



Republic of the Philippines
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Malacañang, Manila

FOI – MC No. 03, s. 2017

**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 : ENROLLMENT TO eFOI PORTAL

DATE : 25 April 2017

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, Memorandum Order (MO) No. 10, s. 2016 designated the 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, in ensuring that the policy of the President to have an open, transparent and accountable government, the PCOO, as the lead agency in the implementation of the FOI Program, developed the eFOI portal (www.foi.gov.ph).

WHEREAS, the eFOI portal is a central platform where government agencies can directly respond to online FOI requests lodged by citizens.

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

Section 1. Enrollment to eFOI Portal. To ensure that the public will have ease and convenience in requesting for information to different agencies under the Executive Branch, it is hereby instructed that all government Agencies covered by EO No. 2, s. 2016 shall enroll and be onboarded to the eFOI platform on or before **25 November 2017**.

Section 2. Workshops. The PCOO shall conduct workshops to capacitate the agencies on the process, system, and technical operation of the eFOI portal.

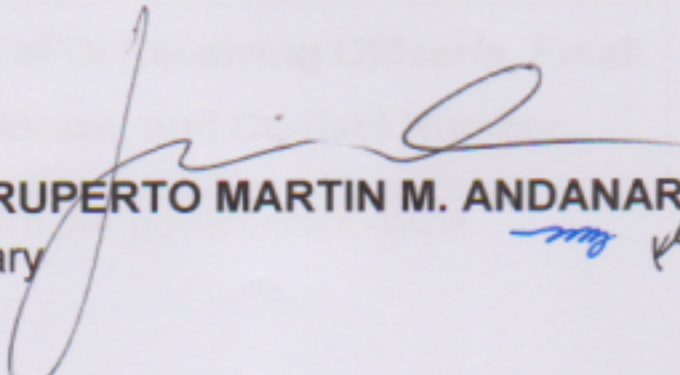
Section 3. Link. Agencies who have onboarded shall publish and maintain a link of the eFOI portal www.foi.gov.ph on their respective websites.

Section 4. Request for Onboarding. Agencies who want to be onboarded shall send a letter request to the PCOO indicating the date of the proposed workshop and accomplish the attached onboarding form (Annex A).

Section 5. Contact. For questions and/or clarifications, please contact Ms. Danica Orcullo at telephone numbers 02-733-1102 or 08-733-8665 or email at foi.pco@gmail.com.

Section 6. Effectivity. This Circular shall take effect immediately.

Section 7. Compliance. For your guidance and strict compliance.


JOSE RUPERTO MARTIN M. ANDANAR
Secretary

ANNEX A

REQUIREMENTS FOR ONBOARDING

ID	
Short Name	
Logo	
Name	
One Liner	
Description	
Website	
List of eFOI Decision Maker/s, Email address, and Contact Number	
List of eFOI Receiving Officer/s, Email address, and Contact Number	

**One form per government office*