



Presidential Communications
Operations Office
Malacañang, Manila
RELEASED
BY Justah
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RECORDS SECTION

REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Malacañang, Manila, Philippines

DEPARTMENT ORDER NO. 018
Series of 2017

SUBJECT : Creation of Freedom of Information (FOI) Project
Management Office (PMO)

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

WHEREAS, Section 7, Article II of the 1987 Constitution provides that the right of the people to information on matters of public concern shall be recognized. Access to official 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, shall be afforded the citizens, subject to such limitations as may be provided by law;

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

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. 2, s. 2016, and all other FOI programs and initiatives including electronic FOI (eFOI);

WHEREAS, pursuant to the policy of the President to have an open, transparent and accountable government, the PCOO believes that it is imperative to create an ad hoc office within the PCOO to implement MO No. 10, s. 2016, pending the application to the Department of Budget and Management (DBM) for the creation of new positions;

NOW, THEREFORE, in consideration of the foregoing, the following are hereby promulgated:



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Section 1. Creation of the Project Management Office. There shall be an FOI Project Management Office (FOI-PMO) under the PCOO that will exercise the mandate of MO No. 10, s. 2016 pursuant to EO No. 02, s. 2016.

Section 2. Functions of the FOI-PMO. The FOI-PMO shall perform the following functions:

- a) Oversee the implementation of all FOI programs of all government agencies in the Executive Branch, specifically:
 - i. Develop policies, rules, procedures, and regulations necessary to provide the strategic direction in implementing the program, including the following:
 - a. Conduct reviews and assessments of past and existing local and international issues, policies, and programs related to the FOI; and
 - b. Review the inventory of exceptions to EO No. 2 (s. 2016) and recommend amendment/s thereto;
 - ii. Develop, conduct, and evaluate programs and mechanisms to increase awareness on the FOI program for stakeholders such as government agencies, civil society organizations, the media, the academe, and the private sector, including the following:
 - a. Promote the FOI program through the conduct of information education campaigns for all stakeholders;
 - b. Capacitate all government agencies under the Executive Branch regarding FOI implementation;
 - c. Guide, coordinate and oversee public information activities, including advertisement placements, and similar media and communication activities in relation to the FOI program; and
 - d. Coordinate with private and government-owned and/or-controlled mass media entities in the dissemination of news and information related to the FOI and eFOI programs to the public;



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- iii. Monitor and evaluate compliance of all government agencies of the Executive Branch, including the following:
 - a. Develop policies and issuances on submissions of necessary documents for FOI compliance;
 - b. Investigate and review non-compliance of agencies to the FOI program;
 - c. Recommend the filing of administrative cases against violators; and,
 - d. Establish partnerships with organizations mandated to monitor and evaluate government performance such as (but not limited to) the following: the Office of the President-Presidential Management Staff; the National Economic and Development Authority; and, the Administrative Order (AO) No. 25, s. 2011 Inter-Agency Task Force;
 - iv. Establish and promote effective means whereby the public may access government information efficiently, electronically or otherwise, using all available government mass media entities, structures, and facilities, subject to existing laws, rules and regulations.
- b) Manage, implement, operate, and maintain the eFOI portal (www.foi.gov.ph) and ensure its efficiency, reliability, and security, including the following:
- a. Develop policies, rules, procedures, and regulations for the centralization and harmonization of all online FOI initiatives of agencies across the Executive Branch;
 - b. Conduct comprehensive technical capacity building activities for all government agencies onboarding to the portal; and
 - c. Conduct regular performance, scalability, reliability, and security tests on the portal;



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- c) Establish and maintain strategic partnerships with organizations and institutions for the following:
 - a. Lobby for technical assistance/support for the conduct of activities related to FOI implementation;
 - b. Ensure the alignment of the FOI implementation to other information-related policies of other government agencies;
 - c. Participate in various local and international boards/commissions/committees/task forces and similar undertakings dealing with FOI policy matters; and
 - d. Conduct of regular local and international stakeholder consultations and engagements to gather feedback on FOI implementation;
- d) Lobby and prepare for the passage of the FOI Bill in Congress, specifically:
 - a. Attend sessions in the Congress for the passage of the law;
 - b. Coordinate with legislative committees involved in the passage of the FOI Bill; and,
 - c. Assist Local Government Units (LGUs) in drafting their ordinances to implement the FOI in their respective jurisdictions;
- e) Perform the following tasks as member of the Open Data Task Force:
 - a. Promote proactive disclosure among stakeholder organizations including government agencies;
 - b. Conduct engagement activities to mainstream data sharing and disclosure; and
 - c. Ensure the alignment of the Open Data program to the FOI initiatives of the government;
- f) Perform administrative functions including the following:
 - a. Develop an Annual Project Work Plan integrating all programs, activities, and projects necessary for the implementation of the FOI;



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- b. Manage the financial assistance/support from partner organizations/institutions subject to existing auditing and accounting laws, rules, and regulations;
 - c. Ensure that the accounting and auditing process of the FOI-PMO funds are within legal bounds; and
 - d. Provide and support participation to local and international capacity-building trainings and workshops of FOI-PMO staff for professional development;
- g) Report to the Office of the Secretary of the PCOO regarding the implementation of the FOI and eFOI programs at the end of each year; and
- h) Perform such other functions as may be necessary in the exigency of service as determined by the PCOO Secretary.

Section 3. Program Director of the FOI Program. The FOI-PMO shall be supervised by a Program Director who shall be designated by the PCOO Secretary.

The Program Director, in the exigency of service, shall perform the functions in addition to his/her current functions and shall report directly to the PCOO Secretary.

Section 4. Staffing Requirements. The Program Director, with the approval of the PCOO Secretary and in coordination with the PCOO Undersecretary for Administrative and Finance, may contract the service of personnel under FOI-PMO.

The Program Director may also request for the reassignment or transfer of other PCOO personnel, subject to the approval of the direct supervisor of the affected personnel and in compliance with existing rules and regulations.

Section 5. Appropriations. The budget of the FOI-PMO herein created shall be sourced from the budget of the PCOO, as may be appropriate, for the current year, subject to existing and applicable laws, rules and regulations. The succeeding years' appropriations for the said office shall be prepared in accordance with regular government budget procedures.

Funds from loans, grants or support specifically approved for the implementation of FOI and eFOI programs shall be used for such programs in accordance with existing and applicable laws, rules and regulations.



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Section 6. Separability. If any section or part of this Department Order is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force or effect.

Section 7. Repealing Clause. All orders, rules and regulations, memoranda, circulars and issuances or any part thereof inconsistent with the provisions of this Department Order are hereby repealed, amended or modified accordingly.

Section 8. Effectivity. This Order shall take effect immediately.

For your guidance and strict compliance.

Manila, Philippines, 22 SEPT 2017.


JOSE RUPERTO MARTIN M. ANDANAR
Secretary