



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

FOI-MC No. 01 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), Government Financial Institutions (GFIs), Government Corporate Entities (GCEs), Non-Chartered GOCCs, and State Universities and Colleges (SUCs)

SUBJECT : CALL FOR SUBMISSION: 2018 FREEDOM OF INFORMATION (FOI) REPORTS

DATE : 7 March 2018

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, Sections 8 and 16 of EO No. 2, s. 2016 instructed all government offices under the Executive Branch to prepare their respective People's Freedom of Information (FOI) Manual and Implementing Details (Agency FOI Manual) within 120 days upon the effectivity of said EO;

WHEREAS, Section 15 of EO No. 02, s. 2016 states that failure to comply with the provisions of the EO may be a ground for administrative and disciplinary sanctions against any erring public officer or employee as provided under existing laws or regulations;

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;

WHEREAS, Section 7, 10 and 16 of FOI Memorandum Circular No. 1, s. 2016 provides that all agencies are required to submit to the PCOO the Agency Information Inventory and the accomplished quarterly FOI Registry starting March 2017;

WHEREAS, the FOI Inventory and FOI Registry templates have been reviewed and simplified for convenience in accomplishing the reports;

NOW, THEREFORE, in consideration of the foregoing, strict observance to the following are hereby ordered:

Section 1. Agency Information Inventory. The Agency Information Inventory is a master list of all information recorded, stored, kept in or under the control and custody of a 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.

The revised and simplified Agency Information Inventory shall be submitted **annually** and shall contain the following data:

Data	Description
Agency abbreviation	Abbreviated name of the agency
Agency name	Official name of agency
Title	Title of the information
Description	Short description of what the information contains
Online publication	If information is available online (either YES or NO)
File format	Available file types/formats of the information (<i>ie.</i> , CSV, XLS, SHP, KML, TXT, PDF, DOC, PNG, JPEG, etc.)
Location or URL	URL of information if available online; otherwise, indicate physical location
Disclosure	Level of disclosure of information, whether: <ul style="list-style-type: none">- Public: available for public consumption;- Exception: information is covered by the Exceptions list;- Internal: information is for agency consumption only and cannot be disclosed to the public;- With fee: information can be disclosed but with corresponding charges based on agency's mandate/policies/business model; and,- Limited: information can be disclosed to specific person/s and/or entity/ies upon verification of requesting party's identity.
Original data owner	Agency or office who processed the data
Data maintainer	Specific unit under the agency/office who is responsible for the data
Date released	Date when information was/is initially released (YYYY-MM-DD)
Frequency of update	If information is regularly published, whether daily, weekly, monthly, quarterly, biannually, or annually

Section 2. FOI Quarterly Registry. The FOI Registry is a log of all FOI requests—both in standard and electronic—received by an agency for the specific quarter covered by the submission. The Registry, to be managed by the FOI Receiving Officers (FRO), will be

the basis for measuring agency performance and compliance on the FOI program implementation.

The revised and simplified FOI Registry shall be submitted **quarterly** and shall contain the following data:

Data	Description
Year-Quarter	Year and quarter of report coverage
Tracking Number	Internal FOI tracking number or the one indicated in the electronic FOI (eFOI) portal
Request type	Either eFOI (if through the eFOI portal) or standard (if paper-based)
Date received	Date the request was lodged by the requesting party (YYYY-MM-DD)
Title of request	Title of information being requested
Extension	If the agency requested for extension or additional 20 working days (either YES or NO)
Status	<p>Status of request whether:</p> <ul style="list-style-type: none"> - Successful: information being requested has been provided through the eFOI portal or standard means; - Proactively disclosed: information has already been uploaded via the agency's website even before it was requested; - Partially successful: out of many requests, only a number has been provided by the agency; - Info under exceptions: request has been denied since it is covered by the Exceptions list; - Info not maintained: request has been denied since it is not handled, maintained, or stored by the agency - Invalid request: request is a question, not an actionable item, or is not a request for information - Closed: the requesting party failed to provide the information needed for clarification within 60 calendar days - Pending: request submitted by the requesting party but not yet acknowledged by the FOI Receiving Officer - Accepted: request acknowledged by the FOI Receiving Officer and forwarded to the FOI Decision Maker concerned - Awaiting clarification: request has been returned to the requesting party for clarification or for additional information - Processing: request has been received by the Decision Maker and is currently being processed

Date finished	Date the request was processed/finished by the agency (YYYY-MM-DD); if not yet processed/finished, indicate ONGOING
Days lapsed	Number of days lapsed facilitating the request
Cost	Fees paid by the requesting party to facilitate the request; if none, indicate FREE
Appeal/s filed	If the requesting party or any other citizen filed an appeal for the specific request (either YES or NO)
Remarks	Additional details about the request

Section 3. FOI Quarterly Summary. The FOI Registry shall be accompanied with the FOI Quarterly Summary which outlines the quantitative performance of the agency. The Summary shall include the total number of requests received by the agency according to the status.

Section 4. Format. All agencies are required to submit the accomplished FOI Reports strictly in **Excel formats (.xls)** based on the templates provided in this link:

www.bit.ly/2018FOIReports

Submissions not compliant to the file format and templates will not be considered.

Section 5. Submission process. All agencies, including those already onboard the eFOI portal, are required to send **soft copy submissions** to foipco@gmail.com based on the following schedule:

FOI Report	Submission Date	
Agency Information Inventory	September 30	
FOI Quarterly Registry	Q1	April 30
	Q2	July 31
FOI Quarterly Summary	Q3	October 30
	Q4	January 31

All soft copy submissions shall be accompanied by an attached cover memo signed by at least an FOI Decision Maker and shall be addressed to:

JOSE RUPERTO MARTIN M. ANDANAR

Secretary and FOI Champion

Presidential Communications Operations Office

Units 103-104, BFB Building, 1575 JP Laurel Street,

San Miguel, Malacanang, Manila

Hard copy and incomplete submissions will not be considered.

Section 6. Submission of Certifications. Certifications signed by the head of agency or the FOI Champion may be submitted only for the following reasons:

- a) No updates in the FOI Agency Information Inventory; and/or
- b) No FOI requests received for the period covered.

Section 7. Contact. For questions and/or further clarifications, contact the Freedom of Information Project Management Office at (02) 588-0691 or through the email address indicated in Section 5.

Section 8. Repeal. All orders, issuances, or parts thereof, which are inconsistent with the provisions of this Circular, are hereby repealed or modified accordingly.

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

Section 10. Compliance. For your guidance and strict compliance.


JOSE RUPERTO MARTIN M. ANDANAR
Secretary and FOI Champion 