



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

FOI – MC No. 03, s. 2018

**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) AND STATE  
UNIVERSITIES AND COLLEGES (SUCS)**

SUBJECT : 2018 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 Constitutional mandate of the People's Right to Information;

**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;

**WHEREAS**, in ensuring that the policy of the President to have an open, transparent and accountable government, the PCOO has the authority to issue policies and implement programs;

**WHEREAS**, to recognize the efforts of the stakeholders, the first FOI awards was conferred in 2017 through FOI Memorandum Circular (MC) No. 06, s. 2017 to agencies, individuals and organizations that contributed to the development and progress of the FOI Program;

**WHEREAS**, as a yearly activity of the FOI Project Management Office (PMO), the call for nomination to the 2018 FOI Awards that will be conferred on the last week of November 2018 is hereby open;

**NOW, THEREFORE**, in consideration of the foregoing, this Circular is issued to supplement FOI - MC No. 06, s. 2017, to provide additional guidelines on the 2018 FOI Awards.

**Section 1. Process.** The following are the process for submission, nomination and assessment of the qualified nominees:

- i. Any agency, individual, or organization may submit nominations for the 2018 FOI Awards starting 17 September 2018 to 05 November 2018;

- ii. No late submission of nominations shall be allowed;
- iii. Nominations shall be submitted to the FOI-PMO via formal letter, addressed to:

**ATTY. KRISTIAN R. ABLAN**  
 Assistant Secretary and FOI Program Director  
 Freedom of Information – Project Management Office  
 BFB Building, 1575 JP Laurel St., Malacañang,  
 San Miguel, Manila

- iv. All nomination forms, including additional sheets if necessary, shall be submitted in printed form in the address provided above or in electronic copies to email address [foi.pco@gmail.com](mailto:foi.pco@gmail.com);
- v. The Secretariat has the right to change the category in which the individual or organization was initially nominated, as appropriate;
- vi. The Secretariat shall assess and validate all of the agencies under the FOI Program to determine if they are qualified to receive the awards;
- vii. For FOI Awards for Government Agencies and Organizations, 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. FOI Awards are conferred to implementing agencies who have made significant contributions to the development and progress of the FOI program; and
- viii. The Secretariat shall also submit the shortlist of at least three (3) agencies/names/organizations that will be given recognition. FOI Recognition is conferred to Private Entities or Individuals or to Non-Government Organizations for their efforts and accomplishments that support the implementation of FOI program.

**Section 2. Evaluation Criteria.** The following are the criteria for the granting of the 2018 FOI Awards:

<b>2018 FOI Awards Criteria</b>			
<b>Timeliness</b>	Issuance of FOI Manual within the prescribed period	Within the prescribed period (25 Nov 2016)	5%
		On or before 25 May 2017 (FOI-MC No. 02, s. 2017)	



	Enrollment in the electronic FOI Portal	On or before 25 November 2017 (FOI-MC No. 03, s. 2017)		10%
		Within 2018		
	Final People's FOI Manual - under FOI Program Criteria for the 2018 PBB			
	FOI Program Criteria for Validation Process for the Eligibility to FY 2018 PBB  On or Before 30 September 2018 (FOI-MC No. 2, s. 2018)	Final People's FOI Manual		30%
		Visible and Functional FOI Logo linked to the eFOI portal		
		Agency Information Inventory		
2017 FOI Summary Report				
2017 FOI Registry				
Efficiency	Resolving requests within the prescribed period	Faster than the average 7-day period		15%
		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			10%	
Initiated process, practice or activity that provided ease and convenience in the implementation of the FOI Program			10%	
	Actively participated in all FOI events		5%	
		TOTAL	100%	

**Section 3. Contact person.** For questions and/or clarifications, please contact Ms. Deniel Echevarria of the FOI-PMO at telephone number (02) 588-0691 or email at [foi.pco@gmail.com](mailto:foi.pco@gmail.com).

**Section 4. Effectivity.** This Memorandum Circular shall take effect immediately.

SEP 24 2018

  
**JOSE RUPERTO MARTIN M. ANDANAR**  
Secretary 