

FREEDOM OF INFORMATION PEOPLE'S MANUAL

2019-Rev2

Approved by:



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Officer-In-Charge

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Philippine Information Agency Freedom of Information Agency Manual

I. Overview

- A. Purpose:** The purpose of this Freedom of Information Manual (Manual) is to provide the process to guide and assist the AGENCY in dealing with requests of information received under Executive Order No. 2 on Freedom of Information (FOI). (**Annex “A”**)
- B. Coverage of the Manual:** The Manual shall cover all requests for information directed to the AGENCY and it's DIVISION, REGIONAL OFFICES and PROVINCIAL OFFICES.
- C. Structure of the Manual:** This Manual shall set-out the rules and procedures to be followed by the AGENCY when a request for access to information is received. The DIRECTOR-GENERAL is responsible for all actions carried out under this Manual and may delegate this responsibility to the DEPUTY DIRECTOR-GENERAL or STAFF DIRECTOR. The Director-General, or the Head of the Agency, may delegate a specific officer to act as the Decision Maker (DM) and shall have overall responsibility for the initial decision on FOI requests, (i.e. to decide whether to release all the records, partially release the records or deny access).

D. PROTECTION OF PRIVACY

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

1. The AGENCY shall ensure that personal information, particularly sensitive personal information, in its custody or under its control is disclosed only as permitted by existing laws;
2. The AGENCY shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure;
3. The FRO, FDM, or any employee or official who has access, whether authorized or unauthorized, to personal information in the custody of the AGENCY, shall not disclose that information except as authorized by existing laws.

II. DEFINITION OF TERMS

- A. data.gov.ph.** The Open Data website that serves as the government's comprehensive portal for all public government data that is searchable, understandable, and accessible.
- B. eFOI.gov.ph** The website that serves as the government comprehensive FOI website for all information on the FOI. Among many other features, eFOI.gov.ph provides a central resource for the public to understand the FOI, to locate records that are already available online, and to learn how to make a request for information that is not yet publicly available. eFOI.gov.ph also promotes 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.
- C. INFORMATION.** Shall mean any records, documents, papers, reports, letters, contracts, minutes and transcript 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.
- D. 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, thrust, 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.
- E. 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.
- F. OPEN DATA.** Refers to publicly available data structured in a way that enables the data to be fully discoverable and usable by end users.
- G. PUBLIC RECORDS.** Shall include information required by laws, executive orders, rules, or regulations to be entered, kept, and made publicly available by government office.

- H. PUBLIC SERVICE CONTRACTOR.** Shall be defined as a private entity that has dealing, contract, or a transaction of whatever form or kind with the government or a government agency or office that utilizes public funds.
- I. 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.
- J. SENSITIVE PERSONAL INFORMATION.** As defined in the Data Privacy Act of 2012, shall refer to personal information:
1. About an individual race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;
 2. 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;
 3. Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, license or it's denials, suspension or revocation, and tax returns; and
 4. Specifically established by an executive order or an act of Congress to be kept classified.

III. GLOSSARY OF TERMS

- A. ADMINISTRATIVE APPEAL.** An independent review of the initial determination made in response to an FOI request. Requesting parties who are dissatisfied with the response made on their initial request have a right to appeal that initial determination to an office within the agency, which will then conduct an independent review.
- B. ANNUAL FOI REPORT.** A report to be filed each year with the Presidential Communication Operations Office (PCOO) by all government agencies detailing the administration of the FOI. Annual FOI Reports contain detailed statistics on the number of FOI requests and appeals received, processed, and pending at each government office.
- C. CONSULTATION.** When a government office locates a record that contain information of interest to another office, it will ask for the views of that other agency on the disclosure of the records before any final determination is made. This process is called a "consultation."

- D. 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.
- E. FREEDOM OF INFORMATION (FOI).** The Executive Branch recognizes the right of the people to information on matters of public concerns, and adopts and implements a policy of full disclosure of all its transactions involving public interest, subject to the procedures and limitations provided in Executive Order No. 2. This right is indispensable to the exercise of the right of the people and their organization to effective and reasonable participation at all levels of social, political and economic decision-making.
- F. FOI CONTACT.** The name, address and phone number at each government office where you can make a FOI request.
- G. 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.
- H. FOI RECEIVING OFFICE.** The primary contact at each agency where requesting party can call and ask questions about the FOI process or the pending FOI request.
- I. FREQUENTLY REQUESTED INFORMATION.** Info released in response to a FOI request that the agency determines have become or likely to become the subject of subsequent requests for substantially the same records.
- J. FULL DENIAL.** When the AGENCY or any of its division 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.
- K. FULL GRANT.** When a government office is able to disclose all records in full response to a FOI request.
- L. MULTI-TRACK PROCESSING.** A system that divides incoming FOI request according to their complexity so that simple requests requiring relatively minimal review are placed in one processing track and more complex requests are placed in one or more other tracks. Requests granted expedited processing are placed in yet another track. Requests in each track are processed on a first in/first out basis.
- M. 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 requests.

- N. PENDING REQUEST OR PENDING APPEAL.** 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.
- O. PERFECTED REQUEST.** An FOI request, which reasonably describes the records sought and is made in accordance with the government office's regulations.
- P. 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 missions.
- Q. PROCESSED REQUEST OR PROCESSED APPEAL.** An FOI request or administrative appeal that an agency has completed its work and sent a final response to the requester.
- R. RECEIVED REQUEST OR RECEIVED APPEAL.** An FOI request or administrative appeal that an agency has received within a fiscal year.
- S. 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."
- T. SIMPLE REQUEST.** An FOI request that an agency anticipates will involve a small volume of material or which will be able to be processed relatively quick.

IV. PROMOTION OF OPENNESS IN GOVERNMENT

- A. Duty to Publish Information.** The AGENCY shall regularly publish, print and disseminate at no cost to the public and in an accessible form, in conjunction with Republic Act 9485, or the Anti-Red Tape Act of 2007, and through their website, timely, true, accurate and updated key information including, but not limited to:
 1. A description of its mandate, structure, powers, functions, duties and decision-making process;
 2. A description of the frontline services it delivers and the procedure and the length of time by which they may be availed of;

3. The names of its key officials, their powers, functions and responsibilities, and their profile and curriculum vitae;
4. Work programs, development plans, investment plans, projects, performance targets and accomplishments, and budgets, revenue allotments and expenditures;
5. Important rules and regulations, orders or decisions;
6. Current and important database and statistics that it generates;
7. Bidding processes and requirements;
8. Mechanisms or procedures by which the public may participate in or otherwise influence the formulation of policy or the exercise of its powers.

B. Accessibility of Language and Form. The AGENCY shall endeavor to translate key information into major Filipino languages and present them in a popular form and means.

C. Keeping of Records. The AGENCY shall create and/or maintain in appropriate formats, accurate and reasonably complete documentation or records, policies, transactions, decisions, resolutions, enactments, actions, procedures, operations, activities, communications and documents received or filed with them and the data generated or collected.

As such, the Records Officer is hereby ordered to prepare the procedure and guidelines to be observed in compliance with this Section for approval of the Director-General.

D. Exceptions to Right Access of Information. For the guidance of the general public covered by EO No. 2 (s. 2016), the following are the exceptions under the Freedom of Information as recognized by the Constitution, existing laws and jurisprudence:

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 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 and boards or officers, in relation to the performance of their functions or to inquire 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 the 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 mandatory laws, and;
9. Other exceptions to the right to information under laws, jurisprudence, and rules and regulations.

V. FOI RECEIVING OFFICE AND FUNCTIONS OF FOI OFFICIALS

SECTION 1. FOI Receiving Office: Aside from on-line request, the public may request information on all FOI PIA related concerns at the PIA FOI Receiving Office located at 2/F PIA Building, Visayas Ave., Diliman Quezon City

SECTION 2. FOI Receiving Officer (FRO): There shall be an FOI Receiving Officer (FRO) designated at the AGENCY. For the purpose, the RECORDS OFFICER shall be designated as the FRO of the AGENCY

The function of the FRO shall include receiving on behalf of the AGENCY or any of its Division, Regional Offices and Provincial Offices, all requests for information and forward the same to the appropriate office who has custody of the records; monitor all FOI requests and appeals; provide assistance to the FOI Decision Maker; provide assistance and support to the public and staff with regard to the FOI; compile statistical information as required; and, conduct initial evaluation of the requests and advise the requesting party whether the request will be forwarded to the FOI Decision Maker for further evaluation, or deny the request if:

- a. The form is incomplete;
- b. The Agency does not have the information
- c. The information is already disclosed in the Agencies' official website or at data. Gov. pH.

- d. The request has previously or already been addressed

SECTION 3. FOI Decision Maker (FDM): There shall be an FOI Decision Maker (FDM), for the purpose, the Administrative Division Staff Director is designated as the Agency's FDM. As such, he/she shall conduct an evaluation of the request for information and has the authority to grant the request or deny it based on the following:

- a. That the AGENCY does not have the information requested;
- b. That the information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
- c. That the information requested falls under the list of exceptions to FOI; or
- d. The request is unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the AGENCY.

SECTION 4. Central Appeals and Review Committee: There shall be a central appeals and review committee composed of three (3) officials with a rank not lower than a Director or its equivalent, designated by the DIRECTOR-GENERAL of the AGENCY to review and analyze the grant or denial of request of information. The Committee shall also provide expert advice to the Director-General on the denial of such request.

For the purpose: A Committee for FOI Appeals and Review shall be created by the Director-General, two (2) months after he approves this manual.

VI. STANDARD PROCEDURE

SECTION 1. Receipt of Request for Information.

- A. The FOI Receiving Officer (FRO) shall receive the request for information from the requesting party and check compliance with the following requirements:
 - 1. The request must be in writing;
 - 2. The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization; and

3. The request shall reasonably describe the information requested, and the reason for, or the purpose of, the request for information.

The request can be made through email, provided that the requesting party shall attach to the email a scanned copy of the FOI application request (**Annex A**), and a copy of a duly recognized government ID with photo.

- B.** In case the requesting party is unable to make a written request, because of illiteracy or due to being a person with a disability, he or she may make an oral request, and the FRO shall reduce it in writing.
- C.** The request shall be stamped received by the FRO, indicating the date and time of the receipt of the written request, and the name, rank, title and position of the public officer who actually received it, with a corresponding signature and a copy, furnished to the requesting party. In case of email requests, the email shall be printed out and shall follow the procedure mentioned above, and be acknowledged by electronic mail. The FRO shall input the details of the request on the Request Tracking System and allocate a reference number.
- D.** The AGENCY or any of its divisions, regional and provincial offices must respond to requests promptly, within the fifteenth (15) working day following the date of receipt of the request. A working day is any day other than a Saturday, Sunday or a day which is declared a national public holiday in the Philippines. In computing for the period, Art. 13 of the New Civil Code shall be observed.

The date of receipt of the request will be either:

1. The day on which the request is physically or electronically delivered to the government office, or directly into the email inbox of a member of staff; or
2. If the government office has asked the requesting party for further details to identify and locate the requested information, the date on which the necessary clarification is received.

An exception to this will be where the request has been emailed to an absent member of staff, and this has generated an 'out of office' message with instructions on how to re-direct the message to another contact. Where this is the case, the date of receipt will be the day the request arrives in the inbox of that contact.

Should the requested information need further details to identify or locate, then the 15 working days will commence the day after it receives the required clarification from the requesting party.

SECTION 2. Initial Evaluation. After receipt of the request for information, the FRO shall evaluate the contents of the request.

- A.** Request relating to more than one office under the AGENCY: If a request for information is received which requires to be complied with, of different division, regional and provincial offices, the FRO shall forward such request to the said division, regional and provincial office concerned and ensure that it is well coordinated and monitor its compliance. The FRO shall also clear with the respective FROs of such division, regional and provincial offices that they will only provide the specific information that relates to their division, regional and provincial offices.

- B.** Requested information is not in the custody of the AGENCY or any of its division, regional and provincial offices: If the requested information is not in the custody of the AGENCY or any of its division, regional and provincial offices, following referral and discussions with the FDM, the FRO shall undertake the following steps:
 - 1. If the records requested refer to another division, the request will be immediately transferred to such appropriate division through the most expeditious manner and the transferring office must inform the requesting party that the information is not held within the 15 working day limit. The 15 working day requirement for the receiving office commences the day after it receives the request.
 - 2. If the records refer to an office not within the coverage of E.O. No. 2, the requesting party shall be advised accordingly and provided with the contact details of that office, if known.
 - 3. Requested information is already posted and available on-line: Should the information being requested is already posted and publicly available in the AGENCY website, data.gov.ph or foi.gov.ph, the FRO shall inform the requesting party of the said fact and provide them the website link where the information is posted.
 - 4. Requested information is substantially similar or identical to the previous request: Should the requested information be substantially similar or identical to a previous request by the same requester, the request shall be denied. However, the FRO shall inform the applicant of the reason of such denial.

SECTION 3. Transmittal of Request by the FRO to the FDM:

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 such FDM 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 receipt of the request.

SECTION 4. Role of FDM in processing the request:

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. The FDM shall ensure that the complete information requested to be submitted to the FRO within 10 days upon receipt of such request.

The FRO shall note the date and time of receipt of the information from the FDM and report to the DIRECTOR-GENERAL, in case the submission is beyond the 10-day period.

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.

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

SECTION 5. Role of FRO to transmit the information to the requesting party:

Upon receipt of the requested information from the FDM, the FRO shall collate and ensure that the information is complete. He shall attach a cover/transmittal letter signed by the DIRECTOR-GENERAL and ensure the transmittal of such to the requesting party within 15 working days upon receipt of the request for information.

SECTION 6. Request for an Extension of Time:

If the information requested requires an extensive search of the government's office records facilities, examination of voluminous

records, the occurrence of fortuitous events or other analogous cases, the FDM should inform the FRO.

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

SECTION 7. Notice to the Requesting Party of the Approval/Denial of the Request:

Once the DM approved or denied the request, he shall immediately notify the FRO who shall prepare the response to the requesting party either in writing or by email. All actions on FOI requests, whether approval or denial, shall pass through the DEPARTMENT Secretary or any of his designated Undersecretaries or Assistant Secretaries for final approval.

SECTION 8. Approval of Request:

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, if any.

SECTION 9. Denial of Request: 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 or grounds for denial and the circumstances on which the denial is based. Failure to notify the requesting party of the action taken on the request within the period herein provided shall be deemed a denial of the request to information. All denials on FOI requests shall pass through the Office of the DEPARTMENT Secretary or to his designated Undersecretary or Assistant Secretary.

SECTION 10. REMEDIES IN CASE OF DENIAL

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

1. Administrative FOI Appeal to the AGENCY Appeals and Review Committee: Provided, that the written appeal must be filed by the same requesting party within fifteen (15) calendar days from the

receipt of the notice of denial or from the lapse of the period to respond to the request.

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

SECTION 11. REQUEST TRACKING SYSTEM

1. The AGENCY shall establish a system to trace the status of all requests for information received by it, which may be paper-based, on-line or both.
2. Hereunder are the list of PIA FOI Receiving Officers per region and their respective addresses:

NCR – Ms. Rhodelia R. Divina

Regional Office: 3rd Floor PIA Building, Barangay Vasra, Visayas Avenue, Quezon City

CAR – Ms. Jonalyn D. Ponciano

Regional Office: Romulo Drive, Barangay Lualhati, Bagui City, 2600

Region 1 – Ms. Anne Hazel Flores / Jing-Jing Talavera

Regional Office: Ground Flr. Old Florentino Bldg., General Luna St., San Fernando City, La Union, 2500

Region 2 – Ms. Amelia A. Canillas

Regional Office: Old DPWH Building, bagay Road, San Gabriel, Tuguegarao City, Cagayan, 3500

Region 3 – Ms. Carmela Jane A. Villar

Regional Office: 2nd Flr, Hyatt Garden Building, Dolores Interseccion San Fernando City, Pampanga, 2000

Regional 4A – Ms. Cecilia A. Maloles

Regional Office: 2nd floor, Grande Building, National Highway, Bucal, Calamba City, Laguna, 4027

Region 4B – Ms. Madonna B. Punzalan/Melanie B. Ronquillo

Regional Office: 3rd Floor PIA Building, Barangay Vasra, Visayas Avenue, Quezon City

Region 5 – Ms. Keshia L. Yago

Regional Office: 2nd Floor, Ely Yu Bldg. Circumferential Road, Capntawan, Legaspi City, Albay, 4500

Region 6 – Ms. Lynnor C. Regalado

Regional Office: 2nd Floor, RC Building, Rizal St., Iloilo City, Iloilo, 5000

Region 7 – Ms. Jessie G. Ugay

Regional Office: 304 3rd floor, Machay Building, Gorordo Avenue, Cebu City, Cebu, 6000

Region 8 – Mr. Leonilo D. Lopido

Regional Office: Unit 102-103 & 141, Ground Floor, F. Mendoza Commercial Complex, Sto. Nino St., Tacloban City

Region 9 – Ms. Jocelyn P. Alvarez

Regional Office: P. Urro St., San Francisco Distrcit, Pagadian City, Zamboanga del Sur, 7016

Region 10 – Mr. Wilmer M. Carabanes

Regional Office: Ground Floor, Graces Building, Antonio Luna Street, Cagayan de Oro City, 9000

Region 11 – Ms. Carina L. Cayon

Regional Office: 2nd Floor, Kanto Motors Building, Quimpo Boulevard, New Matina, Davao City, 8000

Region 12 – Ms. Shahana Joy E. Duerme

Regional Office: Bautista Building, Zulueta Zt., Koronadal City, South Cotabato, 9506

Region 13 – Ms. Nora L. Molde

Regional Office: Vice Mayor's League of the Philippines Building, J. Rosales Avenue, Butuan City

3. FOI request form, the parties requesting should completely fill-up the form hereunder and submit it to the respective offices where the information is being sought.

SECTION 12. FEES

1. No Request Fee. The AGENCY 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 AGENCY in providing the information to the requesting party. The schedule of fees shall be posted by the AGENCY.
3. Exemption from Fees: The AGENCY 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 13. 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. 1st Offense - Reprimand;
 - b. 2nd Offense - Suspension of one (1) to thirty (30) days; and
 - c. 3rd Offense - Dismissal from the service.
2. Procedure. The Revised Rules on Administrative Cases in the Civil Service shall be applicable in the disposition of cases under this Manual.
3. Provisions for More Stringent Laws, Rules and Regulations. Nothing in this Manual shall be construed to derogate from any law, any rules, or regulation prescribed by anybody or agency, which provides for more stringent penalties.

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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	<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 (Please ensure your IDs contain your photo and signature)	<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 (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

Philippine Information Agency FOI Request Flow Chart

