



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacañang, Manila

FOI – MC No. 4, s. 2020

**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**

SUBJECT : **2020 FREEDOM OF INFORMATION (FOI) AWARDS**

WHEREAS, Executive Order (EO) No. 2, s. 2016, was issued by President Rodrigo R. Duterte on 23 July 2016 to operationalize the People's Constitutional Right to Information and the state policies to full public disclosure and transparency in the public service;

WHEREAS, Memorandum Order 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 the electronic FOI (eFOI) in the Executive branch;

WHEREAS, the FOI Awards was established in 2017 to recognize the efforts of government agencies, individuals and organizations that contributed to the development and progress of the FOI Program;

WHEREAS, as a yearly activity of the Freedom of Information - Project Management Office (FOI-PMO), the call for nomination to the 2020 FOI Awards that will be conferred on the fourth week of November 2020 will start on 11 September 2020;

WHEREAS, to promote open, transparent, and accountable governance, the guidelines for the 2020 FOI Awards are hereby established:

NOW, THEREFORE, for and in consideration of the foregoing, this Circular is issued to supplement FOI – Memorandum Circular (MC) No. 06, s. 2017, FOI -

MC No. 03, s. 2018, and FOI - MC No. 02, s. 2019, to provide additional guidelines on the 2020 FOI Awards.

Section 1. FOI Awards. The FOI Awards shall be conferred to government agencies, individuals and organizations who have made significant contributions to the development and progress of the FOI program.

Section 2. Categories. The FOI Awards shall consist of the following categories:

Award	Recipient
FOI Champion – Department Award	National Government Agencies (NGAs)
FOI Champion – Agencies/Bureaus/Commissions/Councils Award	Attached agencies, bureaus, commissions and councils of a Department
FOI Champion – Government -Owned and/or -Controlled Corporations (GOCCs) Award	GOCCs
FOI Champion – State Universities and Colleges (SUCs) Award	SUCs
FOI Champion – Local Government Units (LGUs)	Local governments
FOI Champion Hall of Fame	Agencies, individuals or organizations who have won for three consecutive years in any category.

The abovementioned awards are conferred based on exemplifying performance and implementation of the awardees who have brought their respective offices honor and recognition through excellence and distinction in the pursuit of ensuring the constitutional mandate of right to information.

The awards shall be given in each category by rank – first place (Champion), second place, and third place.

Section 3. FOI Recognition. The FOI Recognition is given to private entities or individuals or to non-government organizations/civil society organizations for their efforts and accomplishments that support the implementation of the FOI program.

The Recognition shall be given to FOI Officers who have demonstrated exceptional or significant contribution to the FOI Program's progress and development.

Section 4. Secretariat. The FOI Awards Secretariat shall be composed of the FOI-PMO headed by the Chief of Compliance Monitoring Division.

Section 5. Function of the Secretariat. The following are the functions of the Secretariat:

1. Call for opening of the FOI Awards at least two (2) months prior to the giving of awards;
2. Receive and assess submitted nominations;
3. Upon assessment of nominations received or on its own evaluation of top performing agencies that should be awarded, submit a list to the FOI Awards Screening Committee with at least three (3) names per category;
4. Record and document the meetings or deliberations of the FOI Awards Screening Committee; and
5. Prepare and lead the FOI Awards activities.

Section 6. FOI Awards Screening Committee. The FOI Awards Screening Committee shall screen and validate the potential awardees based on the criteria set herein, within thirty (30) days upon receipt of the list from the Secretariat.

The list submitted by the Secretariat shall be for the consideration of the Committee which may amend such list as necessary. The Committee shall choose the winners among the final list agreed upon by its members.

The Screening Committee shall be composed of the following: a representative from the Office of the Executive Secretary, who shall also act as the Chairperson; a representative from the FOI-PMO; and one representative each from the academe and a Non-Government Organization/Civil Society Organization. Each of them shall have equal voting rights.

Section 7. Process. The following are the process for submission, nomination and assessment of the qualified nominees:

1. Any government agency, individual, or organization may submit nominations for the 2020 FOI Awards starting 11 September 2020 to 11 October 2020.
2. Digital copy of the nomination form can be accessed through bit.ly/2020FOIANF.
3. No late submission of nominations shall be allowed.
4. Nominations shall be submitted to the FOI-PMO via formal letter, or email addressed to:

MS. EDEN DARLENE A. MENDOZA

Chief, Compliance Monitoring Division
Secretariat Head, 2020 FOI Awards Committee
Freedom of Information – Project Management Office
BFB Building, 1575 JP Laurel St., Malacañang,
San Miguel, Manila

5. All nomination forms, including additional sheets if necessary, shall be submitted in printed form in the address provided above or in electronic form to email address **foi.pco@gmail.com**.
6. The Secretariat reserves the right to change the category in which the individual or organization was initially nominated, as appropriate.
7. The Secretariat shall assess and validate all of the agencies under the FOI Program to determine if they are qualified to receive the awards.
8. The Secretariat, from the nominations received or from its own assessment, shall submit to the Committee the shortlist of at least three (3) agencies/names/organizations per category which will be the basis of the assessment and selection by the members of the Committee.
9. The Secretariat shall also submit the shortlist of at least three (3) agencies/names/organizations that will be granted the FOI Recognition.
10. Previous nominees who are not recipients of the award may be re-nominated under the same or another category.

Section 8. Evaluation Criteria. The following are the criteria for the granting of the 2020 FOI Awards:

2020 FOI AWARDS CRITERIA			
Timeliness	Enrollment in the electronic FOI Portal	On or before 25 November 2017 (FOI-MC No. 03, s. 2017)	5%
		Within 2020	
	Agency FOI Requirements /Reports	Signed People's FOI Manual	25%
		Visible and Functional FOI Logo linked to the eFOI Portal	
		Agency Information Inventory	
		2019 FOI Summary Report	
		2019 FOI Registry	

Efficiency	Resolving requests within the prescribed period	Faster than the average 7-day period	10%
		Within the average 7-day period	
		Within the 15-day prescribed period	
	Resolving complex requests within the prescribed period	Faster than the prescribed 35-day period	5%
Resolved within the prescribed 35-day period			
Quality	Providing reasonable assistance to requestor in completing the request		10%
	Institutionalized best practices		15%
	Initiated process, practice or activity that provided ease and convenience in the implementation of the FOI Program		15%
	Created the Agency’s CARC (FOI-MC No. 01, s. 2019)		10%
	Actively participated in all FOI events		5%
TOTAL			100%

Section 9. Effectivity. This Memorandum Circular shall take effect immediately.


JOSE RUPERTO MARTIN M. ANDANAR
 Secretary and FOI Champion

Manila, Philippines, 10th day of September year 2020.

**FREEDOM OF INFORMATION (FOI) AWARDS
FOR GOVERNMENT AGENCIES AND ORGANIZATIONS**

Nomination Form

(*Required fields)

***Nominating party:**

Name:	Email: Telephone No.:
Agency/Institution:	
Position/Designation:	
Address:	

Note: the nominating party may nominate their own organization/agency.

Certification

I hereby certify the accuracy of the information supplied above. I attest that I have read, understood and agreed to the rules of the Awards, In the event that the nominee is declared one of the awardees, the Committee reserves the right to publish the materials related to the activities.

Printed name and signature of the nominating party

***Nominee Information:**

Name of Agency/Individual/Organization (Required):
<p>Award category:</p> <ul style="list-style-type: none"><input type="checkbox"/> FOI Champion – Department Award<input type="checkbox"/> FOI Champion – Agencies/Bureaus/Commissions/Councils Award<input type="checkbox"/> FOI Champion – GOCCs Award<input type="checkbox"/> FOI Champion – SUCs Award<input type="checkbox"/> FOI Champion – LGUs Award<input type="checkbox"/> Others

***Reason for Nomination/Summary of Accomplishments:**

(Kindly cite the best practices of the nominee in processing requests and/or identify specific assistance provided to the requestor; initiated process, practice or activity that provided ease and convenience in the implementation of the FOI Program; active participation in all FOI events; etc.)

Nominee's Compliance to the FOI Program:

<i>Criteria</i>	<i>Description</i>	<i>Remarks</i>
<i>Timeliness</i>	Enrollment in the electronic FOI Portal	
	FOI Reports (Agency Information Inventory, FOI Registry and Summary Sheet)	
	Signed People's FOI Manual posted in the agency's transparency seal	
	Visible and Functional FOI Logo linked to the eFOI portal posted in the agency's homepage	
<i>Efficiency</i>	Resolving simple request within the prescribed period	
	Resolving complex request within the prescribed period	