Republic of the Philippines
ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY
Barotac Nuevo, Iloilo, Philippines
website: isufst.edu.ph

Freedom of Information

Manual

2023 Edition

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SECTION I. OVERVIEW

A. Historical Background

The Iloilo State College of Fisheries otherwise known as ISCOF is the "First and Only State College of Fisheries in the Philippines." Started as a Secondary Fishery School in 1958 when Barotac Nuevo High School was converted into Central Iloilo National School of Fisheries (CINSOF) by virtue of Republic Act No. 1925 authored by Congressman Ricardo Y. Ladrido dated June 22, 1957.

In 1961, CINSOF acquired a lot in Tiwi, Barotac Nuevo, six kilometers north of the town proper of Barotac Nuevo or approximately 36 kilometers north of Iloilo City. On the same year to broaden its scope of curricular offerings, the name CINSOF was changed to Iloilo National School of Fisheries (INSOF).

On June 20, 1963, Republic Act No. 3521 authored again by Cong. Ricardo Y. Ladrido, converted INSOF into Iloilo Regional School of Fisheries (IRSOF) to expand the curricular offerings to collegiate courses.

In 1974, under the administration of Dr. Elpidio Icamina as Superintendent, a four-year course leading to the degree of Bachelor of Science in Fisheries Education was offered. The Bachelor of Science in Fisheries (BSF) with major offerings in Marine Fisheries, Inland Fisheries and Fish Processing was offered in 1975. In 1976, as a support and related programs in fisheries, the following were offered: Associate in Agriculture; Bachelor of Science in Agriculture majors in Animal Husbandry and Agronomy; and Certificate in Maritime Transportation leading to the degree of Bachelor of Science in Marine Transportation (BSMT).

On August 21, 1978, through Dr. Narciso Dolar Monfort, Assemblyman of Western Visayas, IRSOF was converted into a state college known as Iloilo State College of Fisheries (ISCOF) per Presidential Decree No. 1523 dated June 11,1978.

The General Appropriation Act of 2002, RA 8760 integrated with ISCOF the following Commission on Higher Education (CHED) Supervised Institutions (CSIs): Dumangas Polytechnic College (DPC), Barotac Nuevo Polytechnic Institute (BNPI), San Enrique Polytechnic College (SEPC), and Dingle Agricultural and Technical College (DATEC).

The Republic Act 10604 dated June 11, 2013 authored by Cong. Ferjenel Biron of the 4th District Province of Iloilo, Sen. Sonny Angara and the late Sen. Edgardo J. Angara was signed into law by Pres. Benigno Simeon Aquino III, converting ISCOF into a state university to be known as the Iloilo State University of Science and Technology, subject to compliance with CHED requirements before January 2016. Since ISCOF was not declared compliant before the due date, Cong. Ferjenel Biron re-filed the bill.

On April 4, 2018, President Rodrigo Roa Duterte signed RA 11012 amending RA 10604 for ISCOF to be known as Iloilo State University of Fisheries Science and Technology and shall retain its status prior to the effectivity of this Act until it is able to comply with CHED requirements.

Finally on January10, 2023 the Commission en Banc approved the effectivity of the conversion of ISCOF into a State University with Nordy D. Siason, Jr., EdD, CESO VI as the first State University President.

B. Purpose

The purpose of this Freedom of Information (FOI) Manual is to provide the process to guide and assist the Iloilo State University of Fisheries Science and Technology (ISUFST) as an educational system in dealing with requests of information received under Executive Order (E.O.) No. 2, Series of 2016, on Freedom of Information (FOI). **(Annex "B")**

C. Structure of the Manual

This FOI Manual shall set out the rules and procedures to be followed by the ISUFST Campuses when a request for access to information is received. The SUC President is responsible for all actions carried out under this FOI Manual and may delegate this responsibility to the Office of the Vice President for Administrative Affairs and the respective Campus Administrators of the external campuses. The SUC President may delegate the Director of the Quality Assurance Management Center (QAMC) to act as Decision Maker (DM), who shall have overall responsibility for the initial decision on FOI requests, (i.e. to decide whether to release all the records, partially release the records or deny access).

D. Coverage of the Manual

The Manual shall cover all requests for information directed to ISUFST and its external campuses.

E. FOI Receiving Officer

There shall be an FOI Receiving Officer (FRO) designated at the ISUFST Campuses. The FRO shall preferably the Chief Administrative Officer (CAO) and the Administrative Officers of the ISUFST Campuses. The FRO shall hold office at the Administration Buildings of ISUFST Campuses.

The functions of the FRO shall include receiving on behalf of ISUFST 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 FOI; compile statistical information as required; and, conduct initial evaluation of the request and advise the requesting party whether the request will be forwarded to the FOI Decision Maker for further evaluation, or deny the request based on:

1. That the form is incomplete; or
2. That the information is already disclosed in the ISCOF Official Website, foi.gov.ph, or at data.gov.ph.

Local offices of ISUFST shall assign their respective FROs. **(Annex "C").**

F. FOI Decision Maker

There shall be an FOI Decision Maker (FDM), designated by the SUC President, with a rank of not lower than a Director or its equivalent that shall conduct evaluation of the request for information and has the authority to grant the request, or deny it based on the following:

1. ISUFST does not have the information requested;
2. The information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
3. The information requested falls under the list of exceptions to FOI; or
4. The request is an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the ISUFST Campuses.

G. 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 SUC President to review and analyze the grant or denial of request of information. The Committee shall also provide expert advice to the SUC President on the denial of such request. The Central Appeals and Review Committee (CARC) of ISUFST is composed of one of the Vice Presidents (VPs), Legal Officer and the Supervising Administrative Officer (SAO).

H. Approval and Denial of Request to Information

The Decision Maker shall approve or deny all request of information. In case where the Decision Maker is on official leave, the SUC President may delegate such authority to the DCR (Document Control Representative).

SECTION II. DEFINITION OF TERMS

A. **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 disclosability of the records before any final determination is made. This process is called a "consultation."

B. **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.

C. **FOI.gov.ph.** The FOI website serving as the government's comprehensive FOI website for all information on the FOI. Among many other features, FOI.gov.ph provides a central resource for the public to understand the FOI, to locate records that are already available online, and to learn how to make a request for information that is not yet publicly available. FOI.gov.ph also promotes agency accountability for the administration of the FOI by graphically displaying the detailed statistics contained in Annual FOI Reports, so that they can be compared by agency and over time.

D. **Exceptions.** Information that is protected by the Constitution, laws or jurisprudence should not be released and disclosed in response to a FOI request.

E. **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.

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 the requesting party can call and ask questions about the FOI process or the pending ISUFST FOI request.

I. **Frequently Requested Information.** Info released in response to a FOI request that the agency determines have become or are likely to become the subject of subsequent requests for substantially the same records.

J. **Full Denial.** When or any of its office, unit or department 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 in response to a FOI request.

L. **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.

M. **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.

N. **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.

O. **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.

P. **Open Data.** Refers to publicly available data structured in a way that enables the data to be fully discoverable and usable by end users.

Q. **Partial Grant/Partial Denial.** When a government office is able to disclose portions of the records in response to a FOI request, but must deny other portions of the request.

R. **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 thestatutory response time.

S. **Perfected Request.** A FOI request, which reasonably describes the records, sought and is made in accordance with the government office's regulations.

T. **Personal Information**. Shall refer to any information, whether recorded in a material form or not, from which the identify 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.

U. **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.

V. **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.

W. **Public Records.** Shall include information required by laws, executive orders, rules, or regulations to be entered, kept, and made publicly available by a government office.

X. **Received Request or Received Appeal.** An FOI request or administrative appeal that an agency has received within a fiscal year.

Y. **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."

Z. **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 religiousphilosophical or political affiliations;

2. About an individual health, education, genetic or sexual life of a person, or toany proceedings for any offense committed or alleged to have committed by such person, the disposal of such proceedings or the sentence of any court insuch 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 keptclassified.

AA. **Simple Request.** A FOI request that an agency anticipates will involve a small volume of material or which will be able to be processed relatively quickly.

SECTION III. PROMOTION OF OPENNESS IN GOVERNMENT

A. Duty to Publish Information

ISUFST 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 processes;
2. A description of the frontline services it delivers and the procedure and length of time by which they may be availed of;
3. The names of its key officials, their powers, functions and responsibilities, and their profiles 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; and
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.

ISUFST shall endeavor to translate key information into major Filipino languages and present them in popular form and means.

C. Keeping of Records.

ISUFST 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.

SECTION IV. PROTECTION OF PRIVACY

While providing for access to information, ISUFST shall afford full protection to aperson's right to privacy, as follows:

A. ISUFST 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. ISUFST 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 the ISUFST, shall not disclose that information except as authorized by existing laws.

SECTION V. STANDARD PROCEDURE

*(See **Annex "E"** for flowchart)*

A. Receipt of Request for Information

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

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

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

2. 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.

3. 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.

4. ISUFST 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 the government office, or directly into the email inbox of a member of staff; or
b. 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. If no clarification is received from the requesting party after sixty (60) calendar days, the request shall be closed.

B. Initial Evaluation

After receipt of the request for information, the FRO shall evaluate the contents of the request and initially determine if the requested information may be allowed to be given or is subject to the exception as enumerated in "Annex D".

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

2. Requested information is not in the custody of ISUFST or any of its offices: If the requested information is not in the custody of ISUFST or any of its offices, following referral and discussions with the FDM, the FRO shall undertake the following steps:

   a. If the records requested refer to another AGENCY, the request will be immediately transferred to such appropriate AGENCY 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.

   b. 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.

The details of the referral are described in Section VII, **"No Wrong Door Policy Flowchart."**

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.

C. 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.

D. 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 10 days upon receipt of suchrequest.

The FRO shall note the date and time of receipt of the information from the FDM and report to the AGENCY Head or the designated officer, 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.

E. 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 SUC President or the designated officer and ensure the transmittal of such to the requesting party within 15 working days upon receiptof the request for information.

F. 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.

G. Notice to the Requesting Party of the Approval/Denial of the Request

Once the FDM 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 SUC President or his designated officer for final approval.

H. 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.

I. 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 SUC President or to his designated officer.

SECTION VI. 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:

A. Administrative FOI Appeal to the ISUFST Central Appeals and Review Committee: 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.

   1. Denial of a request may be appealed by filing a written appeal to the ISCOF Central Appeals and Review Committee within fifteen (15) calendar days from the notice of denial or from the lapse of the periodto respond to the request.

   2. The appeal shall be decided by the SUC President 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.

B. Upon exhaustion of administrative FOI appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

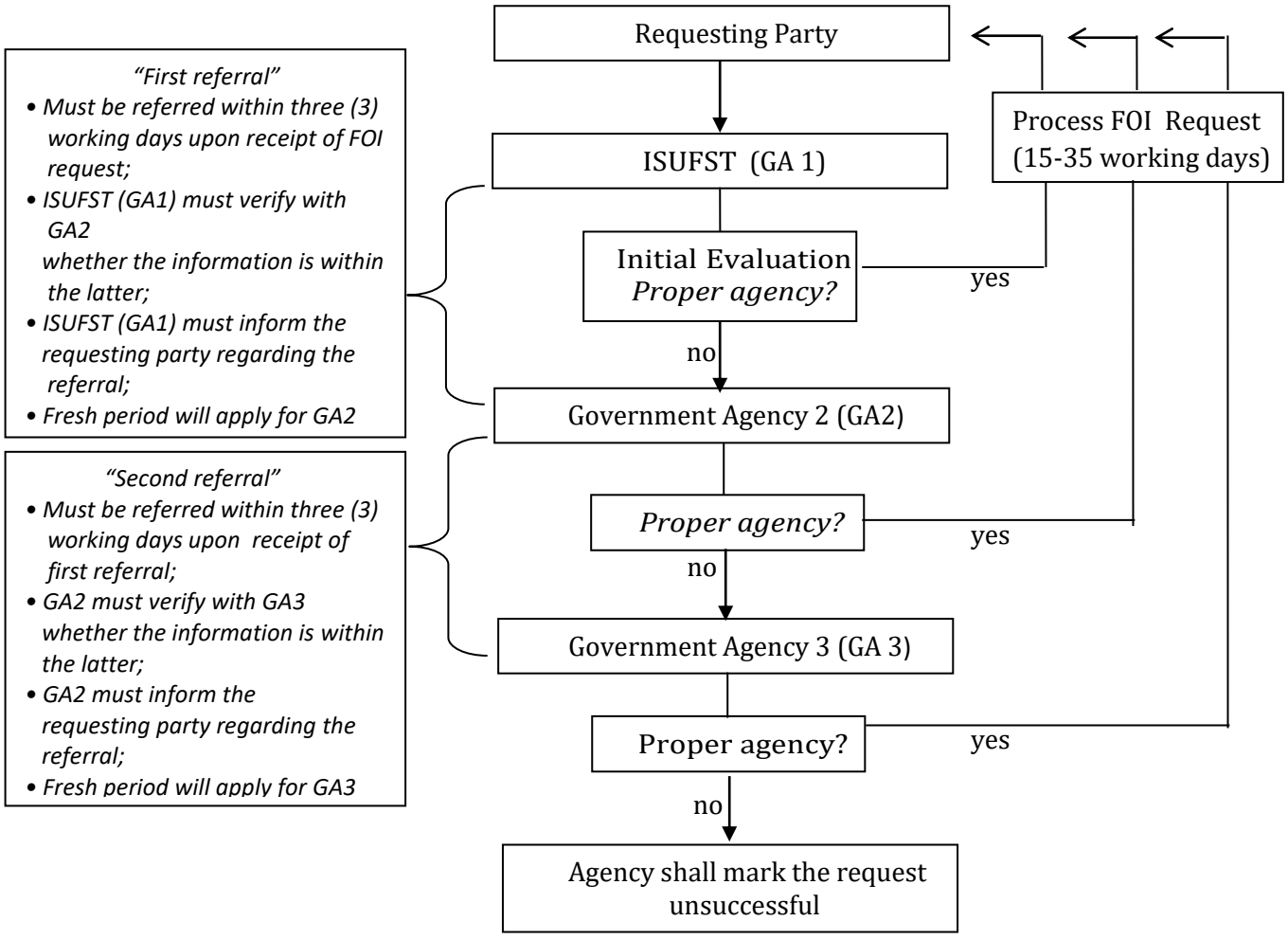
SECTION VII. REQUEST TRACKING SYSTEM

ISUFST 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.

ISUFST shall hold on to "**No Wrong Door Policy**." Wherever or whichever door a person enters through a system are supported to access an appropriate service that meets their needs.

Section V of this FOI Manual provides the Standard Procedure for Initial Evaluation after receipt of the request for information. If the requested information is not in the custody of ISUFST or any of its offices, the details of the referral are described in the flowchart below.

No Wrong Door Policy Flowchart



Note: If ISUFST (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.

SECTION VIII. FEES

A. **No Request Fee**

ISUFST shall not charge any fee for accepting requests for access to information.

B. **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 ISUFST in providing the information to the requesting party. The schedule of fees shall be posted by ISUFST Accounting Unit.

C. **Exemption from Fees**

ISUFST 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 IX. ADMINISTRATIVE LIABILITY

A. Non-compliance with FOI

Failure to comply with the provisions of this Manual shall be a ground for the following administrative penalties:

1. 1st Offense - Reprimand;
2. 2nd Offense - Suspension of one (1) to thirty (30) days; and
3. 3rd Offense - Dismissal from the service.

B. Procedure

The Revised Rules on Administrative Cases in the Civil Service shall be applicable in the disposition of cases under this Manual.

C. 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.

Reference: Model Agency FOI Manual (updated as of 23 January 2017)
Recommended by the Presidential Communications Operations Office

ISUFST FOI Manual 2023 Edition updated by:

MA. PRECY P. PEREZ, EdD
PBB Focal Person

Reviewed by:

JOHNNY B. DOLOR, EdD
VP for Administrative Affairs

Approved:

NORDY D. SIASON, JR., EdD, CESO VI
SUC President II

Date: 22 DEC 2023

ANNEXES

ANNEX "A"

FOI FREQUENTLY ASKED QUESTIONS

1. What is FOI?

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

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

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

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

EO 2 was signed 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.

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 ISCOF'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 ISCOF holds the information requested, if itis 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 requestedinformation.
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 thereceipt 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 ofprocessing period no longer than twenty (20) working days, should the need arise.

11. What if I never get a response?

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

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

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

If you are not satisfied with the response, the Requestor may write an appeal letter to the Central Appeals and Review Committee within fifteen (15) calendar days from the lapse of 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"

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

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

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

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

WHEREAS, the President, under Section 17, Article VII of the Constitution, has control over all executive AGENCYs, 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 andgrowth;

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 bya 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, AGENCYs, 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 AGENCY 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 thisOrder.

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 bethe 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 officerduly 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 itis 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 hereofwho 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;
(f) 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 processingof 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 requestis 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 thereoffurnished 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) calendar 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 mayfile 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 ofinformation 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 publicationin 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 Receiving Officers of ISUFST

Name of Office	Location of FOI Receiving Office	Contact Details	Assigned FOI Receiving Officer
ISCOF Main Campus	Office of Chief Administrative Officer Administration Building	09278504299 iscofmain@gmail.com	Mrs. Lilibeth B. Petrescu
ISCOF Barotac Nuevo Campus	Office of Administrative Officer Administration Building	09177069960 AO20918@yahoo.com	Mr. Jose S. Aricaya
ISCOF Dingle Campus	Office of Administrative Officer Administration Building	09177770170 dingbalbona@yahoo.com	Dingras E. Balbona, DDM
ISCOF Dumangas Campus	Office of Administrative Officer Administration Building	09310448770 or 09948468293 aofficedgas@isufst.edu.ph	Mrs. Ellen Grace Gulmatico
ISCOF San Enrique Campus	Office of Administrative Officer Administration Building	09503740715 melbyparreno1@gmail.com	Mrs. Melby Parreño

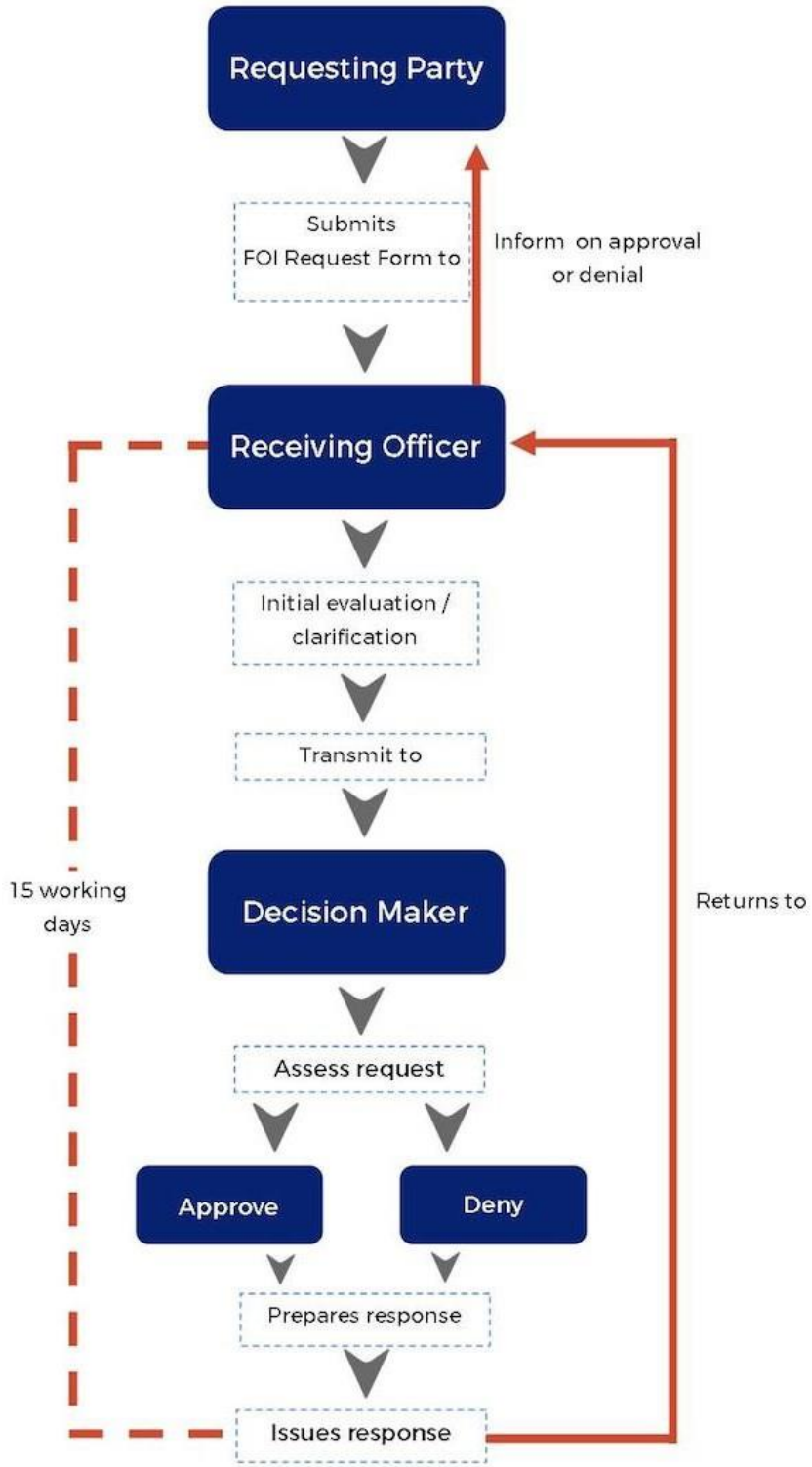
ANNEX "D"

LIST OF EXCEPTIONS

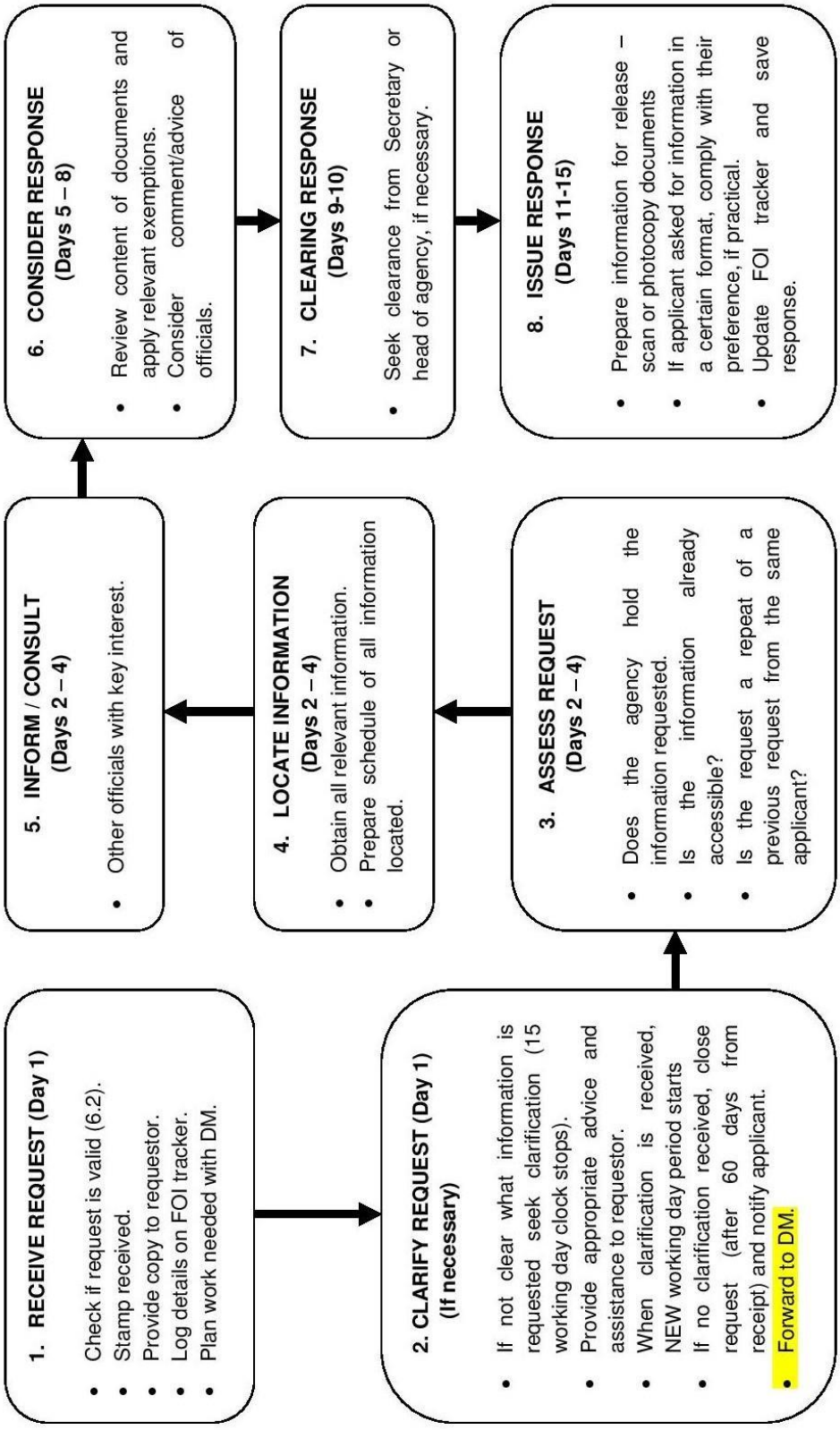
The following are the exceptions to the right of access to information, as recognized by the Constitution, existing laws, or jurisprudence:[1]

a. Minutes of the meetings of the BOT, it's Financial Committee and other committees which it may create
b. Minutes of the meetings of the Administrative Council
c. Minutes of meeting of the Academic Council
d. Judicial affidavit filed in all cases involving ISUFST
e. All pending cases involving ISUFST and its employees
f. 201 Files of all employees
g. PSB Documents
h. SALN
i. BAC Minutes of meetings
j. Abstract of Bids
k. TWG minutes of meeting and Recommendations
l. OPCR and IPCR
m. Financial Reports and Financial Documents not yet audited by COA
n. All reports not in the final form
o. Office recommendation as member of inter-agency task force/committee/body
p. Student Records
q. Pay slips

ANNEX "E-1"
Flow Chart



ANNEX "E-2"



Detailed FOI Request Process

ANNEX "E - 3"

FOI Request Process in Days

Day 1	Days 2 – 4	Days 5 – 8	Days 9 – 10	Days 11 - 15
RECEIVE REQUEST • Check if request is valid. • Stamp received. • Provide copy to requestor. • Log details on FOI tracker. • Plan work needed with DM. **CLARIFY REQUEST** **(If necessary)** • If not clear what information is requested seek clarification (15 working day clock stops). • Provide appropriate advice and assistance to requestor. • When clarification is received, NEW working day period starts • If no clarification received, close request (after 60 days from receipt) and notify applicant. • Forward to DM.	**ASSESS REQUEST** • Does the agency hold the information requested. • Is the information already accessible? • Is the request a repeat of a previous request from the same applicant? **LOCATE INFORMATION** • Obtain all relevant information. • Prepare schedule of all information located. **INFORM / CONSULT** • Other officials with key interest.	**CONSIDER RESPONSE** • Review content of documents and apply relevant exemptions. • Consider comment/advice of officials.	**CLEARING RESPONSE** • Seek clearance from Secretary or head of agency, if necessary.	**ISSUE RESPONSE** • Prepare information for release – scan or photocopy documents • If applicant asked for information in a certain format, comply with their preference, if practical. • Update FOI tracker and save response.

Notes:

1. This table sets our targets, at various points within the 15 working day response period, for completion of key steps in the process of handling an FOI request.
2. Each FOI request is different, so not all of these actions will be required in each case – some will be much simpler – and sometimes actions will be completed earlier or later than the targets in this table. **However, it is always important to allow sufficient time for Decision Makers, etc to clear FOI responses before expiry of the 15 working day deadline.**
3. For any request, it is essential to start looking at it as soon as it is received, to assess what work needs to be done and to plan that work so that the request is answered on time. This table is intended to help with that planning.

FREEDOM OF INFORMATION REQUEST FORM

(Pursuant to Executive Order No. 2, s. 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 filed 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 Names** (including M.I) 3. **Surname**

_____ _____ _____

4. **Complete Address (**Apt/House Number, Street, City/Municipality, Province)

_____

5. **Landline/Fax** 6. **Mobile** 7. **Email**

_____ _____ _____

8. **Preferred Mode of Communication** ☐ Landline Mobile Number Email ☐ Postal Address
(If your request is successful, we will be sending the documents to you in this manner)
9. **Preferred Mode of Reply** ☐ Email Fax Postal Address Pick-up at Agency
10. **Type of ID Given** *(Please ensure your IDs contain your photo and Signature)* ☐ Passport Driver's License SSS ID Postal ID ☐ Voter's ID School ID Company ID Others_____

B. Requested Information

11. **Agency – Connecting Agency**
(If applicable) _____ _____
12. **Title of Document/Record Requested** *(please be as detailed as possible)*
_____
13. **Date of Period (DD/MM/YY)** _____
14. **Purpose** _____
_____
15. **Document Type** _____
16. **Reference Numbers (if known)** _____
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 data you applied, and if another person, company or body will use or benefit from the documents sought, the name of that person, entry 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 Request Form

This document may be reproduced and is NOT FOR SALE

FOI Tracking Number:

FREEDOM OF INFORMATION REQUEST FORM

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

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

A. Requesting Party

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

1. **Title** *(e.g. Mr, Mrs, Ms, Miss)* 2. **Given Name/s** *(including M.I)* 3. **Surname**

4. **Complete Address** *(Apt/House Number, Street, City/Municipality, Province)*

5. **Landline/Fax** 6. **Mobile** 7. **Email**

8. **Preferred Mode of Communication** ☐ Landline ☐ Mobile Number ☐ Email ☐ Postal Address
(If your request is successful, we will be sending the documents to you in this manner.)

9. **Preferred Mode of Reply** ☐ Email ☐ Fax ☐ Postal Address ☐ Pick-Up at Agency

10. **Type of ID Given** *(Please ensure your IDs contain your photo and signature)* ☐ Passport ☐ Driver's License ☐ SSS ID ☐ Postal ID ☐ Voter's ID ☐ School ID ☐ Company ID ☐ Others _____

B. Requested Information

11. **Agency - Connecting Agency** *(if applicable)*

12. **Title of Document/Record Requested** *(Please be as detailed as possible)*

13. **Date or Period** *(DD/MM/YY)*

14. **Purpose**

15. **Document Type**

16. **Reference Numbers** *(if known)*

17. **Any other Relevant Information**

FREEDOM OF INFORMATION

C. Declaration

Privacy Notice: Once deemed valid, your information from your application will be used by the agency you have applied to, to deal with your application as set out in the Freedom of Information Executive Order No. 2. If 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 "G-1"

FOI RESPONSE TEMPLATE - DOCUMENT ENCLOSED

DATE

Dear_____,

Greetings!

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

Your request

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

Response to your request

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

Thank you.

Respectfully,

_____
FOI Receiving Officer

ANNEX "G-2"

FOI RESPONSE TEMPLATE - ANSWER

DATE

Dear_____,

Greetings!

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

Your request

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

Response to your request

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

Thank you.

Respectfully,

_____
FOI Receiving Officer

ANNEX "G-3"

FOI RESPONSE TEMPLATE - DOCUMENT AVAILABLE ONLINE

DATE

Dear_____,

Greetings!

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

Your request

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

Response to your request

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

Your right to request a review

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

Thank you.

Respectfully,

_____

FOI Receiving Officer

ANNEX "G-4"

FOI RESPONSE TEMPLATE - DOCUMENT NOT AVAILABLE

DATE

Dear_____,

Greetings!

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

Your request

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

Response to your request

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

Your right to request a review

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

Thank you.

Respectfully,

_____

FOI Receiving Officer

ANNEX "G-5"

FOI RESPONSE TEMPLATE – UNDER EXCEPTIONS

DATE

Dear_____,

Greetings!

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

Your request

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

Response to your request

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

Your right to request a review

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

Thank you.

Respectfully,

_____

FOI Receiving Officer

ANNEX "G-6"

FOI RESPONSE TEMPLATE – IDENTICAL REQUEST

DATE

Dear_____,Greetings!

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

Your request

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

Response to your request

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

Your right to request a review

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

Thank you.

Respectfully,

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FOI Receiving Officer