



Early Childhood Care and Development Council

Freedom of Information Manual

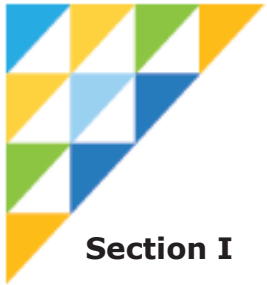
Updated March 2022

www.eccdcouncil.gov.ph

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Section I : OVERVIEW

- A. **Purpose** – Article 28 in Article II of the 1987 Constitution provides that, “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”. It further provides in Section 7 of Article III guarantees the right of the people to information on matters of public concern. This was operationalized by E.O. No. 2 and directs all offices to develop implementing guidelines and manual.

The purpose of the People’s Freedom of Information (FOI) Manual is to establish a standard procedure and provide a reference material to the public as well as the staff and personnel of the Early Childhood Care and Development (ECCD) Council on the processing of requests for information/data in consonance with Executive Order (E.O.) No. 2 (See **Annex “A”** for Executive Order No. 2 (S. 2016)).

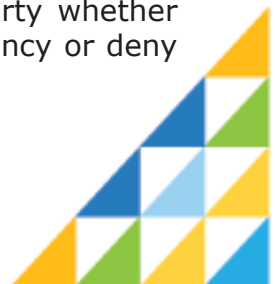
- B. **Structure of the Manual** – The FOI Manual shall set the rules and regulations to be followed by ECCDC staff and personnel upon receipt of request from any individual/groups. The Executive Director shall be responsible in carrying out actions of this Manual and may delegate this responsibility to any unit/division head.
- C. **Coverage of the Manual** – The Manual shall cover all requests for information directed at the ECCD Council or any of its Offices, as follows:
1. Policy and Programs Division;
 2. Finance and Administrative Division;
 3. National Child Development Center (NCDC) Project Unit,
 4. Information Communication and Advocacy (IECA), and;
 5. Information and Communication Technology (ICT) Unit.
- D. **Records Officer (RO)** – The Administrative Unit shall serve as the focal unit of the ECCD Council in charge of implementing the guidelines set forth in this Manual. The Chief Administrative Officer (CAO) shall recommend for approval of the Executive Director a RO from among his/her subordinates in a concurrent capacity, with their existing terms of reference.

The RO shall be at the ECCD Council Headquarters with principal address at the 4th Floor Belvedere Tower, San Miguel Avenue, Ortigas Center Pasig City and may be contacted through the following information:

Tel. No.: (02) 8571 4615 | (02) 8571 6590 | (02) 8571 6833 | (02) 8571 8041

Email Address: comms@eccdcouncil.gov.ph

The function of the RO shall include receiving all requests for information and forwarding the same to the appropriate office which has custody of the said information, monitor all FOI requests and appeals, provide assistance to the decision maker, staff/personnel and public regarding FOI, compile statistical information as required and conduct initial evaluation of the request and advise the requesting party whether the request will need further evaluation, referral to the appropriate agency or deny the request based on:





- a. That the request form is incomplete; or
- b. That the information is already disclosed in the ECCD Council's Official Website, eccdcouncil.gov.ph.

- E. FOI Decision Maker** – The CAO in coordination with the head of the ICT Unit shall be the co-decision makers who shall make an initial screening of the request and decide whether to grant or deny the request based on the following:
- a. The ECCD Council 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 to FOI (See **Annex "B"** for the List of Exceptions); 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 ECCD Council.

Moreover, they will determine the fees for its reproduction.

- F. Creation of an Appeals and Review Committee** – There shall be created an Appeals and Review Committee to be chaired by the CAO. The Committee shall be composed of the ICT Head, and representatives from each Unit/Division designated by the Executive Director. The Committee shall review and analyze the grant or denial of requests and advise the Executive Director on basis of decision.
- G. Approval and Denial of Request to Information** – The Executive Director shall approve and deny all appeals emanating from denial of requests for information, with recommendation from the Appeals and Review Committee. In instances when the Executive Director is on official leave, such authority may be delegated to the Officer in Charge, or any of the Unit Heads.

Section II : PROTECTION OF PRIVACY

While providing access to information, the ECCD Council shall afford full protection to a person's right to privacy, as follows:

- a. The ECCD Council 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 ECCD Council shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure;
- c. the RO or any employee or official who has access, whether authorized or unauthorized, to personal information in the custody of the ECCD Council, shall not disclose that information except as authorized by existing laws.



Section III : DEFINITION OF TERMS

- 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 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.
- B. **FOI.gov.ph** – The website that serves as the government’s comprehensive FOI website for all information on the FOI. Among many others features, the 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.
- C. **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 interests, 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.
- D. **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.
- E. **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.
- F. **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.
- G. **Information for Disclosure** – These are information which promotes general awareness on the policies, programs, and activities of the ECCDC. This includes the vision, and mission as well as the operations of the Agency which shall readily be available on the website. Simply put, these are information which may be accessed without request.
- H. **Confidential Information or Exceptions** – shall refer to information which may undermine public interest, and the privacy and integrity of personal information. This shall include the following:

1. Information affecting the reputation of public officials, employees, or individuals working in the ECCD Council;
2. Information that may endanger public officials, employees, or individuals engaged with the ECCD Council;
3. Documents/communications/directives pertaining to operations of the ECCD Council the development/formulation of which is still ongoing;
4. Information for general disclosure, but not yet completed or contingent upon accomplishment of an activity.
5. The following information which are deemed exemptions as issued by the Department of Justice:
 - a. Information covered by executive privilege;
 - b. Matters involving national security, defense and international relations;
 - c. Information on law enforcement and protection of public and personal safety;
 - d. Matters deemed confidential for the protection of the privacy and certain individuals such as minors, victims of crimes or the accused.
 - e. Information, documents, or records deemed as confidential; prejudicial, premature disclosure; records of proceedings or information from proceedings regarded as confidential or privileged;
 - f. Matters considered confidential under banking and finance laws and their amendatory laws;
 - g. and other exceptions to the right to information under laws, jurisprudence, and rules and regulations.

Section IV : GUIDELINES

- A. **Form of Request** - Individuals who are requesting information to the ECCD Council shall submit the same in written form. (See **Annex "C"** for request form).
- B. **Exemptions to Requests for Information** - 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 or updated inventory of exception. (See **Annex "B"** for the List of Exceptions)
- C. **Responsibilities of the Administrative Unit** - The Administrative Unit, as lead unit in the operationalization of this Manual shall be responsible for the following:
 1. Receipt of the said request stamped by the government office, indicating the date and time of receipt and the name, rank, title and position of the receiving public officer or employee with the corresponding signature, and a copy thereof furnished to the requesting party.
 2. Establish a system to trace the status of all requests for information received by it.
 3. Provide reasonable assistance, free of charge, to enable all requesting parties and particularly those with special needs, to comply with the request requirements

under this Section.

- D. **Mandatory Response Time** - The ECCD Council shall respond to requests, which are compliant with the requirements of sub-section A of Section III as soon as practicable but not exceeding fifteen (15) working days from the receipt thereof.
- E. **Extension of 15 Day Mandatory Response** - The period to respond may be extended whenever the information requested requires extensive search of the ECCDC's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days 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 as determined by appropriate ECCDC Unit.

Section V : PROCEDURE ON GRANTING/DENIAL OF REQUEST

- A. Upon receipt of request by designated RO in the Administrative Unit, the same shall be forwarded to the CAO. The CAO with the ICT Head shall make an initial evaluation based on the following:
 - 1. Whether it is available in the Administrative/ICT Unit
 - 2. Whether the information requested has already been disclosed and is made available in the agency website
 - 3. Whether the information requested is available in a different government office
 - 4. Whether or not the information requested is for public consumption
 - 5. Whether the same falls in the exemptions issued by the Department of Justice (DOJ)
- B. If requested information does not fall within the exemptions provided by the DOJ, and authorized to be made public, the CAO shall instruct the RO to search for electronic copies of it in their database. Should there be none, the CAO shall assess which Unit/Division in the ECCD Council has custody of the copy and forward the request to the appropriate Unit/Division.
- C. The Unit/Division shall furnish said copies and forward the same to the Appeals and Review Committee for evaluation and/or endorsement.
- D. If the request is approved, the RO or person/unit in the possession of the requested information shall have the documents certified as true copies. Moreover, the CAO shall sign the request form indication his/her approval. A formal communication shall be made as cover letter. The RO shall then release the copies of the requested information.

- E. Should the request be deemed within the exemptions issued by the DOJ, the CAO with the Appeals and Review Committee members shall deny the request and indicate the reasons for its denial. In instances when the requesting party makes an appeal, the following guidelines, in adherence to E.O. No. 2 shall govern the appeals process:
1. Denial of any request for access to information may be appealed to the person or office next higher in the authority, following the procedure mentioned in this Manual. Provided, that the written appeal must be filed by the same person making the request within fifteen (15) working days from the notice of denial or from the lapse of the relevant period to respond to the request.
 2. The appeal be decided by the person or office next higher in authority, in consultation with the Appeals and Review Committee, 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.
 3. Upon exhaustion of administrative appeal remedies, the requesting party may file the appropriate case in the proper courts in accordance with the Rules of Court.

Section VI : REQUEST TRACKING

The Council shall establish a system to track the status of all requests for information received, which may be paper based, online or both. It shall be the responsibility of the RO to collate and consolidate the following information.


Status	Meaning
Accepted	Request has been validated and verified by the RO and has been forwarded to the Chief Administrative Officer (CAO)
Awaiting Clarification	Request has incomplete details and has been returned to the requesting party
Processing	Request has been received by the CAO and is now being processed by the agency
Extension	The agency requires extension to further work on the request
Successful: Information has been disclosed	Request has been processed and information requested has been disclosed
Successful: Information already available online	Request has been disclosed via the website and/or the agency's social media pages
Successful: Request has already been addressed	Requested information has already been requested before through the eFOI portal

Partially successful	Out of several queries in one FOI Request, only a number of these information has been disclosed
Denied: Information under Exceptions List	Requested information is included or is under the scope of the categories of the Exceptions List
Denied: Wrong Agency	Requested information is not with the agency and/or another agency holds the information
Closed	Request which has been returned to the requesting party for clarification and the requesting party failed to respond within 60 days

Section VII : ADMINISTRATIVE LIABILITY

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


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ANNEX A
Executive Order No. 2 (S. 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. DIMAANDAL
DIRECTOR IV
MALACANANG RECORDS OFFICE



ANNEX B

List of Exceptions

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

1. Information affecting the reputation of public officials, employees, or individuals working in the ECCD Council;
2. Information that may endanger public officials, employees, or individuals engaged with the ECCD Council;
3. Documents/communications/directives pertaining to operations of the ECCD Council the development/formulation of which is still ongoing;
4. Information for general disclosure, but not yet completed or contingent upon accomplishment of an activity.
5. The following information which are deemed exemptions as issued by the Department of Justice:
 - a. Information covered by executive privilege;
 - b. Matters involving national security, defense and international relations;
 - c. Information on law enforcement and protection of public and personal safety;
 - d. Matters deemed confidential for the protection of the privacy and certain individuals such as minors, victims of crimes or the accused.
 - e. Information, documents, or records deemed as confidential; prejudicial, premature disclosure; records of proceedings or information from proceedings regarded as confidential or privileged;
 - f. Matters considered confidential under banking and finance laws and their amendatory laws; and other exceptions to the right to information under laws, jurisprudence, and rules and regulations.




ANNEX C

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

B. Requested Information

11. Agency - Connecting Agency (if Applicable) ▶ _____
12. Title of Document/Record Requested (Please be as detailed as possible) ▶ _____
13. Date or Period (DD/MM/YY) ▶ _____
14. Purpose ▶ _____

15. Document Type ▶ _____
16. Reference Numbers (if known) ▶ _____
17. Any other Relevant Information ▶ _____

FREEDOM OF 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 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/YY)

► _____

D. FOI Receiving Officer [INTERNAL USE ONLY]

Name (Print Name)

► _____

Agency - Connecting Agency
(if Applicable)

► _____ ► _____

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:
If Denied, please tick the Reason for
the Denial

☐ Approved ☐ Denied
☐ Invalid request ☐ Incomplete ☐ Data already available online

Second Receiving Officer Assigned:

► _____

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/YY)

► _____

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

► _____

FOI Registry Accomplished

☐ Yes ☐ No

RO Signature

► _____

Date (DD/MM/YY)

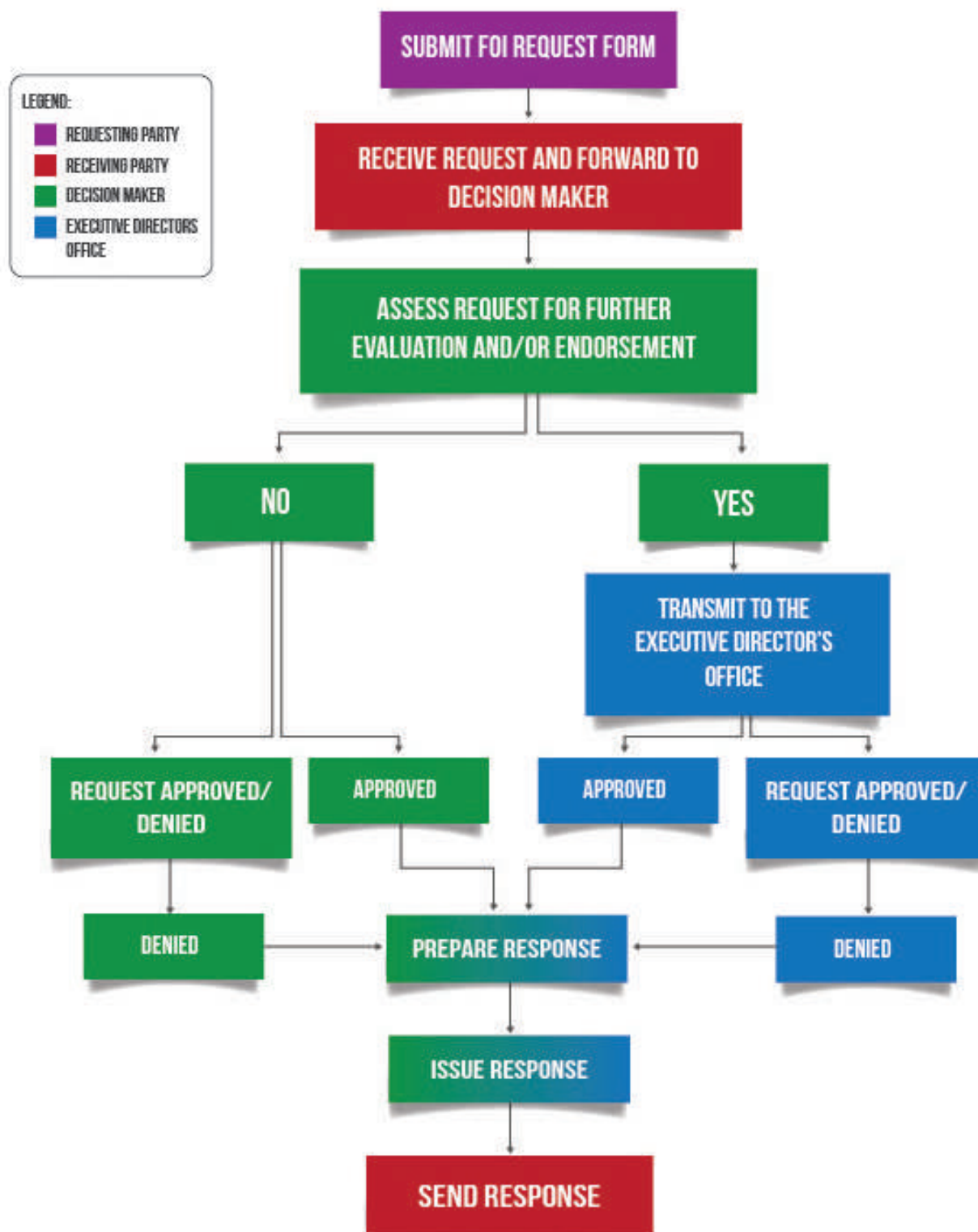
► _____

FREEDOM OF INFORMATION



ANNEX D

FOI PROCESS FLOW CHART





ANNEX E-1

FOI Response Template (Partially Successful)

DATE

Dear _____,

Greetings!

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

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

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,

FOI Receiving Officer





ANNEX E-2

FOI Response Template (Successful)

DATE

Dear _____,

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

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

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

Thank you.
Respectfully,

FOI Receiving Officer





ANNEX E-3

FOI Response Template (Document Available Online)

DATE

Dear _____,

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

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

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response, by writing to <insert name of agency head and postal /e-mail address>. Your review request 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 calendar days from the date when we receive your review request.

If you are not satisfied with the result of the review, you then have the right to appeal to the Office of the President under Administrative Order No. 22 (s. 2011).

Thank you.

Respectfully,
FOI Receiving Officer





ANNEX E-4

FOI Response Template (Document Not Available)

DATE

Dear _____,

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

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

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.

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response, by writing to <insert name of agency head and postal /e-mail address>. Your review request 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 calendar days from the date when we receive your review request.

If you are not satisfied with the result of the review, you then have the right to appeal to the Office of the President under Administrative Order No. 22 (s. 2011).

Thank you.

Respectfully,
FOI Receiving Officer





ANNEX E-5

FOI Response Template (Under Exceptions)

DATE

Dear _____,

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

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

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 of the List of Exceptions that applies to the information>.

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response, by writing to <insert name of agency head and postal /e-mail address>. Your review request 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 calendar days from the date when we receive your review request.

If you are not satisfied with the result of the review, you then have the right to appeal to the Office of the President under Administrative Order No. 22 (s. 2011).

Thank you.

Respectfully,
FOI Receiving Officer





ANNEX E-6

FOI Response Template (Awaiting Clarifications)

DATE

Dear _____,

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

For us to work further on your request, we need more information from you regarding your query. <insert short explanation of why this is the case>. It would be helpful to know <insert specific information you would need in order to proceed with request>.

During the period of us awaiting your reply, your request will be put on hold. If we do not receive a reply on or before <date>, your request will be closed.

We hope to hear from you at the soonest possible time.

Thank you.

Respectfully,

FOI Receiving Officer





ANNEX E-7

FOI Response Template (Extension)

DATE

Dear _____,

I refer to my letter of <INSERT DATE>; about your request under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch, <NAME OF REQUEST>.

Our response to your request is due on <INSERT DATE>. Unfortunately, it is taking longer than expected to deal with your request because <insert brief explanation here>.

I apologize for this delay but have applied for an extension so we could work further on your request. We hope to be able to send you a response on or before <INSERT DATE>.

Should you have any questions regarding your request, kindly contact us through

Thank you.

Respectfully,

FOI Receiving Officer

