



Republic of the Philippines
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Malacañang, Manila

FOI – MC No. 05, 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 : CALL FOR SUBMISSION: ACCOMPLISHED SECOND QUARTER AGENCY INFORMATION INVENTORY AND THE STANDARD FREEDOM OF INFORMATION (FOI) REGISTRY FOR APRIL 1 TO JUNE 30, 2017

DATE : 11 July 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, Section 16 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 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;

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 government information held by an agency, containing the title, description, and file type of each information.

Information shall be classified according to the following disclosure categories:

Category	Meaning
Public	information can be disclosed for public consumption regardless of identity
Exception	information is under the Exceptions List
Internal	information only for agency consumption
With fee	information can be disclosed but with corresponding charges based on the agency's mandate/policies/business model
Limited	information, upon verification of the requesting party's identity, can only be disclosed to specific person/s and/or entity/ies

Section 2. Standard FOI Registry. The Registry is a log of all FOI requests—both 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.

FOI Requests shall be tagged with the corresponding statuses:

Status	Meaning
Accepted	request has been validated and verified by the FRO and has been forwarded to the FOI Decision Maker (FDM)
Awaiting clarification	request has incomplete details or missing field/s and has been returned to the requesting party
Processing	request has been received by the FDM and is now being processed by the agency
Successful: Information has been disclosed	request has been facilitated and information requested has been disclosed
Successful: Information Already Available Online	request has already been proactively disclosed via the website of the agency
Successful:	requested information has already been requested before through the eFOI portal

Request has already been addressed	
Partially Successful	out of many requests, only a number of these information has been disclosed
Denied: Information under Exceptions List	requested information is included or is under the scope of the categories of the Exceptions List
Denied: Wrong Agency	requested information is not with the agency and/or another agency holds the information
Closed	request which has been returned to the requesting party for clarification and the requesting party failed to respond within 60 days
Red flags	request went beyond the deadline of either 15 or 35 (for those with requested extension) days

Section 3. Quarterly Submissions of Inventory and Registry. All agencies are required to submit the accomplished Inventory and the Registry quarterly. For the second quarter of 2017, all requirements shall be submitted on or before **31 July 2017**.

For the succeeding submissions, agencies shall observe the following quarterly submission schedule:

Quarter	Report Coverage	Submission Date
Q1	January 1 to March 31	April 30
Q2	April 1 to June 30	July 31
Q3	July 1 to September 30	October 30
Q4	October 1 to December 31	January 31

Section 4. Submission Process. Submissions should both be in electronic and hard copies attached to a cover memo which includes the following details:

- Name of Agency
- Address
- Website
- Contact details
- Quarter and Report Coverage
- Total number of requests received
- FOI Registry Summary (for standard AND eFOI requests):

Request Status	Number
Accepted	
Awaiting clarification	
Processing	
Successful: Information has been disclosed	

Successful: Information Already Available Online	
Successful: Request has already been addressed	
Partially Successful	
Denied: Information under Exceptions List	
Denied: Wrong Agency	
Closed	
Red flags	
Requests with extension	

Updated soft copies of the templates and instructional notes of both the Inventory and the Registry may be retrieved from this link: <http://bit.ly/foipco>.

Soft copy submissions shall be addressed to the above and shall be sent to foi.pco@gmail.com, cc: mmanzapcoo@gmail.com. Hard copy submissions shall be addressed to:

Secretary Jose Ruperto Martin M. Andanar
 Presidential Communications Operations Office (PCOO)
 3/F New Executive Building, JP Laurel St.,
 Malacañang, Manila

Section 5. Submission of Certifications. Certifications signed by the Head of Agency of the FOI Champion may be submitted only for the following reasons:

- a) No FOI requests have been received for the period covered; and/or
- b) No updates in the FOI Inventory since the agency's submission from the previous quarter.

Section 6. Contact. For questions and/or clarifications, please contact Ms. Michelle Manza at telephone numbers 02-733-1102 or 02-733-8665 or at the email addresses provided in Section 4.

Section 7. Effectivity. This Circular shall take effect immediately.

Section 8. Compliance. For your guidance and strict compliance.


JOSE RUPERTO MARTIN M. ANDANAR
 Secretary and FOI Champion