the Denial

☐ Invalid Request
 ☐ Incomplete
 ☐ Data already available online

Second Receiving Officer Assigned (print name)

\_\_\_\_\_

Decision Maker Assigned to Application (print name)

\_\_\_\_\_

Decision on Application

☐ Successful
 ☐ Partially Successful
 ☐ Denied
 ☐ Cost

If Denied, please tick the Reason for the Denial

☐ Invalid Request
 ☐ Incomplete
 ☐ Data already available online  
☐ Exception Which Exception? \_\_\_\_\_

Date Request Finished (DD/MM/YYYY)

\_\_\_\_\_

Date Documents (if any) Sent (DD/MM/YYYY)

\_\_\_\_\_

FOI Registry Accomplished

☐ Yes
 ☐ No

RO Signature

\_\_\_\_\_

Date (DD/MM/YYYY)

\_\_\_\_\_

## FOI FREQUENTLY ASKED QUESTIONS

### 1. What is FOI?

Freedom of Information (FOI) is the government's response to the call for transparency and full public disclosure of information. FOI is a government mechanism which allows Filipino citizens to request any information about the government transactions and operations, provided that it shall not put into jeopardy privacy and matters of national security.

The FOI mechanism for the Executive Branch is enabled via Executive Order No. 2, series of 2016.

### 2. What is Executive Order No. 2, S. 2016?

Executive Order No. 2 is the enabling order for FOI. EO 2 operationalizes in the Executive Branch the People's Constitutional right to information. EO 2 also provides the State policies to full public disclosure and transparency in the public service.

EO 2 was signed on 23 July 2016. It is an important enabling mechanism to promote transparency in the government's administrative process. Through FOI, citizens are empowered to make a formal request to get information held by the government, barring certain sensitive and important data related to the nation's security. FOI complements continuing proactive information disclosure efforts where agencies are duty-bound to publish information in the spirit of openness and transparency.

### 3. Who oversees the implementation of EO 2?

The Presidential Communications Office (PCO) oversees the operation of the FOI program. PCO serves as the coordinator of all government agencies to ensure that the FOI program is properly implemented.

### 4. Who can make an FOI request?

Any Filipino citizen can make an FOI Request. As a matter of policy, requestors are required to present proof of identification.

### 5. What can I ask for under EO on FOI?

Information, official records, public records, and documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development.

### 6. What agencies can we ask for information?

An FOI request under EO 2 can be made before all government offices under the Executive Branch, including National Government Agencies (NGAs), Government Owned or Controlled Corporations (GOCCs), State Universities and Colleges (SUCs), and Local Water Districts (LWDs)

FOI requests must be sent to the specific agency of interest, to be received by its respective Receiving Officer.

### 7. How do I make an FOI request?

- a. The requestor is to fill up a request form and submit it to the agency's Receiving Officer. The Receiving Officer shall validate the request and logs it accordingly on the FOI tracker.

- b. If deemed necessary, the Receiving Officer may clarify the request on the same day it was filed, such as specifying the information requested, and providing other assistance needed by the Requestor.
- c. The request is forwarded to the Decision Maker for proper assessment. The Decision Maker shall check if the agency holds the information requested, if it is already accessible, or if the request is a repeat of any previous request.
- d. The request shall be forwarded to the officials involved to locate the requested information.
- e. Once all relevant information is retrieved, officials will check if any exemptions apply, and will recommend appropriate response to the request.
- f. If necessary, the head of the agency shall provide clearance to the response.
- g. The agency shall prepare the information for release, based on the desired format of the Requestor. It shall be sent to the Requestor depending on the receipt preference.

**8. How much does it cost to make an FOI request?**

There are no fees to make a request. But the agency may charge a reasonable fee for necessary costs, including costs of printing, reproduction and/or photocopying.

**9. What will I receive in response to an FOI request?**

You will be receiving a response either granting or denying your request.

If the request is granted, the information requested will be attached, using a format that you specified. Otherwise, the agency will explain why the request was denied.

**10. How long will it take before I get a response?**

It is mandated that all replies shall be sent fifteen (15) working days after the receipt of the request. The agency will be sending a response, informing of an extension of processing period no longer than twenty (20) working days, should the need arise.

**11. What if I never get a response?**

If the agency fails to provide a response within the required fifteen (15) working days, the Requestor may write an appeal letter to the Central Appeals and Review Committee within fifteen (15) calendar days from the lapse of required response period. The appeal shall be decided within thirty (30) working days by the Central Appeals and Review Committee.

If all administrative remedies are exhausted and no resolution is provided, requestors may file the appropriate case in the proper courts in accordance with the Rules of Court.

**12. What will happen if my request is not granted?**

If you are not satisfied with the response, the Requestor may write an appeal letter to the Central Appeals and Review Committee within fifteen (15) calendar days from the lapse of the required response period. The appeal shall be decided within thirty (30) working days by the Central Appeals and Review Committee.

If all administrative remedies are exhausted and no resolution is provided, requestors may file the appropriate case in the proper courts in accordance with the Rules of Court.

## LIST OF EXCEPTIONS

The following are the exceptions to the right of access to information, as recognized by the Constitution, existing laws, or jurisprudence:<sup>1</sup>

1. Information covered by Executive privilege;
2. Privileged information relating to national security, defense or international relations;
3. Information concerning law enforcement and protection of public and personal safety;
4. Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims of crimes, or the accused;
5. Information, documents or records known by reason of official capacity and are deemed as confidential, including those submitted or disclosed by entities to government agencies, tribunals, boards, or officers, in relation to the performance of their functions, or to inquiries or investigation conducted by them in the exercise of their administrative, regulatory or quasi-judicial powers;
6. Prejudicial premature disclosure;
7. Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged;
8. Matters considered confidential under banking and finance laws, and their amendatory laws; and
9. Other exceptions to the right to information under laws, jurisprudence, rules and regulations.

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<sup>1</sup> These exceptions only apply to governmental bodies within the control and supervision of the Executive department. Unless specifically identified, these exceptions may be invoked by all officials, officers, or employees in the Executive branch in possession of the relevant records or information.

For the implementation of the exceptions to the right of access to information, the following provide the salient details and legal bases that define the extent and application of the exceptions.<sup>2</sup>

1. Information covered by Executive privilege:
  - a. Presidential conversations, correspondences, and discussions in closed-door Cabinet meetings;<sup>3</sup> and
  - b. Matters covered by deliberative process privilege, namely:
    - i. advisory opinions, recommendations and deliberations comprising part of a process by which governmental decisions and policies are formulated; intra-agency or inter-agency recommendations or communications during the stage when common assertions are still in the process of being formulated or are in the exploratory stage; or information pertaining to the decision-making of executive officials;<sup>4</sup> and
    - ii. information, record or document comprising drafts of decisions, orders, rulings, policy decisions, memoranda, etc.;<sup>5</sup>
2. Privileged information relating to national security, defense or international relations:
  - a. Information, record, or document that must be kept secret in the interest of national defense or security;<sup>6</sup>
  - b. Diplomatic negotiations and other information required to be kept secret in the conduct of foreign affairs;<sup>7</sup> and
  - c. Patent applications, the publication of which would prejudice national security and interests;<sup>8</sup>
3. Information concerning law enforcement and protection of public and personal safety:
  - a. Investigation records compiled for law enforcement purposes or information which if written would be contained in such records, but only to the extent that the production of such records or information would –
    - i. interfere with enforcement proceedings;
    - ii. deprive a person of a right to a fair trial or an impartial adjudication;

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<sup>2</sup> As enumerated in the Memorandum from the Office of the Executive Secretary entitled, “Inventory of Exceptions to Executive Order No. 2 (s. 2016)”, dated 24 November 2016, signed by Executive Secretary Salvador C. Medialdea.

<sup>33</sup> This exception may only be invoked by the President and his close advisors. The extent of the privilege is defined by applicable jurisprudence: *Senate v. Ermita*, G.R. No. 169777, 20 April 2006, 488 SCRA 1; *Neri v. Senate Committee on Accountability of Public Officers and Investigations*, G.R. No. 180643, 4 September 2008, 564 SCRA 152; *Akbayan v. Aquino*, G.R. No. 170516, 16 July 2008, 558 SCRA 468; and *Chavez v. PCGG*, G.R. No. 130716, 9 December 1998, 299 SCRA 744.

<sup>4</sup> *Akbayan v. Aquino*, *supra*; *Chavez v. NHA*, G.R. No. 164527, 15 August 2007; and *Chavez v. PCGG*, *supra*. The privilege of invoking this exception ends when the executive agency adopts a definite proposition (*Department of Foreign Affairs v. BCA International Corp.*, G.R. No. 210858, 20 July 2016).

<sup>5</sup> Section 3(d) Rule IV, *Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees* (Rules on CCESPOE). Drafts of decisions, orders, rulings, policy decisions, memoranda, and the like, such as resolutions prepared by the investigating prosecutor prior to approval for promulgation and release to parties [*Revised Manual for Prosecutors of the Department of Justice (DOJ)*] are also covered under this category of exceptions.

<sup>6</sup> *Almonte v. Vasquez*, G.R. No. 95367, 23 May 1995, 244 SCRA 286; *Chavez v. PCGG*, *supra*; *Legaspi v. Civil Service Commission*, L-72119, 29 May 1987, 150 SCRA 530; *Chavez v. NHA*, *supra*; *Neri v. Senate*, *supra*; *Chavez v. Public Estates Authority*, G.R. No. 133250, 9 July 2002, 384 SCRA 152; and Section 3(a), Rule IV, Rules on CCESPOE. This exception generally includes matters classified under Memorandum Circular (MC) No. 78, as amended by MC No. 196 as “Top Secret,” “Secret,” “Confidential,” and “Restricted.”

<sup>7</sup> *Akbayan v. Aquino*, *supra*; Section 3(a) Rule IV, Rules on CCESPOE. This privilege may be invoked by the Department of Foreign Affairs and other government bodies involved in diplomatic negotiations.

<sup>8</sup> The applicability of this exception is determined by the Director General of the Intellectual Property Office and subject to the approval of the Secretary of the Department of Trade and Industry. Section 44.3 of the *Intellectual Property Code* (RA No. 8293, as amended by RA No. 10372).

- iii. disclose the identity of a confidential source and in the case of a record compiled by a criminal law enforcement authority in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, confidential information furnished only by the confidential source; or
  - iv. unjustifiably disclose investigative techniques and procedures;<sup>9</sup>
- b. Informer's privilege or the privilege of the Government not to disclose the identity of a person or persons who furnish information of violations of law to officers charged with the enforcement of law;<sup>10</sup>
  - c. When disclosure of information would put the life and safety of an individual in imminent danger;<sup>11</sup>
  - d. Any information given by informants leading to the recovery of car napped vehicles and apprehension of the persons charged with car napping;<sup>12</sup> and
  - e. All proceedings involving application for admission into the Witness Protection Program and the action taken thereon;<sup>13</sup>
4. Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims of crimes, or the accused. These include:
- (1) about an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;
  - (2) about an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings;
  - (3) 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
  - (4) specifically established by an executive order or an act of Congress to be kept classified.

However, personal information may be disclosed to the extent that the requested information is shown to be a matter of public concern or interest, shall not meddle with or disturb the private life or family relations of the individual<sup>14</sup> and is not prohibited by any law or regulation. Any disclosure of personal information shall be in accordance with the principles of transparency, legitimate purpose and proportionality.<sup>15</sup>

Disclosure of personal information about any individual who is or was an officer or employee of a government institution shall be allowed, provided that such information 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;

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<sup>9</sup> Section 3(f), Rule IV, Rules on CCESPOE; *Chavez v. PCGG*, *supra*. May be invoked by law enforcement agencies.

<sup>10</sup> *Akbayan v. Aquino*, *supra*; and Section 51, *Human Security Act of 2007* (RA No. 9372). May be invoked by law enforcement agencies.

<sup>11</sup> Section 3(b), Rule IV, Rules on CCESPOE.

<sup>12</sup> Section 19, *New Anti Carnapping Act of 2016* (RA No. 10883). May be invoked by law enforcement agencies.

<sup>13</sup> Section 7, *Witness Protection, Security and Benefit Act* (RA No. 6981).

<sup>14</sup> Article 26(2), *Civil Code*.

<sup>15</sup> Section 11, *Data Privacy Act of 2012*.

and (4) the name of the individual on a document prepared by the individual in the course of employment with the government;<sup>16</sup>

- a. Source of any news report or information appearing in newspapers, magazines or periodicals of general circulation obtained in confidence;<sup>17</sup> and
- b. Records of proceedings and processes deemed confidential by law for the privacy and/or protection of certain individuals, such as children, victims of crime, witnesses to a crime or rehabilitated drug offenders, including those pertaining to the following:
  - (1) records of child and family cases;<sup>18</sup>  
children in conflict with the law from initial contact until final disposition of the case;<sup>19</sup>
  - (3) a child who is a victim of any offense under the *Anti-Child Pornography Act of 2009*, including the name and personal circumstances of the child, or the child's immediate family, or any other information tending to establish the child's identity;<sup>20</sup>
  - (4) a child witness, who is a victim of a crime, an accused of a crime, or a witness to a crime, including the name, address, telephone number, school, or other identifying information of a child or an immediate family of the child;<sup>21</sup>
  - (5) cases involving violence against women and their children, including the name, address, telephone number, school, business, address, employer, or other identifying information of a victim or an immediate family member;<sup>22</sup>
  - (6) trafficked persons, including their names and personal circumstances, or any other information tending to establish the identity of the trafficked person;<sup>23</sup>
  - (7) names of victims of child abuse, exploitation or discrimination;<sup>24</sup>
  - (8) disclosure which would result in undue and sensationalized publicity of any case involving a child in conflict with the law, child abuse, or violation of anti-trafficking of persons;<sup>25</sup>
  - (9) records, documents and communications of proceedings involving domestic and inter-country adoptions, including the identity of the child, natural parents and adoptive parents;<sup>26</sup>
  - (10) names of students who committed acts of bullying or retaliation;<sup>27</sup>

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<sup>16</sup> Section 4, *Data Privacy Act of 2012*.

<sup>17</sup> *An Act to Exempt the Publisher, Editor or Reporter of any Publication from Revealing the Source of Published News or Information Obtained in Confidence* (RA No. 53), as amended by RA No. 1477. May be invoked by government newspapers.

<sup>18</sup> Section 12, *Family Courts Act of 1997* (RA Act No. 8369).

<sup>19</sup> Section 43, *Juvenile Justice and Welfare Act of 2006* (RA No. 9344).

<sup>20</sup> Section 13, *Anti-Child Pornography Act of 2009* (RA No. 9775).

<sup>21</sup> Section 31, A.M. No. 00-4-07-SC, *Re: Proposed Rule on Examination of a Child Witness*.

<sup>22</sup> Section 44, *Anti-Violence Against Women and their Children Act of 2004* (RA No. 9262); and *People v. Cabalquinto*, G.R. No. 167693, 19 September 2006.

<sup>23</sup> Section 7, *Anti-Trafficking in Persons Act of 2003* (RA No. 9208), as amended by RA No. 10364.

<sup>24</sup> Section 29, *Special Protection of Children Against Abuse, Exploitation and Discrimination Act* (RA No. 7610).

<sup>25</sup> Section 14, *Juvenile Justice and Welfare Act of 2006*; Section 7, *Anti-Trafficking in Persons Act of 2003*, as amended; and Section 29, *Special Protection of Children Against Abuse, Exploitation and Discrimination Act*.

<sup>26</sup> Section 15, *Domestic Adoption Act of 1998* (RA No. 8552) and Section 43, IRR of RA No. 8552; Sections 6 and 16(b), *Inter-Country Adoption Act of 1995* (RA No. 8043) and Sections 53, 54 and 55 of IRR of RA No. 8043.

<sup>27</sup> Section 3(h), *Anti-Bullying Act* (RA No. 10627).

- (11) first time minor (drug) offenders under suspended sentence who comply with applicable rules and regulations of the Dangerous Drugs Board and who are subsequently discharged; judicial and medical records of drug dependents under the voluntary submission program; and records of a drug dependent who was rehabilitated and discharged from treatment and rehabilitation centers under the compulsory submission program, or who was charged for violation of Section 15 (use of dangerous drugs) of the *Comprehensive Dangerous Drugs Act of 2002*, as amended; and <sup>28</sup>
- (12) identity, status and medical records of individuals with Human Immunodeficiency Virus (HIV), as well as results of HIV/Acquired Immune Deficiency Syndrome (AIDS) testing;<sup>29</sup>
5. Information, documents or records known by reason of official capacity and are deemed as confidential, including those submitted or disclosed by entities to government agencies, tribunals, boards, or officers, in relation to the performance of their functions, or to inquiries or investigation conducted by them in the exercise of their administrative, regulatory or quasi-judicial powers, such as but not limited to the following:
- a. Trade secrets, intellectual property, business, commercial, financial and other proprietary information;<sup>30</sup>
  - b. Data furnished to statistical inquiries, surveys and censuses of the Philippine Statistics Authority (PSA);<sup>31</sup>
  - c. Records and reports submitted to the Social Security System by the employer or member;<sup>32</sup>
  - d. Information gathered from HIV/AIDS contact tracing and all other related health intelligence activities;<sup>33</sup>
  - e. Confidential information submitted to the Philippine Competition Commission prohibited from disclosure by law, including the identity of the person who provided the information under condition of anonymity;<sup>34</sup>
  - f. Applications and supporting documents filed pursuant to the *Omnibus Investments Code of 1987*;<sup>35</sup>
  - g. Documents submitted through the Government Electronic Procurement System;<sup>36</sup>
  - h. Information obtained from accessing any electronic key, electronic data message, or electronic document, book, register, correspondence, information or other material pursuant to any powers conferred under the *Electronic Commerce Act of 2000*;<sup>37</sup>

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<sup>28</sup> Sections 60, 64 and 67, *Comprehensive Dangerous Drugs Act of 2002* (RA No. 9165).

<sup>29</sup> Sections 2(b), 18, 30, and 32, *Philippine AIDS Prevention and Control Act of 1998* (RA No. 8504).

<sup>30</sup> Sections 45, 106.1, and 150.2, *The Intellectual Property Code* (RA No. 8293, as amended by RA No. 10372); Section 66.2, *Securities Regulation Code* (RA No. 8799); DOST Administrative Order No. 004-16; Section 142, *The Corporation Code* (BP Blg. 68); Section 34, *Philippine Competition Act* (RA No. 10667); Sections 23 and 27 (c), *The New Central Bank Act* (RA No. 7653); *Anti-Money Laundering Act* (RA No. 9160); Section 18, *Strategic Trade Management Act* (RA No. 10697); Sections 10 and 14, *Safeguard Measures Act* (RA No. 8800); Section 12, *Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990* (RA No. 6969); Article 290, *Revised Penal Code*; Section 10.10, Rule 10, 2012 Revised IRR of *Build-Operate-Transfer Law* (RA No. 6957); and *Revised Philippine Ports Authority Manual of Corporate Governance*.

<sup>31</sup> Section 26, *Philippine Statistical Act of 2013* (RA No. 10625); and Section 4, *Commonwealth Act No. 591*. May be invoked only by the PSA.

<sup>32</sup> Section 24(c), *Social Security Act of 1997* (RA No. 1161, as amended by RA No. 8282).

<sup>33</sup> Section 29, *Philippine AIDS Prevention and Control Act of 1998* (RA No. 8504).

<sup>34</sup> Section 34, *Philippine Competition Act* (PCA), RA No. 10667 and Section 13, Rule 4 of the IRR of PCA. This exception can be invoked by the Philippine Competition Commission subject to well-defined limitations under the PCA.

<sup>35</sup> Section 81, EO No. 226 (s. 1987), as amended.

<sup>36</sup> Section 9, *Government Procurement Reform Act* (RA No. 9184).

<sup>37</sup> Section 32, *Electronic Commerce Act of 2000* (RA No. 8792).

- i. Any confidential information supplied by the contractors in mineral agreements, and financial or technical assistance agreements pursuant to the *Philippine Mining Act of 1995* and its Implementing Rules and Regulations (IRR), during the term of the project to which it relates;<sup>38</sup>
  - j. Information received by the Department of Tourism (DOT) in relation to the accreditation of accommodation establishments (such as hotels and resorts) and travel and tour agencies;<sup>39</sup>
  - k. The fact that a covered transaction report to the Anti-Money Laundering Council (AMLC) has been made, the contents thereof, or any information in relation thereto;<sup>40</sup>
  - l. Information submitted to the Tariff Commission which is by nature confidential or submitted on a confidential basis;<sup>41</sup>
  - m. Certain information and reports submitted to the Insurance Commissioner pursuant to the *Insurance Code*;<sup>42</sup>
  - n. Information on registered cultural properties owned by private individuals;<sup>43</sup>
  - o. Data submitted by a higher education institution to the Commission on Higher Education (CHED);<sup>44</sup> and
  - p. Any secret, valuable or proprietary information of a confidential character known to a public officer, or secrets of private individuals;<sup>45</sup>
6. Information of which a premature disclosure would:
  - a. in the case of a department, office or agency which agency regulates currencies, securities, commodities, or financial institutions, be likely to lead to significant financial speculation in currencies, securities, or commodities, or significantly endanger the stability of any financial institution; or
  - b. be likely or significantly frustrate implementation of a proposed official action, except such department, office or agency has already disclosed to the public the content or nature of its proposed action, or where the department, office or agency is required by law to make such disclosure on its own initiative prior to taking final official action on such proposal.<sup>46</sup>
7. Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged, including but not limited to the following:

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<sup>38</sup> Section 94(f), *Philippine Mining Act of 1995* (RA No. 7942).

<sup>39</sup> Section 1, Rule IX, DOT MC No. 2010-02 (Rules and Regulations to Govern, the Accreditation of Accommodation Establishments – Hotels, Resorts and Apartment Hotels); and Section 23, DOT MC No. 2015-06 (Revised Rules and Regulations to Govern the Accreditation of Travel and Tour Agencies).

<sup>40</sup> Section 9(c), *Anti-Money Laundering Act of 2001*, as amended. May be invoked by AMLC, government banks and its officers and employees.

<sup>41</sup> Section 10, *Safeguard Measures Act*.

<sup>42</sup> Section 297 in relation with Section 295 and Section 356, *The Insurance Code* (as amended by RA No. 10607).

<sup>43</sup> Section 14, *National Cultural Heritage Act of 2009* (RA No. 10066).

<sup>44</sup> CHED Memorandum Order No. 015-13, 28 May 2013.

<sup>45</sup> Articles 229 and 230, *Revised Penal Code*; Section 3(k), *Anti-Graft and Corrupt Practices Act* (RA No. 3019); Section 7(c), *Code of Conduct and Ethical Standards for Public Officials and Employees* (RA No. 6713); Section 7, *Exchange of Information on Tax Matters Act of 2009* (RA No. 10021); and Section 6.2, *Securities Regulation Code* (RA No. 8799).

<sup>46</sup> Section 3(g), Rule IV, Rules on CCESPOE.

- a. Mediation and domestic or international arbitration proceedings, including records, evidence and the arbitral awards, pursuant to the *Alternative Dispute Resolution Act of 2004*;<sup>47</sup>
  - b. Matters involved in an Investor-State mediation;<sup>48</sup>
  - c. Information and statements made at conciliation proceedings under the *Labor Code*;<sup>49</sup>
  - d. Arbitration proceedings before the Construction Industry Arbitration Commission (CIAC);<sup>50</sup>
  - e. Results of examinations made by the Securities and Exchange Commission (SEC) on the operations, books and records of any corporation, and all interrogatories propounded by it and the answers thereto;<sup>51</sup>
  - f. Information related to investigations which are deemed confidential under the *Securities Regulations Code*;<sup>52</sup>
  - g. All proceedings prior to the issuance of a cease and desist order against pre-need companies by the Insurance Commission;<sup>53</sup>
  - h. Information related to the assignment of the cases to the reviewing prosecutors or the undersecretaries in cases involving violations of the *Comprehensive Dangerous Drugs Act of 2002*;<sup>54</sup>
  - i. Investigation report and the supervision history of a probationer;<sup>55</sup>
  - j. Those matters classified as confidential under the *Human Security Act of 2007*;<sup>56</sup>
  - k. Preliminary investigation proceedings before the committee on decorum and investigation of government agencies;<sup>57</sup> and
  - l. Those information deemed confidential or privileged pursuant to pertinent rules and regulations issued by the Supreme Court, such as information on disbarment proceedings, DNA profiles and results, or those ordered by courts to be kept confidential;<sup>58</sup>
8. Matters considered confidential under banking and finance laws and their amendatory laws, such as:
- a. RA No. 1405 (*Law on Secrecy of Bank Deposits*);
  - b. RA No. 6426 (*Foreign Currency Deposit Act of the Philippines*) and relevant regulations;
  - c. RA No. 8791 (*The General Banking Law of 2000*);
  - d. RA No. 9160 (*Anti-Money Laundering Act of 2001*); and
  - e. RA No. 9510 (*Credit Information System Act*);

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<sup>47</sup> Sections 9, 23 and 33, *Alternative Dispute Resolution (ADR) Act of 2004* (RA No. 9285); and DOJ Circular No. 98 (s. 2009) or the IRR of the ADR Act.

<sup>48</sup> Article 10, International Bar Association Rules for Investor-State Mediation.

<sup>49</sup> Article 237, *Labor Code*.

<sup>50</sup> Section 7.1, Rule 7, CIAC Revised Rules of Procedure Governing Construction Arbitration.

<sup>51</sup> Section 142, *Corporation Code*. May be invoked by the SEC and any other official authorized by law to make such examination.

<sup>52</sup> Sections 13.4, 15.4, 29.2 (b), and 64.2 of the *Securities Regulation Code*.

<sup>53</sup> Section 53(b)(1) of the *Pre-Need Code of the Philippines*. The confidentiality of the proceedings is lifted after the issuance of the cease and desist order.

<sup>54</sup> DOJ Department Circular No. 006-16 (No. 6), 10 February 2016.

<sup>55</sup> Section 17, *Probation Law of 1976* [PD No. 968 (s.1976)].

<sup>56</sup> Sections 9, 13, 14, 29, 33 and 34, *Human Security Act of 2007* (RA No. 9372).

<sup>57</sup> Section 14, Civil Service Commission Resolution No. 01-0940.

<sup>58</sup> Section 18, Rule 139-B and Section 24, Rule 130 of the Rules of Court; and Section 11 of the Rule on DNA Evidence, A.M. No. 06-11-5-SC.

9. Other exceptions to the right to information under laws, jurisprudence, rules and regulations, such as:
- a. Those deemed confidential pursuant to treaties, executive agreements, other international agreements, or international proceedings, such as:
    - (1) When the disclosure would prejudice legitimate commercial interest or competitive position of investor-states pursuant to investment agreements;<sup>59</sup>
    - (2) Those deemed confidential or protected information pursuant to United Nations Commission on International Trade Law Rules on Transparency in Treaty-based Investor-State Arbitration and Arbitration Rules (UNCITRAL Transparency Rules);<sup>60</sup> and
    - (3) Refugee proceedings and documents under the *1951 Convention Relating to the Status of Refugees*, as implemented by DOJ Circular No. 58 (s. 2012);
  - b. Testimony from a government official, unless pursuant to a court or legal order;<sup>61</sup>
  - c. When the purpose for the request of Statement of Assets, Liabilities and Net Worth is any of the following:
    - (1) any purpose contrary to morals or public policy; or
    - (2) any commercial purpose other than by news and communications media for dissemination to the general public;<sup>62</sup>
  - d. Lists, abstracts, summaries of information requested when such lists, abstracts or summaries are not part of the duties of the government office requested;<sup>63</sup>
  - e. Those information and proceedings deemed confidential under rules and regulations issued by relevant government agencies or as decided by the courts;<sup>64</sup>
  - f. Requested information pertains to comments and disclosures on pending cases in judicial proceedings;<sup>65</sup> and
  - g. Attorney-client privilege existing between government lawyers and their client.<sup>66</sup>

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<sup>59</sup> Examples: Article 20 (2), ASEAN Comprehensive Investment Agreement; Article 15 (2) Agreement on Investment under the Framework Agreement on the Comprehensive Economic Cooperation between the ASEAN and the Republic of India; and Article 15 (2) of the Agreement on Investment under the Framework Agreement on the Comprehensive Economic Cooperation among the Government of the Member Countries of the ASEAN and the Republic of Korea.

<sup>60</sup> Article 7, UNCITRAL Transparency Rules.

<sup>61</sup> *Senate v. Neri, supra*; *Senate v. Ermita, supra*.

<sup>62</sup> Section 8(D), *Code of Conduct and Ethical Standards for Public Officials and Employees*.

<sup>63</sup> *Belgica v. Ochoa*, G.R. No. 208566, 19 November 2013; and *Valmonte v. Belmonte Jr.*, G.R. No. 74930, 13 February 1989, 252 Phil. 264.

<sup>64</sup> Examples: 2012 Guidelines and Procedures in the Investigation and Monitoring of Human Rights Violations and Abuses and the Provision of CHR Assistance; Government Service Insurance System's Rules of Procedure of the Committee on Claims; National Labor Relations Commission Resolution No. 01-02, Amending Certain Provisions of the New Rules of Procedure of the National Labor Relations Commission, 08 March 2002; Department of Agrarian Reform MC No. 07-11, 19 July 2011; Department of Social Welfare and Development MC No. 021-12, 16 October 2012; and Section 42, *Investment Company Act* (RA No. 2629); When the information requested is not a matter of public concern or interest as decided in *Hilado v. Judge Amor A. Reyes*, G.R. No. 163155, 21 July 2006.

<sup>65</sup> *Romero v. Guerson*, G.R. No. 211816, 18 March 2015.

<sup>66</sup> Canon 21 of the *Code of Professional Responsibility*.

**FOI RESPONSE TEMPLATE - DOCUMENT ENCLOSED**

DATE

Dear \_\_\_\_\_,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

**Your request**

You asked for <quote request exactly, unless it is too long/complicated>.

**Response to your request**

Your FOI request is approved. I enclose a copy of [some/most/all]\* of the information you requested [in the format you asked for]

Thank you.

Respectfully,

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**FOI Receiving Officer**

## FOI RESPONSE TEMPLATE - ANSWER

DATE

Dear \_\_\_\_\_,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

### **Your request**

You asked for <quote request exactly, unless it is too long/complicated>.

### **Response to your request**

Your FOI request is approved. The answer to your request is <insert answer>

Thank you.

Respectfully,

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**FOI Receiving Officer**

## FOI RESPONSE TEMPLATE - DOCUMENT AVAILABLE ONLINE

DATE

Dear \_\_\_\_\_,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

### **Your request**

You asked for <quote request exactly, unless it is too long/complicated>.

### **Response to your request**

[Some/Most/All] of the information you have requested is already available online from <add details of where that specific information can be obtained e.g. data.gov.ph, foi.gov.ph or other government websites>.

### **Your right to request a review**

If you are unhappy with this response to your FOI request, you may make an appeal by writing to <insert name of Official> at <insert email and address>. Your appeal should explain why you are dissatisfied with this response, and should be made within 15 calendar days from the date when you received this letter. We will complete the review and tell you the result within 30 workings days from the date when we receive your appeal.

Thank you.

Respectfully,

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**FOI Receiving Officer**

**FOI RESPONSE TEMPLATE - DOCUMENT NOT AVAILABLE**

DATE

Dear \_\_\_\_\_,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

**Your request**

You asked for <quote request exactly, unless it is too long/complicated>.

**Response to your request**

While our aim is to provide information whenever possible, in this instance this Office does not have [some of]\* the information you have requested. However, you may wish to contact <insert name of other authority/organization> at<insert contact details. Who may be able to help you. The reasons why we do not have the information are explained in the Annex to this letter.

**Your right to request a review**

If you are unhappy with this response to your FOI request, you may make an appeal by writing to <insert name of Official> at <insert email and address>. Your appeal should explain why you are dissatisfied with this response, and should be made within 15 calendar days from the date when you received this letter. We will complete the review and tell you the result within 30 working days from the date when we receive your appeal.

Thank you.

Respectfully,

---

**FOI Receiving Officer**

## FOI RESPONSE TEMPLATE – UNDER EXCEPTIONS

DATE

Dear \_\_\_\_\_,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

### **Your request**

You asked for <quote request exactly, unless it is too long/complicated>.

### **Response to your request**

While our aim is to provide information whenever possible, in this instance we are unable to provide [some of]\* the information you have requested because an exception(s) under section(s) <insert specific section number(s) of the List of Exceptions applies to that information>. The reasons why that exemption(s) applies are explained in the Annex to this letter.

### **Your right to request a review**

If you are unhappy with this response to your FOI request, you may make an appeal by writing to <insert name of Official> at <insert email and address>. Your appeal should explain why you are dissatisfied with this response, and should be made within 15 calendar days from the date when you received this letter. We will complete the review and tell you the result within 30 workings days from the date when we receive your appeal.

Thank you.

Respectfully,

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**FOI Receiving Officer**

**FOI RESPONSE TEMPLATE – IDENTICAL REQUEST**

DATE

Dear \_\_\_\_\_,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

**Your request**

You asked for <quote request exactly, unless it is too long/complicated>.

**Response to your request**

While our aim is to provide information whenever possible, in this instance we are unable to provide the information you have requested because it is substantially similar or identical to a previous request that you made on <insert date of previous request>, which we responded to on <insert date of response>.

**Your right to request a review**

If you are unhappy with this response to your FOI request, you may make an appeal by writing to <insert name of Official> at <insert email and address>. Your appeal should explain why you are dissatisfied with this response, and should be made within 15 calendar days from the date when you received this letter. We will complete the review and tell you the result within 30 workings days from the date when we receive your appeal.

Thank you.

Respectfully,

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**FOI Receiving Officer**

**EXECUTIVE ORDER NO. 2, SERIES OF 2016**



**MALACAÑAN PALACE**  
**MANILA**

**BY THE PRESIDENT OF THE PHILIPPINES**

**EXECUTIVE ORDER NO. 02**

**OPERATIONALIZING IN THE EXECUTIVE BRANCH THE PEOPLE'S  
CONSTITUTIONAL RIGHT TO INFORMATION AND THE STATE  
POLICIES OF FULL PUBLIC DISCLOSURE AND TRANSPARENCY  
IN THE PUBLIC SERVICE AND PROVIDING GUIDELINES  
THEREFOR**

**WHEREAS**, pursuant to Section 28, Article II of the 1987 Constitution, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law;

**WHEREAS**, Section 7, Article III of the Constitution guarantees the right of the people to information on matters of public concern;

**WHEREAS**, the incorporation of this right in the Constitution is a recognition of the fundamental role of free and open exchange of information in a democracy, meant to enhance transparency and accountability in government official acts, transactions, or decisions;

**WHEREAS**, the Executive Branch recognizes the urgent need to operationalize these Constitutional provisions;

**WHEREAS**, the President, under Section 17, Article VII of the Constitution, has control over all executive departments, bureaus and offices, and the duty to ensure that the laws be faithfully executed;

**WHEREAS**, the Data Privacy Act of 2012 (R.A. 10173), including its Implementing Rules and Regulations, strengthens the fundamental human right of privacy and of communication while ensuring the free flow of information to promote innovation and growth;

**NOW, THEREFORE, I, RODRIGO ROA DUTERTE**, President of the Philippines, by virtue of the powers vested in me by the Constitution and existing laws, do hereby order:

**THE PRESIDENT OF THE PHILIPPINES**

**SECTION 1. Definition.** For the purpose of this Executive Order, the following terms shall mean:

- (a) "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 recordings, magnetic or other tapes, electronic data, computer-stored data, or 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 any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.
- (b) "Official record/records" shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.
- (c) "Public record/records" shall include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.

**SECTION 2. Coverage.** This order shall cover all government offices under the Executive Branch, including but not limited to the national government and all its offices, departments, bureaus, and instrumentalities, including government-owned or -controlled corporations, and state universities and colleges. Local government units (LGUs) are enjoined to observe and be guided by this Order.

**SECTION 3. Access to Information.** Every Filipino shall have access to information, official records, public records, and documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development.

**SECTION 4. Exception.** Access to information shall be denied when the information falls under any of the exceptions enshrined in the Constitution, existing laws or jurisprudence.

The Department of Justice and the Office of the Solicitor General are hereby directed to prepare an inventory of such exceptions and submit the same to the Office of the President within thirty (30) calendar days from the date of effectivity of this Order.

The Office of the President shall thereafter immediately circularize the inventory of exceptions for the guidance of all government offices and instrumentalities covered by this Order and the general public.

Said inventory of exceptions shall periodically be updated to properly reflect any change in existing law and jurisprudence and the Department of Justice and the Office of the Solicitor General are directed to update the inventory of exceptions as

the need to do so arises, for circularization as hereinabove stated.

**SECTION 5. Availability of SALN.** Subject to the provisions contained in Sections 3 and 4 of this Order, all public officials are reminded of their obligation to file and make available for scrutiny their Statements of Assets, Liabilities and Net Worth (SALN) in accordance with existing laws, rules and regulations, and the spirit and letter of this Order.

**SECTION 6. Application and Interpretation.** There shall be a legal presumption in favor of access to information, public records and official records. No request for information shall be denied unless it clearly falls under any of the exceptions listed in the inventory or updated inventory of exceptions circularized by the Office of the President as provided in Section 4 hereof.

The determination of the applicability of any of the exceptions to the request shall be the responsibility of the Head of the Office which has custody or control of the information, public record or official record, or of the responsible central or field officer duly designated by him in writing.

In making such determination, the Head of the Office or his designated officer shall exercise reasonable diligence to ensure that no exception shall be used or availed of to deny any request for information or access to public records or official records if the denial is intended primarily and purposely to cover up a crime, wrongdoing, graft or corruption.

**SECTION 7. Protection of Privacy.** While providing access to information, public records, and official records, responsible officials shall afford full protection to an individual's right to privacy as follows:

- (a) Each government office per Section 2 hereof shall ensure that personal information in its custody or under its control is disclosed or released only if it is material or relevant to the subject matter of the request and its disclosure is permissible under this Order or existing laws, rules or regulations;
- (b) Each government office must protect personal information in its custody or control by making reasonable security arrangements against leaks or premature disclosure of personal information which unduly exposes the individual whose personal information is requested to vilification, harassment, or any other wrongful acts; and
- (c) Any employee or official of a government office per Section 2 hereof who has access, authorized or unauthorized, to personal information in the custody of the office must not disclose that information except when authorized under this Order or pursuant to existing laws, rules or regulations.

**SECTION 8. People's Freedom of Information (FOI) Manual.** For the effective implementation of this Order, every government office is directed to prepare within one hundred twenty (120) calendar days from the effectivity of this Order, its

own People's FOI Manual, which shall include, among others, the following information:

- (a) The location and contact information of the head, regional, provincial, and field offices, and other established places where the public can submit requests to obtain information;
- (b) The person or officer responsible for receiving requests for information;
- (c) The procedure for the filing and processing of the request, as provided in the succeeding Section 9 of this Order;
- (d) The standard forms for the submission of requests and for the proper acknowledgment of such requests;
- (e) The process for the disposition of requests;
- (f) The procedure for administrative appeal of any denial of request for access to information; and
- (g) The schedule of applicable fees.

**SECTION 9. Procedure.** The following procedure shall govern the filing and processing of requests for access to information:

- (a) Any person who requests access to information shall submit a written request to the government office concerned. The request shall state the name and contact information of the requesting party, provide valid proof of his identification or authorization, reasonably describe the information requested, and the reason for, or purpose of, the request for information: *Provided*, that no request shall be denied or refused acceptance unless the reason for the request is contrary to law, existing rules and regulations, or it is one of the exceptions contained in the inventory of exceptions as hereinabove provided.
- (b) The public official receiving the request shall provide reasonable assistance, free of charge, to enable all requesting parties, particularly those with special needs, to comply with the request requirements under this Section.
- (c) The request shall be stamped by the government office, indicating the date and time of receipt and the name, rank, title or position of the receiving public officer or employee with the corresponding signature, and a copy thereof furnished to the requesting party. Each government office shall establish a system to trace the status of all requests for information received by it.
- (d) The government office shall respond to a request fully compliant with the requirements of sub-section (a) hereof as soon as practicable but not exceeding fifteen (15) working days from the receipt thereof. The response mentioned above refers to the decision of the office concerned to grant or deny access to the information requested.
- (e) The period to respond may be extended whenever the information requested requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous events or other analogous cases. The government office shall

notify the person making the request of such extension, setting forth the reasons for the extension. In no case shall the extension go beyond twenty (20) working days counted from the end of the original period, unless exceptional circumstances warrant a longer period.

- (f) Once a decision is made to grant the request, the person making the request shall be notified of such decision and directed to pay any applicable fees.

**SECTION 10. Fees.** Government offices shall not charge any fee for accepting requests for access to information. They may, however, charge a reasonable fee to reimburse necessary costs, including actual costs of reproduction and copying of the information requested, subject to existing rules and regulations. In no case shall the applicable fees be so onerous as to defeat the purpose of this Order.

**SECTION 11. Identical or Substantially Similar Requests.** The government office shall not be required to act upon an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the same government office.

**SECTION 12. Notice of Denial.** If the government office decides to deny the request wholly or partially, it shall, as soon as practicable and within fifteen (15) working days from the receipt of the request, 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 for access to information.

**SECTION 13. Remedies in Case of Denial of Request for Access to Information.** A person whose request for access to information has been denied may avail himself of the remedies set forth below:

- (a) Denial of any request for access to information may be appealed to the person or office next higher in authority, following the procedure mentioned in Section 8 (f) of this Order; Provided, that the written appeal must be filed by the same person making the request within fifteen (15) calendar days from the notice of denial or from the lapse of the relevant period to respond to the request.
- (b) The appeal shall be decided by the person or office next higher in authority within thirty (30) working days from the filing of said written appeal. Failure of such person or office to decide within the afore-stated period shall be deemed a denial of the appeal.
- (c) Upon exhaustion of administrative appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

**SECTION 14. Keeping of Records.** Subject to existing laws, rules, and regulations, government offices shall create and/or maintain accurate and reasonably complete records of important information in appropriate formats, and implement a

records management system that facilitates easy identification, retrieval and communication of information to the public.

**SECTION 15. Administrative Liability.** Failure to comply with the provisions of this Order may be a ground for administrative and disciplinary sanctions against any erring public officer or employee as provided under existing laws or regulations.

**SECTION 16. Implementing Details.** All government offices in the Executive Branch are directed to formulate their respective implementing details taking into consideration their mandates and the nature of information in their custody or control, within one hundred twenty (120) days from the effectivity of this Order.

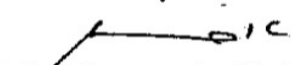
**SECTION 17. Separability Clause.** If any section or part of this Order is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force and effect.

**SECTION 18. Repealing Clause.** All orders, rules and regulations, issuances or any part thereof inconsistent with the provisions of this Executive Order are hereby repealed, amended or modified accordingly; *Provided*, that the provisions of Memorandum Circular No. 78 (s. 1964), as amended, shall not be deemed repealed pending further review.

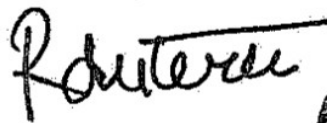
**SECTION 19. Effectivity.** This Order shall take effect immediately upon publication in a newspaper of general circulation.

Done, in the City of Manila, this 23rd day of July in the year of our Lord Two Thousand and Sixteen.

By the President:


  
SALVADOR C. MEDIALDEA  
Executive Secretary







CERTIFIED COPY:

  
MARIANITO M. DIMAANDAI  
DIRECTOR IV  
MALACARANG RECORDS OFFICE

**FOI MEMORANDUM CIRCULAR NO. 1 S 2020**



REPUBLIC OF THE PHILIPPINES  
**PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE**  
*Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon*  
Malacañang, Manila

FOI - MC No. 01, s. 2020

**FREEDOM OF INFORMATION  
MEMORANDUM CIRCULAR**

FOR : **ALL GOVERNMENT OFFICES UNDER THE EXECUTIVE BRANCH, INCLUDING BUT NOT LIMITED TO THE NATIONAL GOVERNMENT AND ALL ITS OFFICES, DEPARTMENTS, BUREAUS, OFFICES, AND INSTRUMENTALITIES, INCLUDING GOVERNMENT-OWNED OR – CONTROLLED CORPORATIONS, AND STATE UNIVERSITIES AND COLLEGES**

SUBJECT : **DEVELOPMENT OF A ONE-PAGE FOI MANUAL**

DATE : **22 APRIL 2020**

**WHEREAS**, Executive Order (EO) No. 02, s. 2016 was issued by President Rodrigo R. Duterte on 23 July 2016 to operationalize the Constitutional right to information in the Executive Branch;

**WHEREAS**, Sections 8 and 16 of EO No. 2, s. 2016 instructed all government offices under the Executive Branch to prepare their respective People's Freedom of Information (FOI) Manual and Implementing Details (Agency FOI Manual) within 120 days upon the effectivity of the said EO;

**WHEREAS**, Memorandum Order (M.O.) No. 10, s. 2016 designated the Presidential Communications Operations Office (PCOO) as the lead agency in the implementation of EO No. 2, s. 2016, and all other FOI programs and initiatives including electronic FOI;

**WHEREAS**, PCOO Department Order No. 018, s. 2017 created the FOI Project Management Office (FOI-PMO) under the PCOO that will exercise the mandate of M.O. No. 10, s. 2016 pursuant to EO No. 02, s. 2016;

**WHEREAS**, PCOO Department Order No. 018, s. 2017, the FOI-PMO shall: (1) oversee the implementation of all FOI programs of all government agencies in the Executive Branch, including the conduct of review and assessments of past and existing local and international issues, policies, and programs related to the FOI; (2) develop, conduct, and evaluate programs and mechanisms to increase awareness on the FOI program for stakeholders; and (3) monitor and evaluate compliance of all government agencies of the Executive Branch, including development of policies and issuances on submissions of necessary documents for FOI compliance;

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New Executive Building Jose P. Laurel St. San Miguel, Manila, Philippines

**WHEREAS**, the FOI-PMO devises mechanisms and strategies to facilitate efficient standard request for government information;

**WHEREAS**, the FOI-PMO aims to effectively inform the public on the FOI request process through a development of an easily comprehensible communications material. Hence, the FOI-PMO recommends to all agencies implementing the FOI Program to produce an abridged Freedom of Information (FOI) Manual to make it more accessible to the citizens; or to create a shorter reference version of the manual;

**NOW, THEREFORE**, in consideration of the foregoing, all agencies under the Executive Branch are recommended to produce an abridged version (One-page FOI Manual) of the FOI Manual based on the template attached to this Memorandum Circular and made integral part hereof.

**Section 1. Content.** The Agency's One-page Manual shall include the following information:


Name of Agency:  
Address:  
FOI Receiving Officer:  
Contact Details:  
Basic Procedures:  
Appeals Mechanism:

**Section 2. Production, Posting and Dissemination.** The One-page Manual (Letter or A4 size) is recommended to be produced regularly and made available to the public in every physical office. Likewise, it is advised to produce an A3 (11.7 x 16.5 in) sized poster, to be posted in conspicuous places within the agency.

**Section 3. Contact.** For questions and/or clarifications, please contact Ms. Deniel Angelou G. Echevarria at telephone numbers 02-8-711-9935 or 02-8-588-0691 or email at [foi.pco@gmail.com](mailto:foi.pco@gmail.com).

**Section 4. Effectivity.** This Circular shall take effect immediately.

**Section 5. Compliance.** For your guidance and compliance.



**JOSE RUPERTO MARTIN M. ANDANAR**  
Secretary and FOI Champion

## SAMPLE FOI ONE PAGE MANUAL

### Freedom of Information Program

Agency: **PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE**

Receiving Officer: Ms. Ma. Danica Orcullo

Designation: Project Development Officer

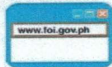
Office: Office of the Assistant Secretary for Policy and Special Concerns

Receiving Office: FOI-Project Management Office, Unit 103, BFB Bldg,  
1575 J.P. Laurel St. cor. Matienza St., San Miguel Manila

Contact Nos: (8) 588-0691 Email: [foi@pco.gov.ph](mailto:foi@pco.gov.ph)

#### Step 1

Go to  
[www.foi.gov.ph](http://www.foi.gov.ph)  
to your browser's  
home address.



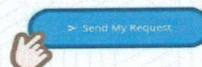
#### Step 3

Once logged-in, you will be  
directed to your Dashboard.  
The Dashboard contains all  
the requests done by the  
account owner.



#### Step 5

You will now be directed to  
the Make a Request Page.  
Accomplish all fields then  
click Send My Request.



#### Step 7

The agency will prepare  
the information for release,  
based on your desired format.  
It will be sent to you depending  
on the receipt of preference.



#### Step 2

Click the Sign Up button  
and provide all the required  
fields. Attach a valid ID to  
create an account.



#### Step 4

Click the Make a Request  
button then select the  
name of the agency you  
wish to ask.



#### Step 6

The agency will evaluate your  
request and will notify you  
within 15 working days.



### Mode of request

#### Standard Request



Submit request  
form with ID  
and other  
necessary  
documents

or

#### eFOI Request



Lodge a request  
through the  
eFOI Portal  
([foi.gov.ph](http://foi.gov.ph))

#### FOI Appeals

If you are not satisfied with the response to your FOI request, you may ask us to carry out an internal review of the response by writing to [foi@pco.gov.ph](mailto:foi@pco.gov.ph). Your review request should explain why you are dissatisfied with the response, and should be made within 15 calendar days from the date when you received this letter. We will complete the review and tell you the result within 30 calendar days from the date when we receive your appeal.



**FREEDOM OF INFORMATION  
PHILIPPINES**

Be **informed**. Be **engaged**. Know your government better.