



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

FOI – MC No. 06, 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 : FREEDOM OF INFORMATION (FOI) AWARDS

DATE : 12 October 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, 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 (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, have the authority to issue policies and implement programs;

WHEREAS, it is imperative to promote the FOI and recognize the agencies, individuals and organizations that contributed to the development and progress of the FOI program through awards and citations;

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

New Executive Building, Malacanang Palace, J.P. Laurel St., San Miguel, Manila, Philippines, 1005



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Section 1. FOI Awards. The FOI Awards for Government Agencies and Organizations who have made significant contributions to the development and progress of the FOI program in the executive branch is hereby institutionalized and awards are authorized every year.

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

The *FOI Champion – Department Award* is conferred to National Government Agencies for their exceptional or significant contribution to the FOI program's progress and development.

The *FOI Champion – Agencies/Bureaus/Commissions/Councils Award* is conferred to attached agencies, bureaus, commissions and councils for their exceptional or significant contribution to the FOI program's progress and development.

The *FOI Champion – GOCCs Award* is conferred to Government Owned and/or Controlled Corporations for their exceptional or significant contribution to the FOI program's progress and development.

The *FOI Champion – SUCs Award* is conferred to State Colleges and Universities for their exceptional or significant contribution to the FOI program's progress and development.

The *FOI Champion - LGUs* is conferred to Local Government for their exceptional or significant contribution to the FOI program's progress and development.

The abovementioned awards shall be conferred to awardees based on the honor and recognition they have brought to their respective offices through excellence and distinction in the pursuit of ensuring the constitutional mandate of right to information.

Section 3. FOI Recognition. The FOI Recognition is given to Private Entities or Individuals or to Non-Government Organizations for their efforts and accomplishments that supports the implementation of FOI program in the Executive Branch.

Section 4. Secretariat. The FOI Awards Secretariat shall be composed of the FOI Project Management Office headed by the FOI Program Director.

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



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- a) Call for opening of the FOI Awards at least two (2) months prior to the giving of awards
- b) Receive and assess nominations submitted to them
- c) Submit to the FOI Awards and Screening Committee a list of at least three (3) nominees per category after their assessment of nominations received or on its own evaluation of top performing agencies.
- d) Record and document the meetings or deliberation of the FOI Awards Screening Committee; and
- e) Prepare and lead the FOI Awards Activities

Section 6. FOI Awards Screening Committee. The FOI Awards Screening Committee shall screen and validate the winners of the awards 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 considered, amended or replaced by the Committee and winners shall be chosen among the final list agreed upon by the members of the Committee.

The FOI Awards Screening Committee shall be composed of the Office of the Executive Secretary, who shall serve as the Chairperson, representative from the Presidential Communications Operations Office, and one representative each from two (2) non-governmental organizations or civil society organizations whose advocacy concerns transparency, accountability and open governance.

The Chairperson and members shall have equal voting rights.

Section 7. Process.

a. Any agency, individual or organization may submit nominations for the awards at least one (1) month prior to awards night.

b. Nominations shall be submitted through the PCOO.

Nomination letter shall be addressed to:

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

c. All nomination forms and additional sheets should be submitted in soft/hard copy.



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- d. Previous nominees who are not recipients of the award may be re-nominated under the same or another category.
- e. The Secretariat reserves the right to change the category in which the individual or organization was initially nominated, as appropriate.
- f. The secretariat shall also assess all of the implementers of the FOI program and from nomination received of form its own assessment, submit to the Committee at least three (3) names per category which will be the basis of the votation of the members of the Committee.
- g. The Secretariat shall also submit list of names that will be given recognition.

Section 8. Evaluation Criteria. The following shall be the criteria in evaluating the winners of the Awards:

Criteria	Percentage
Compliant with all the requirements of EO 2	
a. Resolving the request within the prescribed period	15%
b. Resolving the appeal within the prescribed period	10%
c. Providing reasonable assistance to requestor in completing the request	15%
d. Issuance of FOI Manual within the prescribed period	10%
e. Enrollment in the electronic FOI portal	10%
f. Timely submission of list of inventory	10%
g. Posting of FOI Manual in the transparency Seal	5%
Institutionalized best practices	15%
Actively participated in all FOI events	10%
TOTAL	100%

Section 9. Contact Details. For questions and/or clarifications, please contact Ms. Danica Orcullo at telephone numbers 02-733-1102 or 02-733-8665 or email at foi.pco@gmail.com.



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Section 10. Effectivity. This Circular shall take effect immediately.


JOSE RUPERTO MARTIN M. ANDANAR
Secretary