



PEOPLE'S
FREEDOM
— OF —
INFORMATION
MANUAL

2023

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PCSO FREEDOM OF INFORMATION (FOI) MANUAL

SECTION 1: OVERVIEW

1. **Purpose:** The purpose of this People's Freedom of Information (FOI) Manual (Manual) is to provide the process to guide and assist the Philippine Charity Sweepstakes Office (PCSO) including its Extension and Branch Offices, in dealing with requests of information received under Executive Order (E.O.) No. 2 on Freedom of Information (FOI). (**Annex "B"**)
2. **Structure of the Manual:** This Manual shall set out the rules and procedures to be followed by the PCSO, and its Extension and Branch Offices, when a request for access to information is received. The General Manager (GM) is responsible for all actions carried out under this Manual and may delegate this responsibility to the concerned Assistant General Managers (AGMs) and/or Department Managers to act as the FOI Decision Maker (FDM) and shall have overall responsibility for the initial decision on FOI requests, (i.e. to decide whether to release all the records, partially release the records or deny access).
3. **Coverage of the Manual:** The Manual shall cover all requests for information directed to PCSO and all its Extension and Branch Offices (see **Annex "C"**) for the list of all PCSO Offices, official addresses and designated FRO).
4. **FOI Receiving Officer:** There shall be an FOI Receiving Officer (FRO) designated at the PCSO. The FRO shall come from the Central Records and Library Division, General Services Department of PCSO. All PCSO Extension and Branch Offices shall also designate an FRO within their respective area of responsibility. All Offices and Departments shall designate a local FRO to have a direct communication with the PCSO FRO.

The functions of the PCSO FRO shall include the following:

1. Serve as the initial point of contact to the public for FOI manual and Electronic FOI (eFOI) requests coursed through the eFOI Portal;
2. Receive all FOI manual requests on behalf of the office/s within its jurisdiction;
3. Receive all eFOI requests on behalf of all the offices in the PCSO including the Extension and Branch Offices;
4. Conduct initial evaluation of FOI requests and determine whether or not they are fully compliant FOI requests;
5. Advise the requesting party whether the request will be forwarded to the FOI Decision Maker for further evaluation, or deny the request based on:
 - a. That the form is incomplete; or
 - b. That the information is already disclosed in the PCSO Official Website or at data.gov.ph;
6. Upon acceptance of the FOI request, forward the FOI request to the corresponding FOI Decision Maker and provide an advance copy to the concerned local FRO who has custody of the records;
7. Monitor all FOI requests and appeals;
8. Provide assistance to the FOI Decision Maker;
9. Provide assistance and support to the public and staff with regard to FOI;
10. Compile statistical information as required.

The local FRO shall have a close coordination with the PCSO FRO. Further, they shall be responsible in giving the information or documents to the PCSO FRO relative to the FOI request for faster transaction.

In case where the FRO is on official leave, the FOI Decision Maker may delegate such duty to another employee within the same office.

5. **FOI Decision Maker:** There shall be an FOI Decision Maker (FDM), designated by the PCSO GM, with a rank of not lower than a Department Manager (DM) or its equivalent.

In case the FDM is on official leave, such duty is automatically delegated to the Alternate FDM.

The functions of the FDM shall include the following:

- a. Receive from the PCSO FRO all FOI requests;
 - b. Conduct evaluation of the request for information and has the authority to grant the request, or deny it based on the following:
 - PCSO does not have the information requested;
 - The information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
 - The information requested falls under the list of exceptions to FOI (Annex “D” and “D-1”); or
 - 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 PCSO;
 - c. Accept or deny the request within ten (10) days from receipt of FOI requests, and within fifteen (15) days from submission of the requesting party for eFOI requests, unless there is a request for extension or clarification.
6. **Approval and Denial of Request to Information:** The FOI Decision Maker (FDM) shall approve or deny all request of information. In case where the FDM is on official leave, he/she may delegate such authority to any Officer not below the rank of a Department Manager.

SECTION 2: DEFINITION OF TERMS

CONSULTATION. When a government office locates a record that contains information of interest to another office, it will ask for the views of that other agency on the availability for disclosure of the records before any final determination is made. This process is called a “consultation.”

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.

eFOI.gov.ph. The website that serves as the government’s comprehensive FOI website for all information on the FOI. Among many other features, eFOI.gov.ph provides a central resource for the public to understand the FOI, to locate records that are already available online, and to learn how to make a request for information that is not yet publicly available. eFOI.gov.ph also promotes 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.

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

FREEDOM OF INFORMATION (FOI). The Executive Branch recognizes the right of the people to information on matters of public concern, and adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to the procedures and limitations provided in Executive Order No. 2. This right is indispensable to the exercise of the right of the people and their organizations to effective and reasonable participation at all levels of social, political and economic decision-making.

FOI CONTACT. The name, address and phone number at each government office where you can make an FOI request.

FOI REQUEST. A written request submitted to a government office personally or by email asking for records on any topic. An FOI request can generally be made by any Filipino to any government office.

FOI RECEIVING OFFICE. The primary contact at each agency where the requesting party can call and ask questions about the FOI process or the pending FOI request.

FREQUENTLY REQUESTED INFORMATION. Information released in response to an FOI request that the agency determines have become or are likely to become the subject of subsequent requests for substantially the same records.

FULL DENIAL. When PCSO or its Extension or Branch Offices cannot release any records in response to an FOI request, because, for example, the requested information is exempt from disclosure in its entirety or no records responsive to the request could be located.

FULL GRANT. When PCSO is able to disclose all records in full in response to an FOI request.

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.

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.

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

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.

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

PARTIAL GRANT/PARTIAL DENIAL. When a government office is able to disclose portions of the records in response to an FOI request, but must deny other portions of the request.

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.

PERFECTED REQUEST. An FOI request, which reasonably describes the records, sought and is made in accordance with the government office's regulations.

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.

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.

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

PUBLIC RECORDS. Shall include information required by laws, executive orders, rules, or regulations to be entered, kept, and made publicly available by PCSO.

RECEIVED REQUEST OR RECEIVED APPEAL. An FOI request or administrative appeal that PCSO has received within a fiscal year.

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.”

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, 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.

SIMPLE REQUEST. An FOI request that PCSO anticipates will involve a small volume of material or which will be able to be processed relatively quickly.

SECTION 3. PROTECTION OF PRIVACY

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

- a. PCSO 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. PCSO 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 FRO, FDM, or any employee or official who has access, whether authorized or unauthorized, to personal information in the custody of PCSO, shall not disclose that information except as authorized by existing laws.

SECTION 4. STANDARD PROCEDURE FOR FOI REQUEST

1. Receipt of Request for Information.

1.1. The requesting party must fill-up a FOI Request Form indicating the following:

- Full name;
- Contact Information;
- Complete address;
- Company/ Affiliation/ Organization/ School and Position;
- Type of ID given;
- Reasonable description of the information requested;
- The reason for, or purpose of the request for information;
- All other details as indicated in the FOI Request Form.

1.2. The FOI Receiving Officer (FRO) shall receive the request for information from the requesting party and check compliance of the following requirements:

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

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

1.3. The purpose of the request for information shall be specific or adequately and sufficiently described. General averments of the purpose such as "for information," "for research," for legal purpose," or other similarly worded purposes shall not be considered to have met the requirements of specificity. Failure to specify the reason for or purpose of the request for information shall be a ground for denial of the FOI request.

1.4. The requesting party shall attach to his or her FOI request the following:

- At least two (2) valid government I.D. with picture and signature of the requesting party.
- If the request is made through representative, in addition to the above paragraph, the written authorization of the principal and at least two (2) valid government I.D.s with picture and signature of such representative.

1.5. In case the requesting party is unable to make a written request, because of illiteracy or due to being a person with disability, he or she may make an oral request, and the FRO shall reduce it in writing and shall thereafter be thumb marked by the requesting party.

1.6. 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.

- 1.7. PCSO and its Extension and Branch 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:

- a. The day on which the request is physically or electronically delivered to PCSO, or directly into the email inbox of a member of staff; or
- b. If PCSO 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. If no clarification is received from the requesting party after sixty (60) calendar days, the request shall be closed.

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

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

If a request for information is received which requires to be complied with, of different offices/departments, the FRO shall forward such request to the designated local FRO concerned and ensure that it is well coordinate and monitor its compliance.

- 2.2. **Requested information is not in the custody of PCSO or any of its Extension or Branch Offices:** If the requested information is not in the custody of PCSO or any of its Extension or Branch Offices, following referral and discussions with the FDM, the FRO shall undertake the following steps:

- If the records requested refer to another department, the request will be immediately transferred to such appropriate department through the most expeditious manner and the transferring office must inform the requesting party that the information is not held within the 15 working

day limit. The 15 working day requirement for the receiving office commences the day after it receives the request.

- 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.

2.3. **Requested information is already posted and available on-line:** Should the information being requested is already posted and publicly available in the PCSO 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.

2.4. **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 requesting party, the request shall be denied. However, the FRO shall inform the applicant of the reason of such denial.

2.5. **Requested information is not in the custody of PCSO or any of its Extension or Branch Offices (government agency 1 or GA1), but is available in another government agency (government agency 2 or GA2) under Executive Branch:** The request shall be immediately referred by FRO to GA2 through the most expeditious manner but not exceeding three (3) working days from receipt of the request. (FOI-MC No. 21-05 attached as Annex F). The FRO of the GA1 shall forward the request to the FRO of the GA2 through email. The FRO shall notify the requestor on the referral and must be provided with the reason or rationale thereof, and contact details of the government office where the request was referred.

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.

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 be submitted to the FRO within ten (10) working 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 concerned AGM or DM, 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 disclosability of the records before making any final determination.

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/She shall attach a cover/transmittal letter signed by the concerned AGM or DM and ensure the transmittal of such to the requesting party within 15 working days upon receipt of the request for information.
6. **Request for an Extension of Time:** If the information requested requires extensive search of the government's office records facilities, examination of voluminous records, the occurrence of fortuitous events or other analogous cases, 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 exceed twenty (20) working days on top of the mandated fifteen (15) working days to act on the request, unless exceptional circumstances warrant a longer period.

7. **Notice to the Requesting Party of the Approval/Denial of the Request:** Once the FDM approved or denied the request, he/she 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 concerned AGM or DM for approval.
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.

If part of the requested information may not be disclosed, the request shall be partially granted and the FDM will only provide the information that may be disclosed. In his or her Notice of Approval, the FDM shall inform which information may not be disclosed and the reasons thereof.

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 GM or designated Official.

SECTION 5. STANDARD PROCEDURE FOR eFOI REQUEST

1. Receipt of Request for Information.

- 1.1. The FRO shall accept the request for information from the requesting party through the eFOI Portal and check compliance of the following requirements:
 - The request shall state the name and contact information of the requesting party, as well as scanned copies of valid proof of identification and/ or authorization;
 - The request shall reasonably describe the information requested;
 - The reason for, or purpose of the request for information.
- 1.2. The purpose of the request for information shall be specific or adequately and sufficiently described. General averments of the purpose such as “for information,” “for research,” for legal purpose,” or other similarly worded purposes shall not be considered to have met the requirements of specificity. Failure to specify the reason for or purpose of the request for information, despite request by the FRO to provide a specific reason or purpose, shall be a ground for denial of the FOI request.
- 1.3. The requesting party shall attach to his or her eFOI request the following:
 - Scanned copies of at least two (2) valid government I.D.s with picture and signature of the requesting party;
 - If the request is made through representative, in addition to the above paragraph, scanned or soft copies of the written authorization by the principal and scanned copies of at least two (2) valid government I.D.s with picture and signature of such representative.
- 1.4. The FRO in main office shall respond promptly, within fifteen (15) working days 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:

- The day on which the request is received by the FRO through eFOI Portal; or
 - If the FRO or the FDM had asked the requesting party for further details to identify and locate the requested information, the date on which necessary clarification is received.
- 1.5. Should the FRO or FDM need further details to identify or locate the requested information, then the fifteen (15) working days will commence the day after the Electronic FOI Receiving Officer (eFRO) of FDM receives the required clarification from the requesting party. If no clarification is received from the requesting party after sixty (60) calendar days, the request shall be deemed denied and considered closed and terminated.
 - 1.6. For clarity, the period to respond to an eFOI request shall not commence unless the request is a fully compliant eFOI request.
 - 1.7. If the requested information is not in the custody of PCSO or any of its Extension or Branch Offices (government agency 1 or GA1) but is available in another government agency (government agency 2 or GA2) under Executive

Branch, the request shall be immediately referred by FRO to GA2 through the most expeditious manner but not exceeding three (3) working days from receipt of the request to the eFOI portal. (FOI-MC No. 21-05 attached as Annex F).

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

2.1. Request relating to more than one office under PCSO: If a request for information is received which requires to be complied with, of different PCSO Extension and/or Branch Offices, the FRO shall forward such request to the said Extension and/or Branch Office concerned and ensure that it is well coordinated and monitor its compliance. The FRO shall also clear with the respective FROs of such Extension and/or Branch Office that they will only provide the specific information that relates to their offices.

If a request for information is received which requires to be complied with, of different offices/departments, the FRO shall forward such request to the designated local FRO concerned and ensure that it is well coordinate and monitor its compliance.

2.2. The FRO may deny the request based on the following grounds:

- a. The form of the request is incomplete (e.g. no purpose or purpose lack specificity, incomplete name, contact number or address, lacks valid proof of identification/ authorization, as the case may be);
- b. The requesting party made material misrepresentations in his request;
- c. If PCSO or any of its Extension or Branch Offices as GA3 does not have custody of the requested information;
- d. The request is unreasonable, subsequent identical or substantially similar to previous request by same requesting party and has already been granted or denied by the PCSO;
- e. If the requested information falls under the list of exceptions under Annex D and D-1.

2.3. If the FRO needs further details to identify or locate the information, the FRO shall seek clarification from the requesting party. The request for clarification shall stop the running of the fifteen (15) working day period. Upon the receipt of the required clarification from the requesting party, a fresh 15 working day period shall commence.

3. Transmittal of Request by the FRO to the FDM: Upon approval of a request for information, the FRO shall accept the request and transmit it to the FDM/s concerned via the eFOI portal. The request shall be transmitted to the concerned FDM within one (1) day from receipt and the requesting party shall be transferred to the FDM who shall communicate with the requesting party directly. In line with this, the FRO shall inform the FDMs concerned for the designated eFOi account to access the eFOi platform.

If access to the eFOI postal by the FDM is not possible, the FRO shall manually forward the eFOI request to the FDM/s concerned within one (1) day from receipt.

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 be submitted to the requesting party within fifteen (15) working days from submission of the request. In case the FDM has no access to the eFOI portal, the FDM shall ensure that the complete information requested be submitted to the FRO within ten (10) working days upon receipt of such request from the FRO.

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

- 5. Request for an Extension of Time:** If the information requested requires extensive search of the government's office records facilities, examination of voluminous records, the occurrence of fortuitous events or other analogous cases, 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 exceed twenty (20) working days on top of the mandated fifteen (15) working days to act on the request, unless exceptional circumstances warrant a longer period.

If access to the eFOI Portal by the FDM is not possible, he shall submit his request for extension to the FRO manually, within the (10) days from receipt of the eFOI request from FRO, who in turn shall inform the requesting party.

If no case shall the extension exceed twenty (20) working days on top of the mandated fifteen (15) working days to act on the request, unless exceptional circumstances warrant a longer period.

- 6. Notice to the Requesting Party of the Approval/Denial of the Request:** Once the FDM approved or denied the request, the FDM shall send his or her decision to the requesting party through the eFOI Portal within fifteen (15) working days from submission of the request. If access to the eFOI Portal by the FDM is not possible, he shall submit his decision to the FRO manually, within ten (10) days from receipt of the eFOI request from the FRO, who in turn shall inform the requesting party.

- 7. Approval of Request:** In case of approval, the FDM shall advise the requesting party of such approval with the requested information included.

Should the information being requested is already posted and publicly available in the PCSO's website, the FDM shall grant the request and his or her written response, inform the requesting party of said fact while providing them the website link where the information is posted.

If part of the requested information may not be disclosed, the request shall be partially granted and the FDM will only provide the information that may be disclosed. In his or her Notice of Approval, the FDM shall inform which information may not be disclosed and the reasons thereof.

- 8. 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 GM or designated Official.

SECTION 6. 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 PCSO Office of the General Manager: Provided, that the written appeal must be filed by the same requesting party within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.
 - a. Denial of the Appeal by the AGM, Department Managers or Branch Managers may be appealed by filing a written appeal to the Office of the General Manager within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.
 - b. The appeal shall be decided by the PCSO GM. Failure to decide within the 30-day period shall be deemed a denial of the appeal.
 - c. The requesting party shall state the reason/s why the FOI request should have been granted and attach to it all supporting documents including a copy of the Notice of Denial/ Partial Denial.
 - d. The FRO shall then elevate the appeal and all the records concerning the request to the Office of the General Manager.
 - e. The denial of the appeal by Office of the General Manager shall be considered final, and the requesting party may file the appropriate judicial action in accordance with the Rules of Court.
 - f. The Office of the General Manager shall then transmit to the FRO concerned its decision, together with all the records of the request. The FRO shall then notify the requesting party of the decision within thirty (30) days from the filing of the appeal.

SECTION 7. REQUEST TRACKING SYSTEM

PCSO, through the Information Technology Services Department, 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.

All FOI requests received manually shall be given a reference number indicating the office or division of the FRO who received the FOI requests. The FRO shall record and constantly updated the status of the request.

eFOI requests shall be recorded accordingly by the FRO who shall keep track of its status.

Unless otherwise amended, the table below shall be the recommended format for tracking FOI/eFOI Requests:

FOI Tracking											
Year-Quarter	Tracking Number	Request Type	Date Received	Title of Request	Status with FRO	Status with FDM	Status with local FRO	Date Finished	Days Lapsed	Appeals filed?	Remarks
<i>year and quarter of report coverage</i>	<i>Internal FOI Tracking number</i>	<i>if request was lodged through eFOI or standard (paper.</i>	<i>date request was lodged by requesting party (YYYY-MM-DD)</i>	<i>title of information requested</i>	<i>if the agency requested for extension or</i>			<i>date request was processed/finished by the agency; if not yet</i>	<i>number of days lapsed facilitated by the request.</i>	<i>If the requesting party or any other citizen filed an</i>	<i>Additional details about the request</i>

SECTION 8. FEES

1. **No Request Fee.** PCSO 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 PCSO in providing the information to the requesting party. The schedule of fees shall be posted by the PCSO.
3. **Exemption from Fees:** PCSO 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 9. 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 any body or agency, which provides for more stringent penalties.

ANNEX A: FOI FREQUENTLY ASKED QUESTIONS

Introduction to FOI

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 by President Rodrigo Roa Duterte on July 23, 2016.

3. Who oversees the implementation of EO 2?

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

Making a Request

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 information?

An FOI request under EO 2 can be made before all government offices under the Executive Branch, including government owned or controlled corporations (GOCCs) and state universities and colleges (SUCs).

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 submits 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) working 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) working 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.

ANNEX B: EXECUTIVE ORDER NO. 02

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 TO FULL
PUBLIC DISCLOSURE AND TRANSPARENCY IN THE PUBLIC SERVICE AND
PROVIDING GUIDELINES THEREFOR**

WHEREAS, pursuant to Article 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:

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 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) "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, offices, and instrumentalities, including government-owned or -controlled corporations, and state universities and colleges. Local government units (LGUs) are encouraged 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 to 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 law 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 provided in the preceding section.

The determination of the applicability of any of the exceptions to the request shall be the responsibility of the Head of the Office, which is in custody or control of the information, public record or official record, or 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 the right to privacy of the individual 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 law, 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.
- (c) Any employee, official or director 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 regulation.

SECTION 8. People's Freedom to 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 provisions:

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

SECTION 9. Procedure. The following procedure shall govern the filing and processing of request 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 or updated inventory of exception as hereinabove provided.

- (b) The public official receiving the request shall provide reasonable assistance, free of charge, to enable, to enable all requesting parties and 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 and 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 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 agency or 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 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.

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 required, 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 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, in whole or in part, it shall as soon as practicable, in any case within fifteen (15) working days from the receipt of the request, notify the requesting party 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 stipulated shall be deemed a denial of the request for access to information.

SECTION 13. Remedies in Cases of Denial of Request for Access to Information.

- (a) 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 Section 9 of this Order: 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.

- (b) The appeal 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 part may file the appropriate case in the proper courts 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 or 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.

(Sgd.) **RODRIGO ROA DUTERTE**
President of the Philippines

By the President:

(Sgd.) **SALVADOR C. MEDIALDEA**
Executive Secretary

ANNEX C: FOI OFFICERS OF THE PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Position	Location of FOI Receiving Office	Contact Details	
		Telephone/ Fax	Email Address
FOI Champion			
General Manager	4/F, Sun Plaza Building, 1507 Princeton Street corner Shaw Boulevard, Mandaluyong City 1552	(02) 8650-0462 (02) 8650-0094	ogm@pcso.gov.ph
FOI Decision Makers (FDMs)			
Assistant General Manager, Administrative Sector	10/F, Sun Plaza Building, 1507 Princeton Street corner Shaw Boulevard, Mandaluyong City 1552	(02) 8706-2638	oagmadmin@pcso.gov.ph
Assistant General Manager, Branch Operations Sector	2/F Shaw Plaza One and Two Buildings, Shaw Boulevard, Mandaluyong City 1552	(02) 8706-7571	oagmbos@pcso.gov.ph
Alternate Decision Makers			
Manager, General Services Department	11/F, Sun Plaza Building, 1507 Princeton Street corner Shaw Boulevard, Mandaluyong City 1552	(02) 8706-5711	gsd@pcso.gov.ph
Manager, Legal Department	9/F, Sun Plaza Building, 1507 Princeton Street corner Shaw Boulevard, Mandaluyong City 1552	(02) 8706-4371	legal@pcso.gov.ph
Manager, National Capital Region (NCR) Department	2/F Shaw Plaza One and Two Buildings, Shaw Boulevard, Mandaluyong City 1552	(02) 8706-6692	ncr@pcso.gov.ph
FOI Central Appeals and Review (FOI CAR)			
Office of the General Manager	4/F, Sun Plaza Building, 1507 Princeton Street corner Shaw Boulevard, Mandaluyong City 1552	(02) 8650-0462 (02) 8650-0094	ogm@pcso.gov.ph
FOI Committee			
Assistant General Manager, Management Services Sector	3/F, Sun Plaza Building, 1507 Princeton Street corner Shaw Boulevard, Mandaluyong City 1552	(02) 8846-8790	lpatiag@pcso.gov.ph

ANNEX C-1: FOI RECEIVING OFFICERS OF THE PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Name of Agency	Location of FOI Receiving Office	Contact Details		Assigned FOI Receiving Officer
		Telephone/ Fax	Email Address	
PCSO Head Office	Central Records and Library Division General Services Department 11/F Sun Plaza Building, Shaw Boulevard cor. Princeton St., Mandaluyong City	(02) 8706-9085	crlid@pcso.gov.ph	Records Officer IV/ Librarian III
PCSO Manila Extension Office	Security and Production Department San Marcelino, Ermita, Manila	(02) 8522-4613 (02) 8522-1187	freyes@pcso.gov.ph sangiljunett@yahoo.com	Fredalen L. Reyes Records Officer III/ Junett K. Sangil OIC-Division Chief/PPCO IV
NORTHERN AND CENTRAL LUZON (NCL)				
Apayao	3F Government Center, San Isidro Sur, Luna, Apayao	None	apayao@pcso.gov.ph	Meldeezah A. Caypono Acting Cashier
Aurora	Old Hospital Building, San Luis St., Brgy 5, Baler, Aurora	(042) 724-0165	aurora@pcso.gov.ph	Angelita G. Avendano Administrative Officer III
Benguet	PPC Building, Post Office Loop, Upper Session Road, Baguio City, Benguet	(074)620-4596	benguet@pcso.gov.ph	Juaymah Ngalatan Acting Administrative Officer
Cagayan	CVMC Compound, Carig Sur, Tuguegarao City, Cagayan	(078) 377-4101	cagayanvalley@pcso.gov.ph	Daisy-Diana A. Torrado Acting Administrative Officer III
Ilocos Norte (B)	G/F Municipal Trial Court Building, Brgy. 3, San Ildefonso, San Nicolas, Ilocos Norte	(077)670-7928	ilocosnorte@pcso.gov.ph	Catherine Batara Administrative Officer I
Ilocos Sur (C)	G/F Candon City Hall, Brgy. Calao-an, Candon City, Ilocos Sur	(077) 674-13-40	ilocossur@pcso.gov.ph	Elizabeth G. Posadas, Administrative Officer III
Isabela	Old RHU Building, Africano St., Cauayan, Isabela City, Isabela	(078)652-3148	isabela@pcso.gov.ph	Marie Fe Turingan Administrative Officer III

Name of Agency	Location of FOI Receiving Office	Contact Details		Assigned FOI Receiving Officer
		Telephone/ Fax	Email Address	
La Union (B)	G/F, Legislative Bldg., San Juan, La Union	(072) 687-1364	launion@pcso.gov.ph	Mary Cresha Mae L. Leal Acting Administrative Officer I
Mountain Province (C)	2 nd Floor, Provincial Environment and Natural Resources-Extension Office Sac-angan, Upper Caluttit, Bontoc, Mountain Province	0919 068 3717	mountainprovince@pcso.gov.ph	Evelio Andy S. Timario Administrative Officer III
Pangasinan	Casiano Jimenez St., Poblacion, Lingayen, Pangasinan	0923 577 1042	pangasinan@pcso.gov.ph	Wenie G. Lopez Acting Administrative Officer III
Bataan	Provincial Capitol Compound, San Jose, Balanga City, Bataan	(047) 240-4144	bataan@pcso.gov.ph	Ma. Teresa M. Dimaano, Acting Administrative Officer III
Bulacan	Provincial Capitol Compound, Malolos City, Bulacan	(044) 796-1395	bulacan@pcso.gov.ph	Mary Carlita M. Paulino Acting Administrative Officer III
Nueva Ecija	Old Capitol Compound, Burgos Ave., Cabanatuan City, Nueva Ecija	(044)958-3048	nuevaecija@pcso.gov.ph	Joan Mariz M. Soliven Social Worker Officer II
Pampanga	Malikhain St. Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga	(045) 402-6985	pampanga@pcso.gov.ph	Deily Rosa Laesma Administrative Officer III
Tarlac	Marcos Type Building, Hospital Drive, San Vicente, Tarlac City, Tarlac	(045) 982-7199	tarlac@pcso.gov.ph	Marsha L. Dancel, Acting Administrative Officer III
Zambales	2 nd Floor Pag-asa Market, Gordon Avenue, Olongapo City, Zambales	(047)222-0797	zambales@pcso.gov.ph	Catherine P. Villegas Acting Administrative Officer
Nueva Vizcaya (B)	New LGU Building, LB Perez St., Don Mariano Marcos, Bayombong, Nueva Vizcaya	(078) 392-1649	nuevavizcaya@pcso.gov.ph	Allan C. Ramirez Driver/Courier

Name of Agency	Location of FOI Receiving Office	Contact Details		Assigned FOI Receiving Officer
		Telephone/ Fax	Email Address	
Kalinga (C)	City Hall Compound, Dagupan Centro, Tabuk City, Kalinga	0977 715 2057	kalinga@pcso.gov.ph	Beverly D. Elchico Cashier II
SOUTHERN TAGALOG AND BICOL REGION (STBR)				
Batangas	Int B., Morada St., Brgy. I, Lipa City, Batangas	(043)702-6728	batangas@pcso.gov.ph	Brenda de Guzman Acting Administrative Officer
Cavite	Blk-B L6 Progressive Ville Molino Road Molino 2 Bacoor City	(046) 431-9263	cavite@pcso.gov.ph	Cherry Rose Ballestamon Acting Administrative Officer
Catanduanes	Cottage C, Easterb Bicol Medical Center, San Insidro, Virac, Catnaduanes	(052) 740-5544	catanduanes@pcso.gov.ph	Margie A. Pecson Cash Clerk IV
Laguna	East Gate, Alonte Sports Arena, Brgy. Zapote, Biñan City, Laguna	(049)513-5252	laguna@pcso.gov.ph	Christine Margarita D. Casillano Acting Administrative Officer III
Marinduque (B)	New Admin. Bldg., Capitol Compound, Brgy. Santol, Boac, Marinduque	(042) 332-0533	marinduque@pcso.gov.ph	John Bernard Luna Financial Management Officer I
Oriental Mindoro	Centro ng Kabataan Compound, Brgy. Sta. Isabel, Calapan City	(043) 288-7487	orientalmindorobranch@pcso.gov.ph	Emery Joy R. Adame Supply Officer I
Occidental Mindoro (C)	Brgy. Central San Jose, Occidental Mindoro (<i>opposite side fronting San Jose District Hospital</i>)	(043) 732 - 0184	occidentalmindorobranch@pcso.gov.ph	Rowena Rebaldo Acting Branch Manager/ABM
Palawan	2nd floor, City Coliseum, Brgy. San Pedro, National Highway, Puerto Princesa	(048) 434-1178	palawan@pcso.gov.ph	Rolando Batislaong, JR. Acting Cashier
Quezon	Quezon Trade and Investment Center Building Brgy. Isabang, Tayabas City, Quezon	09235446128/ 09661534925	quezon@pcso.gov.ph	Camille Esperanza L. Morales Acting Administrative Officer

Name of Agency	Location of FOI Receiving Office	Contact Details		Assigned FOI Receiving Officer
		Telephone/ Fax	Email Address	
Rizal	G/F, GSO Bldg. Cainta Municipal Hall compound, Cainta Rizal	532-1723 532-1296	rizal@pcso.gov.ph	Joffrey M. Ramirez Administrative Officer III
Albay	G/F, Capitol Annex Bldg., Albay District Legaspi City	(052) 742-1830	albay@pcso.gov.ph	Ricardo Morata Acting Administrative Officer
Sorsogon (B)	Motorpool, Dr. Fernando B. Duran Sr., Hosp. Macaboy, Sorsogon City	(056) 578-1527	sorsogon@pcso.gov.ph	Charito G. Loilo Acting Cahier
Camarines Sur	Jesse M. Robredo Coliseum, Naga City	(054) 884-1059	camsur@pcso.gov.ph	Julma Serrano Administrative Officer III
Camarines Norte (B)	Provincial Capitol Compound, F. Pimentel Ave., Daet, Camarines Norte	(054) 472-8937 (054) 472-3961	camsur@pcso.gov.ph	Julma A. Serrano Administrative Officer III
Masbate (C)	Masbate Provincial Hospital Building, Danao Street, Masbate Road, Masbate City	(056) 578-1527	masbate@pcso.gov.ph	Cherryl G. Dela Rosa Social Welfare Officer I
Romblon (C)	Upper Ground Floor, Bldg. 1, Romblon Provincial Hospital, Brgy. Liwanag, Odiongan Romblon	(042) 567-6328	romblon@pcso.gov.ph	Kathy M. Foja Acting Cashier
VISAYAS				
Aklan (B)	Lot 8 Block 3, Capitol Site Subdivision, Brgy. Estancia, Kalibo, Aklan	(036) 500-7406	aklanbranch@pcso.gov.ph	Therese Arden E. Pamintuan Administrative Officer I
Antique (B)	2/F, RHU Bldg. Brgy. Dalipe,, San Jose Trade Town, San Jose, Antique	09177022813	antique@pcso.gov.ph	Jonah Mae Morales Administrative Officer I
Biliran	2nd Floor, Naval Mall, Brgy. Santissimo Rosario, Naval, Biliran	(053) 500-9815	biliran@pcso.gov.ph	Myla M. Catadman Administrative Officer I
Bohol	New Capitol Compound, C. Marapao St., Tagbilaran City, Bohol	(038)501-7011	bohol@pcso.gov.ph	Algy Romy B. Castañeda Administrative Officer III
Capiz (B)	G/F, Capiz Provincial Capitol, Capiz, Magallanes St., Roxas City, Capiz	(036)651-6941	capiz@pcso.gov.ph	Joeffrey B. Dela Cruz Administrative Officer I

Name of Agency	Location of FOI Receiving Office	Contact Details		Assigned FOI Receiving Officer
		Telephone/ Fax	Email Address	
Cebu	S. Osmeña St., North Reclamation Area, Cebu City	(032)231-7275 (032)234-4145 (032) 2341-4461	cebu@pcso.gov.ph	Serwyn P. Hervas ECET III
Eastern Samar	Legislative Building, Capitol Site, Brgy. Alang-alang, Borongan City, Eastern Samar	(055) 560-9042	easternsamar@pcso.gov.ph	Anania P. Erroba Acting Administrative Officer I
Guimaras	Provincial Covered Gymnasium, Brgy. San Miguel, JOrdan, Guimaras	(033) 322-5041	guimaras@pcso.gov.ph	Arnes M. Duran SWO-I/OIC - AO III
Iloilo	Iloilo Sports Complex, Magsaysay Village, La Paz, Iloilo City	(033)330-1340	iloilo@pcso.gov.ph	Adrian Mae C. Melliza Acting Administrative Officer
Siquijor	Capitol Building, Polangyuta, Siquiror	(035) 480 - 9099	pcsosiquijor@gmail.com	Ignacio U. Cabauatan OIC-Administrative Officer II
Southern Leyte (B)	City Wharf Bldg. Demetrio Abgao, Maasin City, Southern Leyte	(053) 862-0026	southernleyte@pcso.gov.ph	Bennett M. Ebio Administrative Officer I
Leyte	LMWDO Bldg. Justice Romualdez St, (back of Andoks Tac & beside PNB), Tacloban City, Leyte	(053)325-5120 (053)321-3023	leyte@pcso.gov.ph	Rowena B. Torres Acting Administrative Officer
Northern Samar (B)	Provincial Capitol Complex Brgy. Dalakit, Catarman, Northern Samar	(055)500-9644	northernsamar@pcso.gov.ph	Lester Trongcoso FMO/ConcurrentAdministrative Officer
Negros Occidental	Natalio G. Velez Gym, A. Bonifacio Street, Silay City, Negros Occidental	(034)435-1883	negrosoccidental@pcso.gov.ph	Cornelio Vicente Umilin Administrative Officer III
Negros Oriental	Gov. Perdecos Sports Complex, Capitol Area, Dumaguete City, Negros Oriental	(035)421-0861	negrosoriental@pcso.gov.ph	Ric Angelo Camacho Administrative Officer III
Western Samar	Calbayog Convention Center, Brgy Capoocan Highway, Calbayog City, Samar	(055)209-1574	westernsamar@pcso.gov.ph	Cathyrine Acuin Acting Administrative Officer

Name of Agency	Location of FOI Receiving Office	Contact Details		Assigned FOI Receiving Officer
		Telephone/ Fax	Email Address	
MINDANAO				
Agusan del Norte	City Hall Basement, Doongan, Butuan City 8600	(085) 341-1717 loc. 101	agusandelnorte@pcso.gov.ph	Ghina Jala Administrative Officer III
Agusan del Sur	Capitol Complez, Patinay, Prosperidad, Agusan del Sur	(085 839-0322)	agusandelsur@pcso.gov.ph	Ghina A. Jala Administrative Officer III
Bukidnon	Provincial Capitol Compound, Malaybalay City, Bukidnon	(088)813-5290	bukidnon@pcso.gov.ph	Cyrelle Ann C. Lozano Acting Administrative Officer
Davao del Sur	G/F, Maharlika Center, J. P. Cabaguio Ave., Davao City, Davao Del Sur	(082)282-2445	davaodelsur@pcso.gov.ph	Donald Francis T. Remitar ECET III
Davao del Norte	Gand Arena Building, J.P. Ayala Avenue, New Tagum City Hall, Apokon, tagum City	(084) 218-9383; 0919-068-3760	davaodelnorte@pcso.gov.ph	Kahlil C. Genota Administrative Officer I
Lanao del Norte	Senior Citizens Buidling, Barangay del Carmen, Iligan City, Lanao del Norte	(063) 224-5508	lanaodelnorte@pcso.gov.ph	Uldarico C. Landero, Jr. ECET III
Misamis Oriental	ABAP Bldg., Cor. Corales Ave. and Mabuhay St., Cagayan de Oro City	(088) 857-1556	misamisoriental@pcso.gov.ph	Ray Atkins Zamayla Acting Administrative Officer
South Cotabato	General Santos City Hospital Compound, E. Fernandez St., Lagao, General Santos City	(083)301-2117 (083)552-1179	southcotabato@pcso.gov.ph	Cynthia Dayatan Administrative Officer III
Surigao del Norte (B)	Surigao del Norte Sports Complex, Rizal St., Surigao City 8400	(086)826-1848 (086)826-1849 0917-5517653	surigaodelnorte@pcso.gov.ph	Eric Napil Administrative Officer III
Surigao del Sur	Capitol of the South Brgy. Kahayag, Bislig City, Surigao del Sur	(086) 853-7111	surigaodelsur@pcso.gov.ph	Sonia Eliza D. Alauya Administrative Officer III/ Branch Head
Sultan Kudarat	Bonifacio Street, Tacurong City, Sultan Kudarat	0909-597-4466	sultankudarat@pcso.gov.ph	Jessie L. De Vera Driver Courier II
Zamboanga del Norte (B)	Old Provincial Hosp. Bldg., PDRRMO Compound, Brgy. Biasong, Dipolog City	(065) 908-1565	zamboangadelnorte@pcso.gov.ph	Walter Serrano OIC-Branch Manager

Name of Agency	Location of FOI Receiving Office	Contact Details		Assigned FOI Receiving Officer
		Telephone/ Fax	Email Address	
Zamboanga del Sur	CGHR Bldg., Villalobos St., Zone IV, Zamboanga City	(062)993-1613	zamboangadelsur@pcso.gov.ph	Pilarcita C. Florentes OIC-Branch Manager
Misamis Occidental (B)	Agora Bus Terminal Complex, Ozamiz City, Misamis Occidental	(088)545-1734	misamisoccidental@pcso.gov.ph	Leovy A. Loquias Administrative Officer I
Davao Oriental (C)	Former PENR Office, Capitol Hill, Mati, Davao Oriental	(087)811-3690	davaooriental@pcso.gov.ph	Linnie G. Del Cerna Administrative Officer III/ Branch Head
North Cotabato	Capitol Compound, Amas, Kidapawan City	(064) 572-6185	northcotabato@pcso.gov.ph	Matias S. Polawon, Jr. Branch Head

ANNEX D: 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

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.

¹ 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.

ANNEX D-1: LIST OF PCSO EXCEPTIONS

1. Winner's Profile Records (Soft and Hard Copies)

The Winner's Profile Records contain the personal information of the Winners. Leakage and information of these information to the public may endanger the lives and privacies of the jackpot winners, unless the winners signify their consent.

2. Winning Ticket Information (All PCSO Game Products)

All PCSO Game System Reports containing the winning ticket information shall be maintained with absolute confidentiality unless otherwise necessary in the event of an investigation, such as the Request for Ticket/Transaction Search and Verification. Leakage and exposure of these information to the public may lead to illegal replications of winning tickets for PCSO games.

3. Proposed Games

They shall fall under the exception as there is a risk that proprietary rights of the gaming supplier may be exposed to cloning or sabotage by industry competitors.

4. Agent(s) Personal Sensitive Information

5. Agent(s) or terminal sales information report (Agency Accounting Activity Summary Report)

6. Paid/Claimed Winning Tickets

Information and details of paid/claimed winning tickets shall be kept confidential unless ordered by court, Congress or for other legal proceedings/purpose.

7. Unclaimed Winning Tickets/Draw Profit and Loss for Expired Ticket

This report contains information details of the unclaimed winning tickets before forfeiture (for security purposes and to avoid duplication and future dubious claims)

8. Proprietary software applications utilized to run the online lottery gaming systems.

9. Ticket Serial Number (TSN)

The TSN of all the online game variants that PCSO operates require proper handling. Access to information on the TSN must be limited to authorized personnel only for security reasons.

10. PCSO Officials, PCSO Employees and Out-Patients' health and medical records/information

These should be kept confidential unless waived by the official/employee/patient.

11. Personal, health and medical records/information of IMAP client-patients unless waived by the concerned client-patient.

12. Personal and sensitive personal information of employees as defined under Section 2 of this Manual

ANNEX E: 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) ◀ _____

ANNEX F: FOI MEMORANDUM CIRCULAR NO. 21-05



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Komunikasyon
Ermita, City of Manila

FOI-MC No. 21-05

FREEDOM OF INFORMATION MEMORANDUM CIRCULAR

FOR : ALL AGENCIES, DEPARTMENTS, BUREAUS, OFFICES AND INSTRUMENTALITIES OF THE EXECUTIVE BRANCH INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS (GOCCS), STATE UNIVERSITIES AND COLLEGES (SUCS), AND LOCAL WATER DISTRICTS (LWDS)

SUBJECT : GUIDELINES ON THE REFERRAL OF REQUESTED INFORMATION, OFFICIAL RECORD/S AND PUBLIC RECORD/S TO THE APPROPRIATE GOVERNMENT AGENCY OTHERWISE KNOWN AS THE “NO WRONG DOOR POLICY FOR FOI”

WHEREAS, Executive Order (EO) No. 02, s. 2016 was issued by President Rodrigo Roa R. Duterte to operationalize the Constitutional Right of Access to Information, and Policy of Full Public Disclosure in the Executive Department;

WHEREAS, Memorandum Order (MO) No. 10, s. 2016 designated the Presidential Communications Operations Office (PCOO) as the lead agency in the implementation of EO No. 02, s. 2016;

WHEREAS, Department Order No. 18, s. 2017, issued by the PCOO, created the Freedom of Information – Project Management Office (FOI-PMO) to exercise the mandate of MO No. 10, s. 2016;

WHEREAS, in order to ensure the policy of the President to have an open, transparent and accountable government, it is the mandate of the PCOO to develop programs and mechanisms to enhance the capacity of government agencies to comply with the FOI program;

WHEREAS, there is a need to break the prevailing “silo system” and lack of interconnection among government agencies, with the end goal of a government acting as a singular unit serving its primary client, its citizens;

NOW, THEREFORE, by virtue of PCOO's mandate to develop programs and mechanism to ensure compliance with the FOI program, particularly on addressing the issue regarding the referral of any requested information, official record/s, or public record/s to the appropriate government agency, these rules are hereby prescribed and promulgated for the information, guidance and compliance of all concerned:

Section 1. Purpose. – This rule seeks to set guidelines for the referral of any requested information, official record/s, or public record/s to the appropriate government agency by another agency which does not have in its possession or custody the requested information or records, or is not authorized to release the information to the public.

Section 2. Coverage. – This Order shall cover all government agencies under the Executive branch implementing the FOI Program, pursuant to EO No. 2, s. 2016 and all other related issuances, and applies to both paper-based and electronic form of requesting information.

Section 3. Request for Information. – Any person who requests for access to information shall comply with Section 9 of EO No. 02, s. 2016 and all other pertinent laws, existing rules and regulations, issuances, and orders. For purposes of this rule, information and records shall refer to information, official record/s, or public record/s as defined under EO No. 02, s. 2016.

Section 4. Acceptance of request. – As a general rule, all fully compliant requests 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 laws, existing rules and regulations, or it is one of the exceptions provided under the Inventory of Exceptions.

Section 5. Process of Referral. – 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 (government agency no. 2 or GA2) under the Executive Branch, the request shall be immediately referred by GA1 to GA2 through the most expeditious manner but 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 acknowledgement of the referral shall be made by the FRO of the government agency where it was referred.

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 6. FOI Internal Messenger. - The FOI-PMO shall create a **"FOI Internal Messenger"**. Such feature shall be included in the dashboards of FROs and FDMs, located at the eFOI portal or www.foi.gov.ph, where all FROs and FDMs can ask or confirm with each other on which agency has the control and custody of any information or record being requested.

Please see Annex "A" of this Circular for the No Wrong Door Policy Flowchart.

Section 7. Status of the Request. - A request that is referred to the appropriate government agency is considered **successful** if the same is acknowledged and the requested information is disclosed to the requestor.

If GA3, after the second referral, still cannot provide the information requested, it shall deny the said request and shall properly notify the requesting party.

In all phases of the referral, the requesting party shall be informed in writing, email, and/or through the eFOI of the status of his/her request.

Section 8. Inventory of Receiving Officers and Decision Makers, and Agency Information Inventory. - For the convenience of all FROs and FDMs

in implementing this Circular, an inventory of the names and contact details of all designated FROs and FDMs of government agencies, and an Agency Information Inventory (AII) shall be compiled by the FOI-PMO.

The FOI-PMO shall be the central repository of the inventory of all designated FROs and FDMs and shall collate and update the names and contact information of the designated FROs and FDMs of each government agency. The inventory shall be posted at the eFOI portal, www.foi.gov.ph. FOI-PMO shall strictly adhere to Republic Act No. 10173 or the Data Privacy Act of 2012.

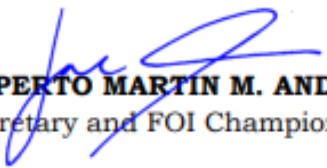
To assist the FROs in locating the requested information or record, an annual updating of the AII shall be required of all agencies on-boarded on the eFOI Portal. The consolidated inventory of information shall likewise be made available in the dashboard of the FRO and FDM for ease of access and information.

Section 9. Separability Clause. If, for any reason, any part or provision of this Memorandum Circular is declared invalid or unconstitutional, the other provisions not affected thereby shall remain in full force and effect.

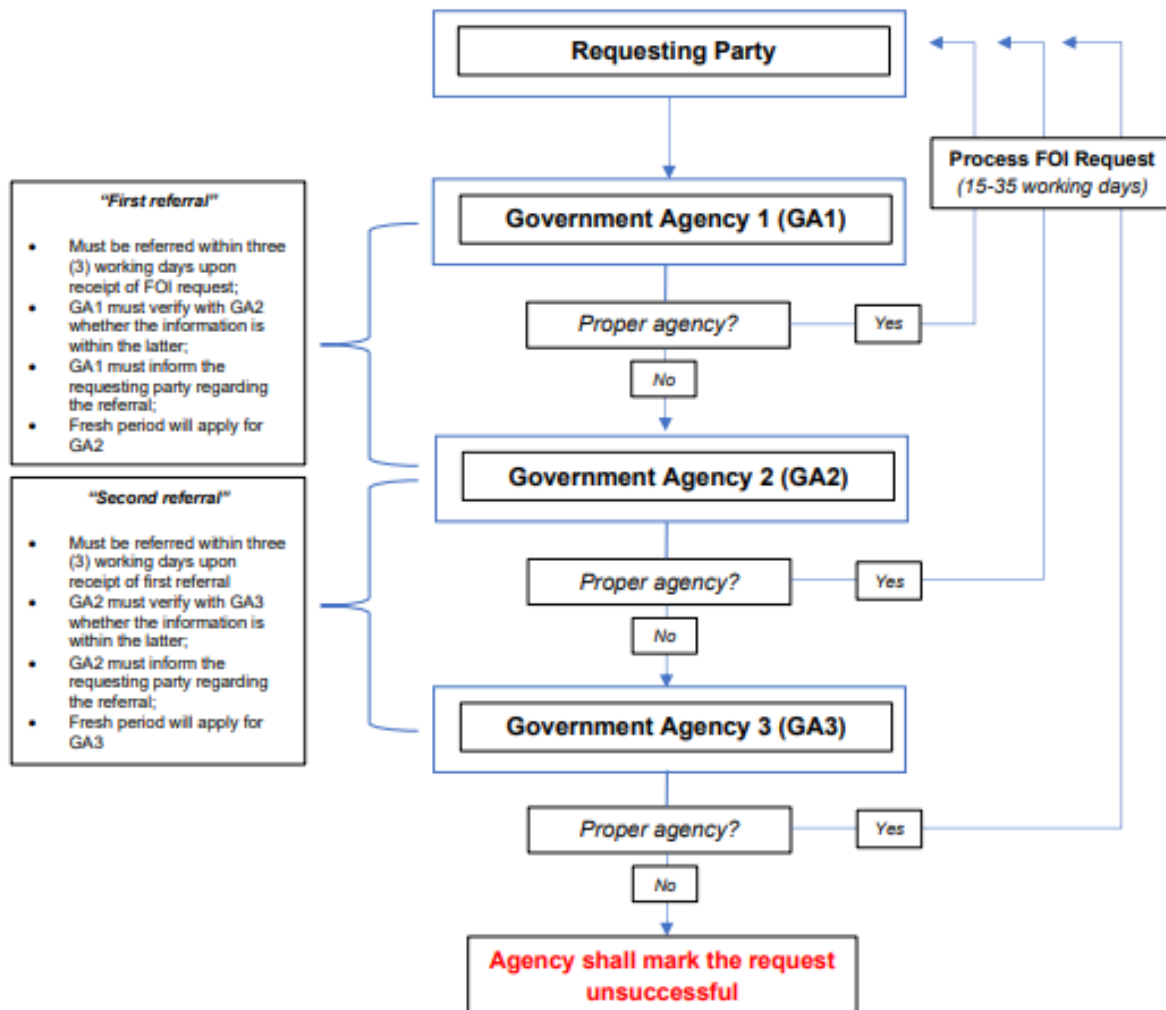
Section 10. Repealing Clause. All orders, rules and regulations, memoranda, circulars, and issuances or any part thereof inconsistent with the provisions of this Memorandum Circular are hereby repealed, amended or modified accordingly.

Section 11. Effectivity. This Memorandum Circular shall take effect immediately.

Manila, Philippines, 27th day of August 2021.


JOSE RUPERTO MARTIN M. ANDANAR
Secretary and FOI Champion

NO WRONG DOOR POLICY FLOWCHART



NOTE:

If GA1 fails to refer the request within three (3) working days upon its receipt, the FOI Receiving Officer (FRO) shall act on it within the remaining period to respond pursuant to EO No. 2, s. 2016. No fresh period shall apply.

ANNEX G: BOARD RESOLUTION NO. 095, s. 2023



SECRETARY'S CERTIFICATE

I, **CHARLES FREDERICK T. CO**, of legal age, Filipino and with office address at the Philippine Charity Sweepstakes Office, 4th Floor, Sun Plaza Building, 1507 Princeton Street corner Shaw Boulevard, Mandaluyong City, Metro Manila after being duly sworn according to law, hereby certify that:

1. I am the Board Secretary VI of the Philippine Charity Sweepstakes Office (PCSO), a government-owned and controlled corporation engaged in the holding and conduct of sweepstakes and lotto;
2. As such, I have custody of the records pertaining to the Board of Directors of the PCSO, including Board Resolutions;
3. Per the records, the PCSO Board of Directors during its regular meeting on 12 April 2023 held at the PCSO Board Room, 4th Floor, Sun Plaza Building, 1507 Princeton Street corner Shaw Boulevard, Mandaluyong City, Metro Manila passed the following Resolution:

RESOLUTION NO. 095
Series 2023

APPROVED AMENDMENT OF THE PCSO 2021 AGENCY FREEDOM OF INFORMATION MANUAL (FOI) AND 2021 PEOPLE'S FOI MANUAL

x x x

NOW, THEREFORE, for and in consideration of the foregoing, the PCSO Board of Directors **RESOLVED**, as it hereby **RESOLVES**, to approve the amendment of the PCSO's Agency FOI Manual and People's FOI Manual.

RESOLVED FINALLY, that this shall be subject to compliance with applicable and existing laws, rules and regulations on the matter.

Approved this 12th day of April 2023 at the 7th Regular Board Meeting of the PCSO Board of Directors, PCSO Board Room, Mandaluyong City.

4. Per records of the Office of the Board Secretary, the foregoing Board Resolution has not been replaced, amended or repealed.
5. This Secretary's Certificate is issued for whatever legal purpose it may serve.

IN WITNESS WHEREOF, I have affixed my signature on this 18th day of April 2023 in Mandaluyong City, Metro Manila.


CHARLES FREDERICK T. CO
Board Secretary VI

SUBSCRIBED and SWORN to before me on this 18th day of April 2023 with affiant exhibiting to me his IBP ID No. 71476.

NOTARY PUBLIC

Doc. No. 23
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Book No. 1
Series of 2023.

ATTY. RAYCHELLE A. PAGDANGANAN
Appl. No. 0912-22
Notary Public for Mandaluyong City until 12/31/2023
9F Sun Plaza Bldg., 1507 Princeton St., cor. Shaw Blvd.,
Mandaluyong City
Roll No. 70970, 05 June 2018
IBP No. 199066, 01/13/22, Nueva Ecija
PTR No. 4894978, 01/27/22, Mandaluyong City
MCLE Compliance No. V10025257, 04/08/2019