



FREEDOM OF INFORMATION
PHILIPPINES

MID-YEAR REPORT ON THE IMPLEMENTATION OF EXECUTIVE ORDER NO. 02, S. 2016 OR THE FREEDOM OF INFORMATION PROGRAM IN THE EXECUTIVE BRANCH

By: Presidential Communications Operations Office (PCOO)
Office of the Assistant Secretary for Policy and Legislative Affairs

Date: 15 June 2017

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PART I

FOI MANUAL COMPLIANCE

1.0 BACKGROUND

Sections 8 and 16 of Executive Order (EO) No. 2, s. 2016 directed all government agencies of the Executive Branch to prepare their respective People's FOI Manuals and Implementing Details (Agency FOI Manuals) within 120 days upon the effectivity of said EO.

The Office of the President (OP) issued Memorandum Order (MO) No. 10, s. 2016, which designated the Presidential Communications Operations Office (PCOO) as the lead agency in the implementation of EO No. 2, s. 2016. The PCOO issued FOI – Memorandum Circular (MC) No. 02, s. 2017 on 24 April 2017 reiterating to all government agencies covered by EO No. 2, s. 2016 who have not yet submitted their FOI Manuals to submit on or before 25 May 2017 to avoid administrative liability.

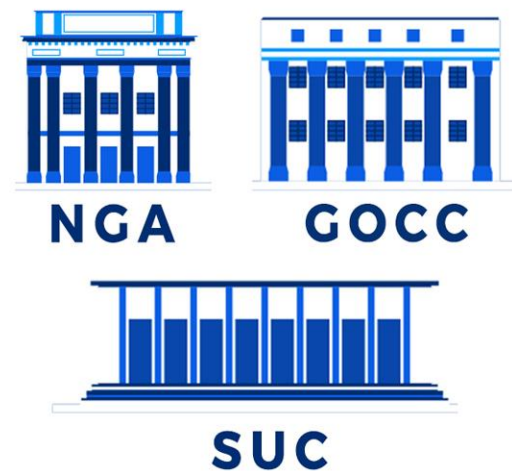


2.0 FOI MANUALS COVERAGE AND COMPLIANCE

Under Section 2 of EO No. 2, s. 2016, the Program shall cover all government offices under the Executive Branch, including national government agencies (NGAs), departments, bureaus, offices, and instrumentalities, government-owned or -controlled corporations (GOCCs), and state universities and colleges (SUCs). Local government units (LGUs) are encouraged to observe and be guided by the EO.

The total number of NGAs indicated in this report was manually counted by PCOO. Further, the total number of GOCCs indicated in this report is based on the list of "Classification of GOCCs by SECTORS" found in the GCG website.*

The SUCs indicated in this report is based on the list provided by the Administrative Order (AO) 25 Technical Working Group (TWG) of the Development Academy of the Philippines (DAP).



*Classification of GOCCs by SECTORS as of 17 April, retrieved last 09 June 2017 from http://gcg.gov.ph/site/public_files/gcg1495439449.pdf

Table 2.1 Departments under the Executive Branch

ALL 22 departments, namely the Office of the President (OP), Department of Agrarian Reform (DAR), Department of Agriculture (DA), Department of Budget and Management (DBM), Department of Education (DepEd), Department of Energy (DOE), Department of Finance (DOF), Department of Foreign Affairs (DFA), Department of Health (DOH), Department of Information and Communications Technology (DICT), Department of Justice (DOJ), Department of Labor and Employment (DOLE), Department of National Defense (DND), Department of Public Works and Highways (DPWH), Department of Science and Technology (DOST), Department of Social Welfare and Development (DSWD), Department of the Interior and Local Government (DILG), Department of Tourism (DOT), Department of Trade and Industry (DTI), National Economic and Development Authority (NEDA), Department of Transportation (DOTr), and Department of Environment and Natural Resources (DENR), submitted their People's FOI Manuals and implementing details.

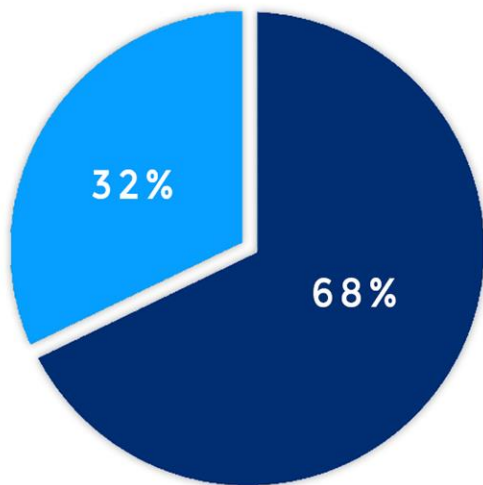


DID YOU KNOW?

Among the 22 Departments, the DOF submitted their People's FOI Manual first on 7 November 2016, while the NEDA submitted their People's FOI Manual on 24 November 2016. The remaining 20 Departments submitted their FOI Manuals during the FOI Program launching on 25 November 2016.



Table 2.2 National Government Agencies (NGAs)



Further, a total of 151 out of the 222 National Government Agencies (NGAs) or 68.08% (22 departments and 129 government agencies under Executive branch) submitted their People's FOI Manuals and implementing details.

■ Compliant
■ Non-compliant

The 129 government agencies that complied are as follows *(arranged in alphabetical order):*

1. Advanced Science and Technology Institute (ASTI)
2. Anti-Money Laundering Council (AMLC)
3. Board of Investments (BOI)
4. Bureau of Broadcast Services (PBS-BBS)
5. Bureau of Communication Services (BCS)
6. Bureau of Corrections
7. Bureau of Customs (BOC)
8. Bureau of Immigration (BINOC)
9. Bureau of Jail Management and Penology (BJMP)
10. Bureau of Local Government Finance (BLGF)
11. Bureau of Soils and Water Management (BSWM)
12. Career Executive Service Board
13. Central Board of Assessment Appeals (CBAA)
14. Civil Aeronautics Board
15. Commission on Filipinos Overseas
16. Commission on Population (POPCOM)
17. Construction Industry Authority of the Philippines (CIAP)
18. Cooperative Development Authority (CDA)
19. Council for the Welfare of Children
20. Cybercrime Investigation and Coordination Center (CICC)
21. Dangerous Drugs Board (DDB)
22. Department of Science and Technology (DOST) Regional Office No. 01
23. Department of Science and Technology (DOST) Regional Office No. 02
24. Department of Science and Technology (DOST) Regional Office No. 4 - A
25. Department of Science and Technology (DOST) Regional Office No. 07
26. Department of Science and Technology (DOST) Regional Office No. 08
27. Department of Science and Technology (DOST) Regional Office No. 09
28. Department of Science and Technology (DOST) Regional Office No. 10
29. Department of Science and Technology (DOST) Regional Office No. 11
30. Department of Science and Technology (DOST) Regional Office No. 12
31. Design Center of the Philippines (DCP)
32. DOST - Cordillera Administrative Region
33. DOST - MIMAROPA
34. DOST - National Capital Region
35. Ecosystems Research and Development Bureau (ERDB)
36. Energy Regulatory Commission
37. Environmental Management Bureau (EMB)
38. Fertilizer and Pesticide Authority (FPA)
39. Food and Nutrition Research Institute (FNRI)
40. Forest Management Bureau (FMB)
41. Forests Product Research and Development Institute (FPRDI)
42. Games and Amusements Board (GAB)
43. Housing and Land Use Regulatory Board
44. Housing and Urban Development Coordinating Council
45. Industrial Technology Development Institute (ITDI)
46. Insurance Commission (IC)
47. Inter-Country Adoption Board
48. Komisyon ng Wikang Filipino
49. Land Management Bureau (LMB)
50. Land Transportation Franchising & Regulatory Board
51. Land Transportation Office (LTO)

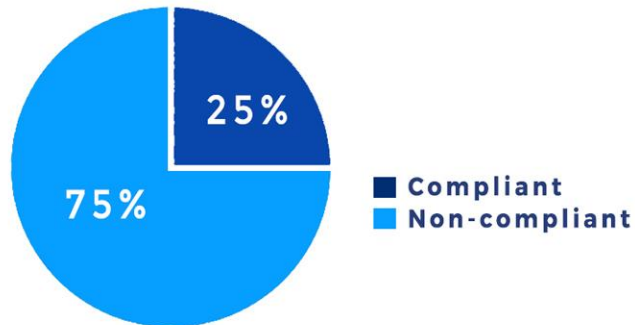
The 129 government agencies that complied are as follows *(arranged in alphabetical order):*

52. Local Government Academy (LGA)
53. Maritime Industry Authority (MARINA)
54. Metal Industry Research and Development Center (MIRDC)
55. Metropolitan Manila Development Authority (MMDA)
56. Mines and Geosciences Bureau (MGB)
57. Movie and Television Review and Classification Board (MTRCB)
58. National Academy of Science and Technology (NAST)
59. National Archives of the Philippines (NAP)
60. National Commission for Culture and the Arts (NCCA)
61. National Commission on Indigenous Peoples (NCIP)
62. National Commission on Muslim Filipinos (NCMF)
63. National Development Company (NDC)
64. National Parks Development Committee
65. National Historical Commission of the Philippines (NHCP)
66. National Intelligence Coordinating Agency
67. National Library of the Philippines
68. National Mapping and Resource Information Authority (NAMRIA)
69. National Nutrition Council (NNC)
70. National Police Commission (NAPOLCOM)
71. National Printing Office (NPO)
72. National Privacy Commission (NPC)
73. National Research Council of the Philippines (NRCF)
74. National Security Council (NSC)
75. National Tax Research Center (NTRC)
76. National Telecommunications Commission (NTC)
77. National Wages and Productivity Commission (NWPC)
78. National Water Resources Board (NWRB)
79. National Youth Commission (NYC)
80. News and Information Bureau (NIB)
81. Office for Alternative Dispute Resolution
82. Office for Transportation Security (OTS)
83. Office of Civil Defense
84. Office of the Chief Presidential Legal Counsel (OCPLC)
85. Office of the Government Corporate Counsel (OGCC)
86. Office of the Solicitor General (OSG)
87. Office of the Vice President (OVP)
88. Office of Transportation Cooperatives
89. Optical Media Board (OMB)
90. Overseas Workers Welfare Administration (OWWA)
91. Parole and Probation Administration
92. Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)
93. Philippine Coast Guard (PCG)
94. Philippine Commission on Women (PCW)
95. Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD)
96. Philippine Council for Health Research and Development (PCHRD)
97. Philippine Council for Industry, Energy and Emerging Technology Research and Development (PCIERD)
98. Philippine Drug Enforcement Agency (PDEA)
99. Philippine Information Agency (PIA)
100. Philippine Institute of Traditional and Alternative Health Care (PITAHG)
101. Philippine Institute of Volcanology and Seismology (PHIVOLCS)
102. Philippine National Aids Council (PNAC)
103. Philippine National Police (PNP)

The 129 government agencies that complied are as follows *(arranged in alphabetical order):*

104. Philippine National Volunteer Service Coordinating Agency (PNVSCA)
105. Philippine Nuclear Research Institute (PNRI)
106. Philippine Ports Authority (PPA)
107. Philippine Public Safety College
108. Philippine Science High School (PSHS)
109. Philippine Statistical Research and Training Institute (PSRTI)
110. Philippine Statistics Authority (PSA)
111. Philippine Textile Research Institute (PTRI)
112. Philippine Trade Training Center (PTTC)
113. Presidential Commission on Good Government (PCGG)
114. Presidential Communications Operations Office (PCOO)
115. Presidential Legislative Liaison Office (PLLO)
116. Presidential Management Staff (PMS)
117. Privatization and Management Office (PMO)
118. Procurement Service (PhilGeps)
119. Professional Regulations Commission (PRC)
120. Public Attorney's Office (PAO)
121. Public-Private Partnership Center of the Philippines (PPP)
122. RTVM - Radio Television Malacañang
123. Science and Technology Information Institute (STII)
124. Science Education Institute (SEI)
125. Securities and Exchange Commission (SEC)
126. Tariff Commission
127. Technical Education and Skills Development Authority (TESDA)
128. Technology Application and Promotion Institute (TAPI)
129. Toll Regulatory Board (TRB)

Table 2.3 Government-owned and controlled corporations (GOCCs)

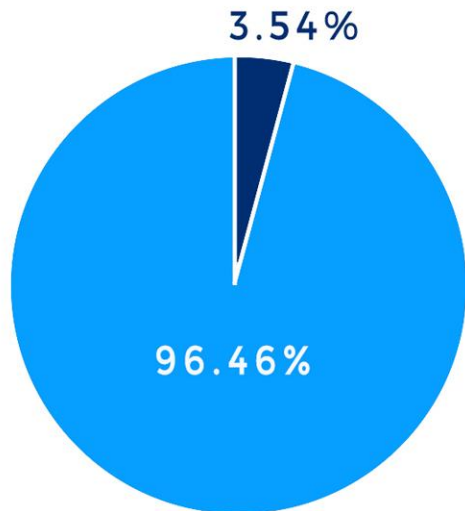


As of 15 June 2017, a total of 40 out of 156 (or 26%) GOCCs submitted their respective People's FOI Manual and implementing details. The 40 GOCCs are:

1. Al-Amanah Islamic Investment Bank of the Philippines (AIIBP)
2. Authority of the Freeport Area of Bataan
3. Bases Conversion Development Authority (BCDA)
4. Civil Aviation Authority of the Philippines (CAAP)
5. Cebu Ports Authority (CPA)
6. Development Academy of the Philippines (DAP)
7. Development Bank of the Philippines (DBP)
8. DBP Data Center, Inc. (DCI)
9. Employees' Compensation Commission (ECC)
10. Government Service Insurance System (GSIS)

11. Home Development Mutual Fund (Pag-IBIG)
12. Home Guaranty Corporation (HGC)
13. Laguna Lake Development Authority (LLDA)
14. Land Bank of the Philippines (LBP)
15. Light Rail Transit Authority (LRTA)
16. Local Water Utilities Administration (LWUA)
17. Mactan-Cebu International Airport Authority (MCIAA)
18. Metropolitan Waterworks and Sewerage System (MWSS) - Corporate Office
19. National Development Company (NDC)
20. National Electrification Administration (NEA)
21. National Food Authority (NFA)
22. National Housing Authority (NHA)
23. National Irrigation Administration (NIA)
24. National Power Corporation (NAPOCOR)
25. National Transmission Corporation (TRANSCO)
26. Philippine Amusement and Gaming Corporation (PAGCOR)
27. Philippine Charity Sweepstakes Office (PCSO)
28. Philippine Coconut Authority (PCA)
29. Philippine Deposit Insurance Corporation (PDIC)
30. Philippine Health Insurance Corporation (PHILHEALTH)
31. Philippine International Trading Corporation (PITC)
32. Philippine Institute for Development Studies (PIDS)
33. Philippine National Oil Company (PNOC)
34. PNOC Exploration Corporation (PNOC EC)
35. Philippine Retirement Authority
36. Philippine Reclamation Authority (PRReTA)
37. Social Security System (SSS)
38. Subic Bay Metropolitan Authority (SBMA)
39. Zamboanga City Special Economic Zone Authority (ZCSEZA)
40. Small Business Corporation (SB Corp.)

Table 2.4 State Universities and Colleges (SUCs)



A total of four (4) out of the 113 (or 3.54%) SUCs submitted their People's FOI Manual. They are the Eastern Visayas State University (EVSU), University of the Philippines (UP), Polytechnic University of the Philippines (PUP), and University of Rizal System (URS).

■ Compliant
■ Non-compliant

2.5 Outside Executive Branch

Although EO No. 2, s. 2016 is limited to the Executive Branch, local government units (LGUs) and other government offices outside the Executive Branch are encouraged to observe and be guided by the EO.

The following offices submitted their FOI manuals, both in paper and digital format, and complied with the provisions of the said EO:

Office of the Ombudsman
Dingras Water District – Ilocos Norte
Santa Cruz Water District - Laguna



3.0 FORMAT OF MANUALS

Table 3.1 National Government Agencies (NGAs)

More than half (53%) or a total of 80 government agencies submitted their People's FOI Manual in both paper and digital format. On the other hand, 56 government agencies (or 37%) submitted only in hard copies, while 15 government agencies (or 10%) submitted in digital format only.

■ Paper and Digital Format
■ Paper Format
■ Digital Format

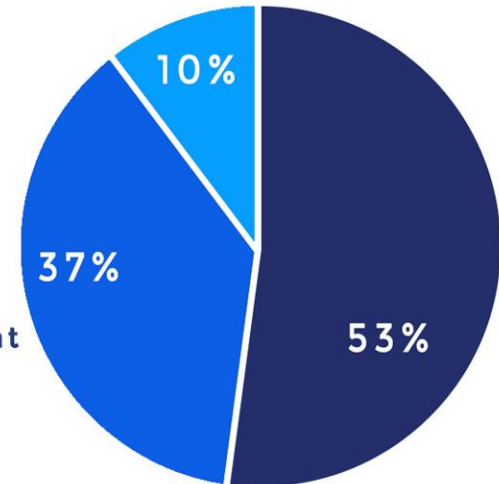
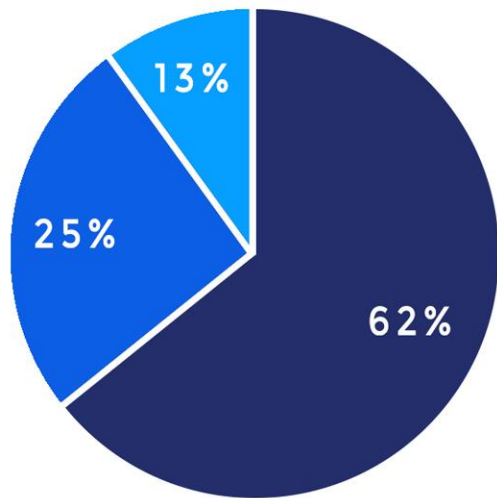


Table 3.2 Government-owned and controlled corporations (GOCCs)



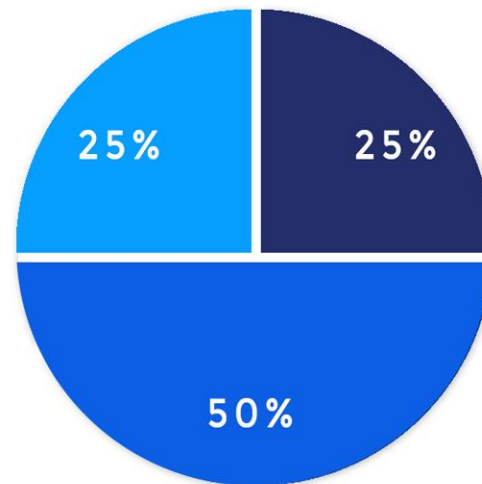
More than half (62%) or a total of 25 GOCCs submitted their People's FOI Manual in both paper and digital format. Ten (10) GOCCs (25%) submitted in hard copies and 4 GOCCs (13%) submitted in digital format only.

- Paper and Digital Format
- Paper Format
- Digital Format

Table 3.3 State Universities and Colleges (SUCs)

The University of the Philippines (UP) submitted their People's FOI Manual in both paper and digital format. Eastern Visayas State University (EVSU) and Polytechnic University of the Philippines (PUP) submitted hard copies, while the University of Rizal System (URS) submitted in digital format.

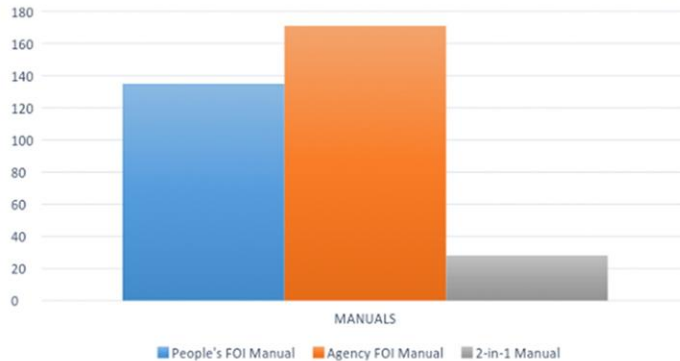
■ Paper and Digital Format
■ Paper Format
■ Digital Format



4.0 REVIEW OF FOI MANUALS

The PCOO reviewed the FOI Manuals of all government agencies submitted in compliance to EO No. 2, s. 2016. The following are the PCOO's observations:

Table 4.1 People's FOI Manual and Agency FOI Manual



Pursuant to Section 8 and Section 16 of EO No. 2, s. 2016, all government offices in the Executive Branch are directed to formulate their respective People's FOI Manual and implementing details, within one hundred twenty (120) calendar days from the effectivity of the Order.

A total of 135 government agencies submitted their People's FOI Manuals, while 171 government agencies submitted their Agency FOI Manuals. 28 government agencies submitted their respective People's FOI Manuals, which also served as their Agency FOI Manuals.

Table 4.2 Use of the Model FOI Manual

The Presidential Communications Operations Office (PCOO) issued FOI Memorandum Circular (MC) No. 2, s. 2016 on 24 November 2016 prescribing the Model People's FOI Manual as the provisional manual of agencies that do not have an approved manual, to ensure that the mandate of EO No. 2, s. 2016 is observed.

A total of 162 government agencies (or 81.82%) adapted the Model People's FOI Manual published by the PCOO last November 2016. 36 government agencies (or 18.18%) drafted their FOI Manuals using their own format.

■ PCOO Model Manual
■ Own Format

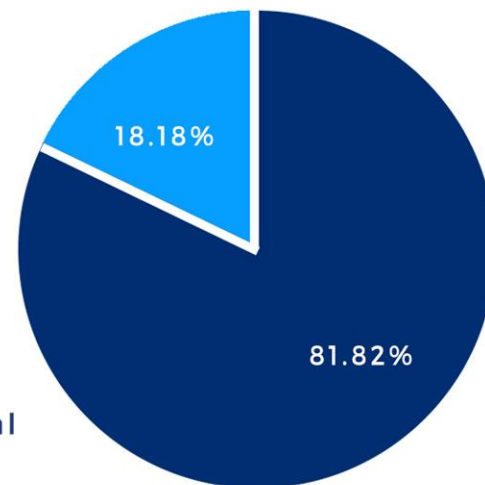
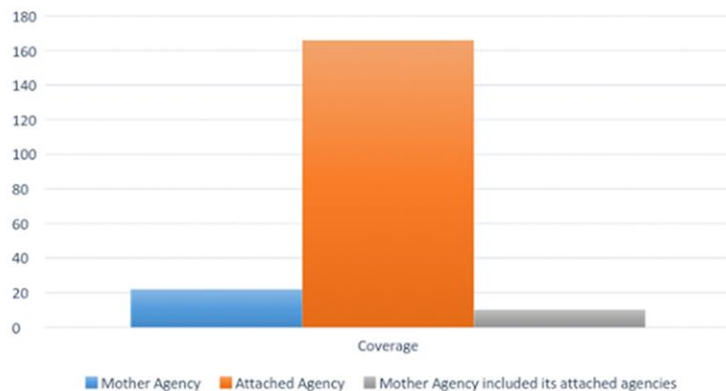


Table 4.3 Applicability

22 Departments and 166 attached agencies submitted their FOI manuals. Two (2) departments included their attached agencies, bureaus, and offices to be covered by their FOI Manuals.



The Department of Environmental and Natural Resources (DENR) FOI Manual included its 6 attached bureaus and offices, namely, Ecosystems Research and Development Bureau (ERDB), Environmental Management Bureau (EMB), Forest Management Bureau (FMB), Land Management Bureau (LMB), Mines and Geosciences Bureau (MGB), and National Mapping and Resource Information Authority (NAMRIA).

Also, the Department of Health (DOH) FOI Manual included its 3 attached agencies, namely, National Nutrition Council (NNC), Philippine Institute of Traditional and Alternative Health Care (PITAH), and Philippine National Aids Council (PNAC).

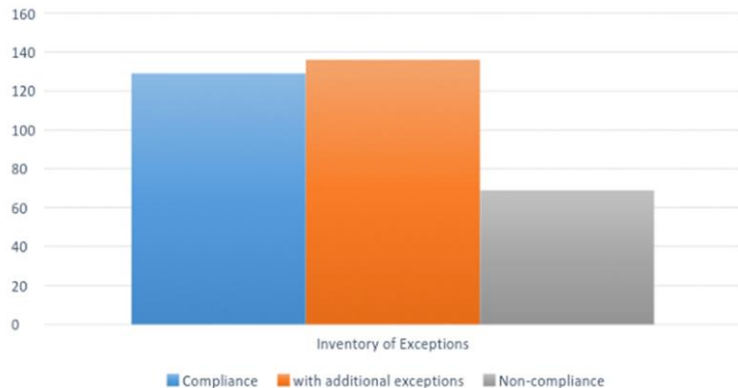
Table 4.4 Required Provisions

(Executive Order No. 02, s. 2016)

For the effective implementation of the EO, all government agencies are directed to prepare within one hundred twenty (120) calendar days from the effectivity of this Order, its own People's FOI Manual, which shall include among others the following provisions:

- (a) The location and contact information of the head, regional, provincial, and field offices, and other established places where the public can obtain information or submit requests; (Table 4.4.2)
- (b) The person or office responsible for receiving requests for information; (Table 4.4.3)
- (c) The procedure for the filing and processing of the request as specified in the succeeding section 8 of EO No. 2, s. 2016; (Table 4.4.6)
- (d) The standard forms for the submission of requests and for the proper acknowledgment of requests; (Table 4.4.5)
- (e) The process for the disposition of requests; (Table 4.4.4)
- (f) The procedure for the administrative appeal of any denial for access to information; (Table 4.4.8) and
- (g) The schedule of applicable fees. (Table 4.4.9)

Table 4.4.1 Inventory of Exceptions



Pursuant to Section 4 of EO No. 2, s. 2016, the Office of the Executive Secretary (OES) released the inventory of exceptions to FOI on 24 November 2016, for the guidance of all government agencies under the Executive Branch and the general public. A total of 129 government offices (or 65.15%) adopted and attached the OES' inventory of exceptions to their FOI manuals. 136 government agencies (or 68.69%) adopted the OES' inventory of exceptions and included additional exceptions.

For example, the DENR added the following additional exceptions not contained in the existing OES inventory of exceptions:

"23. Disclosure of information concerning the nature and specific location of a potentially significant cave pursuant to Republic Act No. 9072 (National Caves and Cave Resources Management and Protection Act of 2001).

25. Any data in the course of applying for an Environmental Compliance Certificate (ECC) pursuant to Presidential Decree No. 1586 (Philippine Environmental Impact Statement System).

26. During the lifetime or existence of a mining permit, results of metallurgical analysis-(Fire Assay/ Chemical Analysis), results of test, documents submitted by the mining clients in support of their mining applications, feasibility study of mining companies, company's drilling report, mineral resource report, final exploration report declaring a mineral resources inventory, and geologic reports.

27. Philippine Geo-portal Data from Philippine Institute of Volcanology and Seismology (ground rupture, active fault) and Lands Management Bureau (parcel data, municipal boundary data); location of mirror server; raw and processed hydrographic surveys singlebeam and multibeam data; and confidential documents and information such as charts/maps related to territorial and other claims."

Table 4.4.2 Receiving Office/s

Pursuant to Section 8 (a) of EO No. 2, s. 2016, every government office is directed to include the location and contact information of the head, regional, provincial, and field offices, and other established places where the public can obtain information or submit requests in their FOI manuals.

As of 15 June 2017, 168 government agencies (or 84.85%) included their designated FOI Receiving Offices. However, 30 government agencies (or 15.15%) failed to comply with this provision.

Of the 168, 20 government agencies designated their FOI Receiving Offices down to the Regional level.

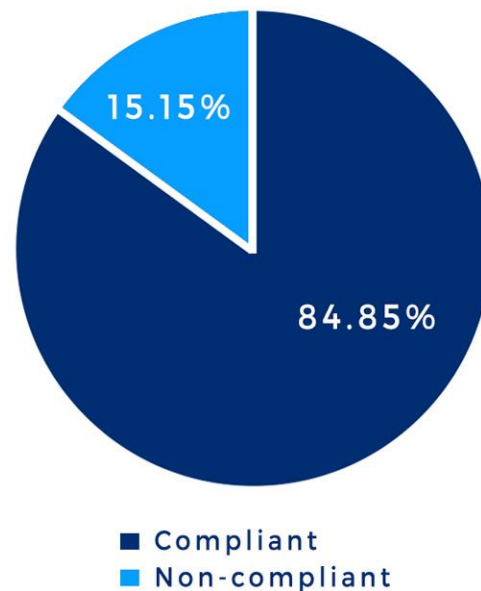


Table 4.4.3 Receiving Officer/s

Pursuant to Section 8 (b) of EO No. 2, s. 2016, every government agency is directed to include the person or office responsible for receiving requests for information in their FOI manuals.

As of 15 June 2017, 131 government agencies (or 66.16%) included their designated FOI Receiving Officers. However, 67 government agencies (or 33.84%) failed to comply with this provision.

■ Compliant
■ Non-compliant

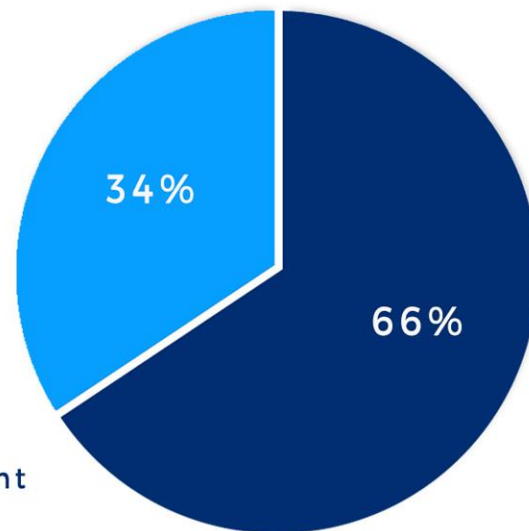
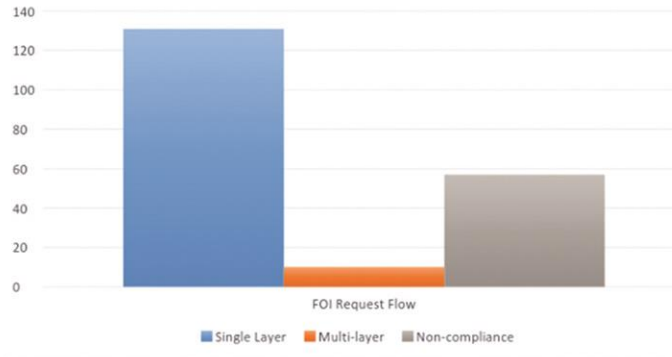


Table 4.4.4 FOI Request Flow



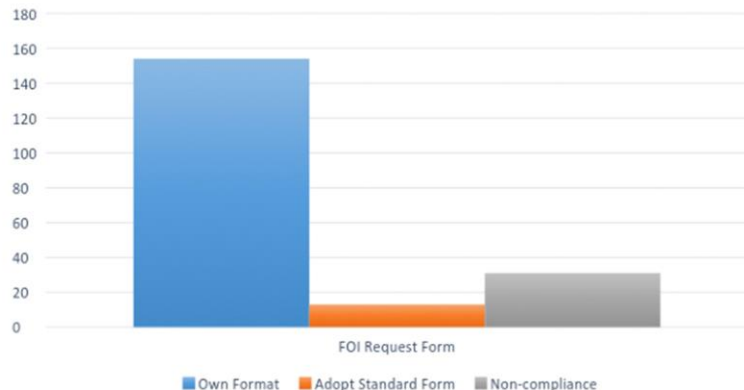
Pursuant to Section 8 (e) of EO No. 2, s. 2016, every government office is directed to include the process for the disposition of requests in their FOI manuals. 141 government offices (or 71.21%) included a flowchart illustrating the process flow of FOI requests (131 are single-layered and 10 are multi-layered).

We defined single-layer as a simple FOI request process between one Receiving Officer and one Decision Maker. On the other hand, multi-layer refers to a process flow between several receiving officers and/or several decision makers.

57 government offices (or 28.79%) failed to comply with this provision.

Table 4.4.5 FOI Request Form

Pursuant to Section 8 (d) of EO No. 2, s. 2016, every government agency is directed to include the standard forms for the submission of requests. Last 11 November 2016, the PCOO released an FOI Standard Request Form under FOI MC No. 1, s. 2016. The document is the recommended form for all FOI requests submitted to agencies covered under Section 2 of the EO. However, agencies may adopt or craft their own FOI request form.



154 government agencies (or 77.78%) formulated their own FOI Request forms. While 13 government agencies (or 6.57%) adopted the PCOO standard form. 31 government agencies (or 15.66%) failed to comply with this provision.

Table 4.4.6 Procedure



Pursuant to Section 8 (c) of EO No. 2, s. 2016, every government agency is directed to include the procedure for the filing and processing of the request in their FOI manuals. Specifically, Section 9 of the said EO instructed all government agencies shall respond to a request fully compliant with requirements of sub-section (a) hereof as soon as practicable but not exceeding fifteen (15) working days from the receipt thereof.

A total of 194 government agencies (or 97.98%) processes FOI requests within the prescribed 15 working day period. The CES Board will process FOI requests within seven (7) working days.

3 government agencies (or 1.52%) failed to cite the required processing period of FOI request in their FOI manuals.

Table 4.4.7 Extension

In addition to the provision of Section 9 of EO No. 2, s. 2016, the period to respond may be extended whenever the information requested requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.

A total of 189 government agencies (or 95.45%) complied with the said provision. However, 9 government agencies (or 4.55%) failed to cite this provision on their FOI manuals.

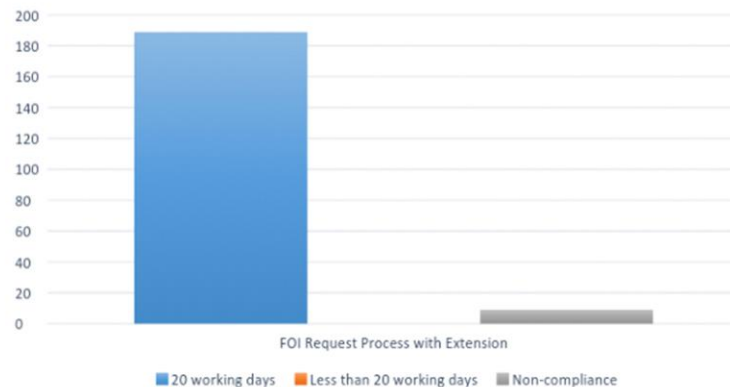
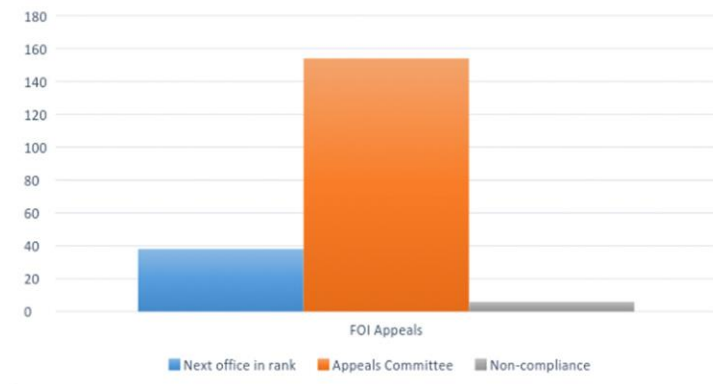


Table 4.4.8 FOI Appeals

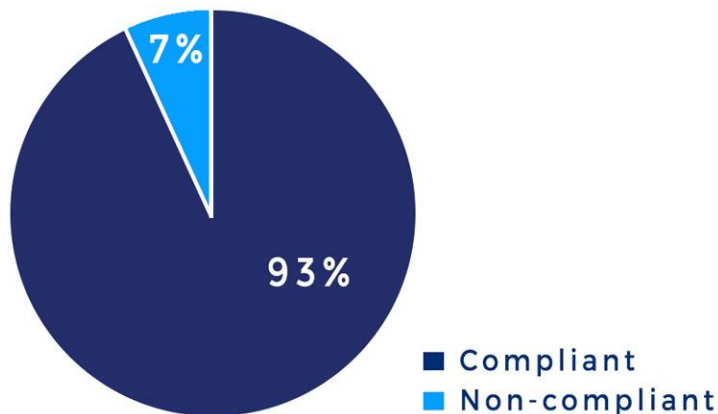


Pursuant to Section 8 (f) of EO No. 2, s. 2016, government agencies are directed to include the procedure for the administrative appeal of any denial for access to information in their FOI manuals.

38 government agencies (or 19.19%) cited that the requesting party may appeal to the person or office next higher in rank to the FOI Decision Maker, while 154 government agencies (or 77.78%) established their respective FOI Appeals and Review Committees. 6 government agencies (or 3.03%) failed to comply with this provision.

Table 4.4.9 No FOI Request Fee

Pursuant to Section 10 of EO No. 2, s. 2016, every government agency shall not charge any fee for accepting requests for access to information. They may, however, charge a reasonable fee to reimburse necessary costs, including actual costs of reproduction and copying of the information required, subject to existing rules and regulations.



PROCESSING TIMES

When can you expect to receive a response to an FOI request?

Once we receive your request, we will acknowledge it by email as soon as possible. Depending on the complexity of your request, it may take up to 30 business days to process your request. We will keep you informed of the progress of your request.

If your request is complex, you may expect to receive a response after three working days or earlier, but we are not permitted to offer the disclosure of the information before 30 days.

Can I have a copy of the information?

There is no charge to you for the information. However, we may charge you for the cost of reproducing the information in a format other than the original.

**This document may be reproduced
in any form without charge.**

FOI Tracking Number: _____



FREEDOM OF INFORMATION REQUEST FORM

(Requête en libération d'information - Formulaire)

Date de réception: _____

Please send the following information concerning your request to the appropriate FOI or Access to Information Act (ATIA) office. Please indicate the type of information you are seeking and how it will be used, e.g. for research, for a project, for a report, etc.

* **Section 1: Request Information** *
* **Section 2: Request Details** *

COMPLAINTS HANDLING

What if you are not happy with how the agency has handled your request?

If you are not satisfied with the way the agency has handled your request, you may wish to file a complaint. The agency will investigate the complaint and will provide you with a response. If you are still not satisfied, you may wish to file a complaint with the Information Commissioner. The Information Commissioner will investigate the complaint and will provide you with a response.

Can I be forced by the government or other bodies to authorize them to use my information?

No. You cannot be forced to authorize them to use your information. However, you may choose to authorize them to use your information for a specific purpose.

1. Title of the request (in English and French)

2. Given Name (including Mr.) _____ **3. Surname** _____

4. Complete Address (Full Street Name, Street, City/Town/Village, Province)

5. Landline/Fax _____ **6. Mobile** _____ **7. Email** _____

8. Preferred Method of Communication

☐ Written ☐ Verbal ☐ Other ☐ Internet

9. Preferred Method of Reply

☐ Email ☐ Fax ☐ Post ☐ In person ☐ Other ☐ In person or by mail

10. Type of request (check all that apply)

☐ Access to Information Act ☐ Freedom of Information Act ☐ Other ☐ Other ☐ Other ☐ Other

IMPORTANCE INFORMATION

Privacy

The information you provide in this form will be used for the purpose of processing your request. It will also be used for the purpose of providing you with the information you request. The information you provide in this form will be used for the purpose of providing you with the information you request.

Consent

I agree to the use of my information for the purpose of processing my request. I agree to the use of my information for the purpose of providing me with the information I request. I agree to the use of my information for the purpose of providing me with the information I request.

11. Signature - Connecting Agency (if applicable)

12. Title of Document/Information

13. Date of Request (DD/MM/YYYY)

14. Purpose

15. Document Type

16. Information Requested (if known)

17. Any other Relevant Information

SECTION OF INFORMATION

A total of 185 government agencies (or 93.43%) cited this provision in their FOI manuals. On the other hand, 13 government agencies (or 6.57%) failed to cite said provision in their FOI manuals.

Table 4.4.10 FOI Printing Cost

The following are the list of fees imposed by different government agencies:

GOVERNMENT OFFICE	FEES
Al-Amanah Islamic Investment Bank of the Philippines (AIIBP)	<ul style="list-style-type: none"> 1.00 per page 1.50 for double sided page
Board of Investments (BOI)	<ul style="list-style-type: none"> 5.00 per page 150.00 for documents that may retrieve within a day 300.00 for documents that may retrieve within 1 to 1 week 500.00 for documents that may retrieve more than 1 week 1000.00 appeal of notice denial research fee
Bureau of Corrections (BuCor)	<ul style="list-style-type: none"> 50.00/single copy requested 5.00/page
Construction Industry Authority of the Philippines (CIAP)	<i>CIAC Resolution no. 06-2014</i> <ul style="list-style-type: none"> 10.00/page for certification 100.00/clearance 1,000.00/document to be searched for closed cases within the retention period 200.00/request
Council for the Welfare of Children (CWC)	<ul style="list-style-type: none"> If the document exceed 10-pages, requesting party must provide flash drive
Cybercrime Investigation and Coordinating Center (CICC)	<ul style="list-style-type: none"> .75/page 1.00/complete print black 5.00/colored half page 10.00/colored full page 25.00/DVD

DBP Data Center, Inc. (DCI)	<ul style="list-style-type: none"> 1.00/single sided 1.50/double-sided page
Department of Information and Communications Technology (DICT)	<ul style="list-style-type: none"> 0.75 per photocopied page (black ink) 1.00 per computer printout page (black ink) 5.00 per half page computer print-out (colored ink) 10.00 per full page computer print-out (colored ink) Information not more than 1 GB is free. 25.00/DVD
Department of Justice (DOJ)	<ul style="list-style-type: none"> 2.00/per page
Department of the Interior and Local Government (DILG)	<ul style="list-style-type: none"> 50 pages is free, however, 3.00/exceeding page 2.00/authentication
Development Bank of the Philippines (DBP)	<ul style="list-style-type: none"> 1.00/single sided 1.50/double sided
Government Service Insurance System (GSIS)	<ul style="list-style-type: none"> 2.00/page 5.00/page if certified true copy
Home Development Mutual Fund (HDMF) Pag-IBIG	<ul style="list-style-type: none"> 5.00/page for short bond paper 6.00/page for long bond paper
Insurance Commission (IC)	<ul style="list-style-type: none"> 10.00/page
Laguna Lake Development Authority (LLDA)	<ul style="list-style-type: none"> 200.00/document
Local Water Utilities Administration (LWUA)	<ul style="list-style-type: none"> 1.00/page

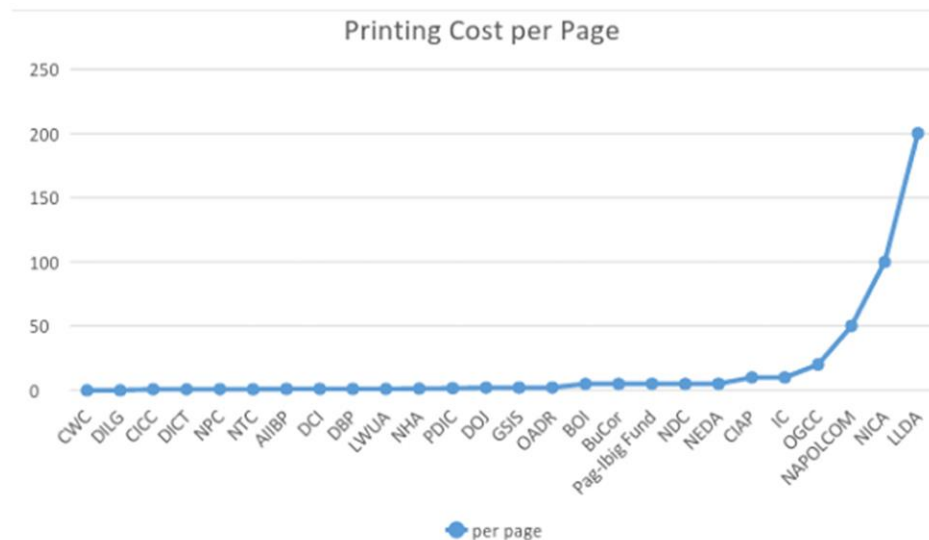
Table 4.4.10 FOI Printing Cost

The following are the list of fees imposed by different government agencies:

National Development Company (NDC)	<ul style="list-style-type: none"> • 5.00/page
National Economic and Development Authority (NEDA)	<ul style="list-style-type: none"> • 2.00/page
National Housing Authority (NHA)	<ul style="list-style-type: none"> • 1.25/page <p>Certified copy/Certification</p> <ul style="list-style-type: none"> • 20.00 for the 1st page • 3.00/additional page
National Intelligence Coordinating Agency (NICA)	<ul style="list-style-type: none"> • 100.00/page for reproduction
National Police Commission (NAPOLCOM)	<p><i>NAPOLCOM Resolution 2008-058</i></p> <p>Authentication of Documents</p> <ul style="list-style-type: none"> • 50.00/one page • 50.00/1st page + 15.00/additional page for documents with 2 – 20 pages • 50.00/1st page + 10.00/additional page for documents with 21 – 50 pages <p>Reproduced copies of NAPOLCOM issuances:</p> <ul style="list-style-type: none"> • 1 particular Resolution or Memorandum Circular – 5.00/page • Annual compilation of NAPOLCOM issuances – 300.00/year • CD Must Read Resolution or Memorandum Circular – 150.00/year

National Privacy Commission (NPC)	<ul style="list-style-type: none"> • .75/page • 1.00/complete print • 5.00/half page complete print • 10.00/full page complete print • 25.00/DVD
National Telecommunications Commission (NTC)	<ul style="list-style-type: none"> • .75/photocopy (black only) • 1.00/complete print out (black only) • 5.00/complete print black and half page colored • 10.00/full page • 25.00/DVD
Office for Alternative Dispute Resolution	<ul style="list-style-type: none"> • 2.00/page
Office of the Government Corporate Counsel (OGCC)s	<ul style="list-style-type: none"> • 20.00/page
Philippine Deposit Insurance Corporation (PDIC)	<ul style="list-style-type: none"> • 5.00/page (black & white) • 15.00/page (colored) • 1.50/page

Table 4.4.11 Document printing cost per page

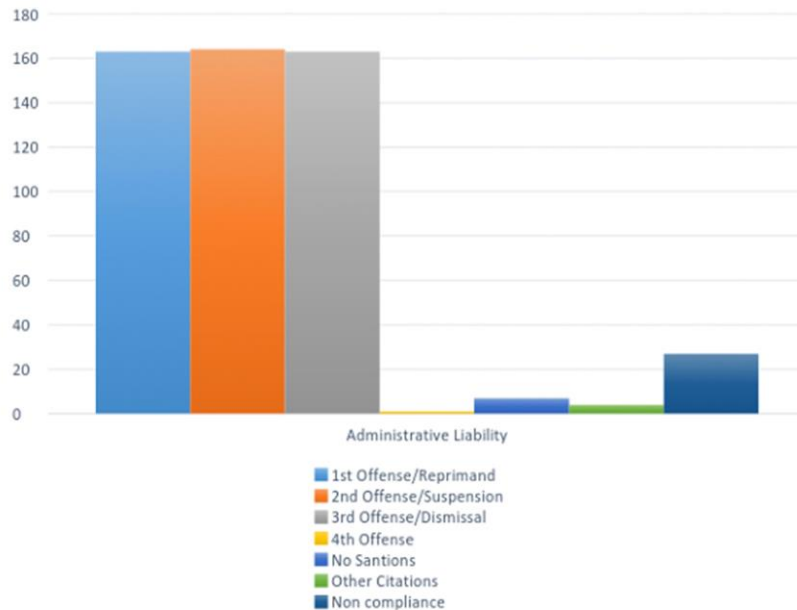


DID YOU KNOW?

CWC does not charge any fee and will release documents in digital format. DILG, likewise, does not charge any fee for the first 50 pages. For those who charged, the printing cost per page ranges from Php .75 to Php 200.00. CICC, DICT, NPC, and NTC charge the cheapest at Php .75 per page. On the other hand, the most expensive fees are the NAPOLCOM (Php 50/page), NICA (Php 200/page), and LLDA (Php 200/document).



Table 4.4.12 Administrative Liability



As per Section 15 of EO 2, s. 2016, failure to comply with the provisions of the EO shall be a ground for administrative penalties. 163 government agencies listed the offenses and its corresponding sanctions. 7 government agencies listed the offenses but no sanctions were indicated. 27 government agencies failed to cite administrative penalties.

The following government agencies cited additional administrative penalties:

Department of the Interior and Local Government (DILG)

a. Executive Order 292 (Administrative Code of 1987)

i. Book I Chapter 9 Sec. 38 (Liability of Superior Officers) - Any public officer who, without just cause, neglects to perform a duty within a period fixed by law or regulation, or within a reasonable period if none is fixed, shall be liable for damages to the private party concerned without prejudice to such other liability as may be prescribed by law.

ii. Book I Chapter 9 Sec. 39 (Liability of Subordinate Officers) - Unless with a defense of good faith, a subordinate officer/employee shall be liable for willful or negligent acts done by him which are contrary to law, morals, public policy and good customs even if he acted under orders or instructions of his superiors.

iii. Book I Chapter 11 Section 46 (Deposit with Archives) - official copies of annual reports shall be deposited with the National Archives and shall be open to public inspection.

iv. Book IV Chapter 11 Section 52 (Official Logbook) - each department, bureau, office or agency shall keep and preserve a logbook in which shall be recorded in chronological order all final official acts, decisions,

transactions or contracts, pertaining to the department, bureau, office, or agency. The logbook shall be in the custody of the chief Administrative Officer concerned and shall be open to the public for inspection.

b. Revised Penal Code

i. Article 226 (Removal, concealment, or destruction of documents) - Any public officer who shall remove, destroy, or conceal documents or papers officially entrusted to him shall suffer:

1. The penalty of prison mayor (6 years and one day to 12 years) and a fine not exceeding 1,000 pesos whenever serious damage shall have been caused thereby to a third party or to the public interest.

2. The penalty of prison correccional (6 months and 1 day to 6 years) - in its minimum and medium period and a fine not exceeding 1,000 pesos, whenever the damage caused to a third party or to the public interest shall not have been serious.

ii. Article 229 (Revelation of secrets by an officer)- Any public officer who shall reveal any secret known to him by reason of his official capacity or shall wrongfully deliver papers or copies of papers of which he may have charge and which could not be published, shall suffer the penalties of prison correccional in its medium and

maximum periods, perpetual special disqualification and a fine not exceeding 2,000 pesos if the revelation of such secrets or the delivery of such papers shall have caused serious damage to the public interest.

c. Anti- Graft and Corrupt Practices Act (RA3019)

i. Section 3 (f) – Neglecting or refusing, after due demand or request, without sufficient justification to act within a reasonable time on any matter pending before him for the purpose of obtaining directly or indirectly from any person interested in the matter some pecuniary or material benefit or advantage or for purpose of favoring his own interest or giving undue advantage in favor of or discriminating against any interested party.

ii. Section 3 (k) – Divulging valuable information of a confidential character, acquired by his office or by him on account of his official position to unauthorized persons, or releasing such information in advance of its authorized release.

iii. Section 9 Penalties for violations – imprisonment for not less than six (6) years and one (1) month nor more than fifteen (15) years, perpetual disqualification from public office and confiscation or forfeiture in favor of the Government of any prohibited interest and unexplained wealth manifestly out of proportion to his salary and other lawful income.

d. RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)

i. Section 5 (a) to (e) Duties of public officials and employees

ii. Section 7 (C) Disclosure and/or misuse of confidential information – Public Officials and employees shall not use or divulge confidential or classified information officially known to them by reason of their office and not made available to the public either:

1. To further their private interests or give undue advantage to anyone;

2. To prejudice the public interest.

iii. Section 11 Penalties – Any public official or employee, regardless of whether or not he holds office or employment in a casual, temporary, holdover, permanent, or regular capacity committing any violation of this Act, shall be punished with a fine not exceeding the equivalent of six (6) months' salary or suspension not exceeding one (1) year or removal depending on the gravity of the offense after due notice and hearing by the appropriate body or agency.

Violation of section 7 shall be punishable with imprisonment not exceeding five (5) years or a fine not exceeding 5,000 or both, and in the discretion of the court of competent jurisdiction, disqualification to hold public office.

National Food Authority (NFA)

•Revised Rule on Administrative Cases in the Civil Service (RRACCS)

National Housing Authority (NHA)

•Illegal/Unauthorized Use:

A. Fine of FIVE HUNDRED PESOS (Php 500.00) to FIFTEEN THOUSAND PESOS (Php15,000.00) shall be imposed on any person (including NHA employees and officials and requesting party) who shall use the information for purposes other than those expressed in the objectives of this Manual, particularly:

a) Illegal Reproduction - unauthorized reproduction of the Manual is contrary to NHA's rules and regulations.

b) Falsification - any person who shall deliberately change or falsify the content of the Manual and disseminate the same in any manner with intent to mislead and cause damage.

c) Theft - taking of the Authority's information without authorization or consent from the NHA (which is done without violence nor force upon things).

d) Misuse and alteration of Information Requested or Generated from the Manual - information was used to malign or mislead a person.

The imposition of the fine is without prejudice to any administrative and/or criminal sanctions.

Philippine Amusement and Gaming Corporation (PAGCOR)

1. Any director, officer, or employee of PAGCOR shall be administratively liable for failure to comply with the obligations established under this Manual in the event he/she commits any of the following acts or omissions:

a. Willfully and in bad faith removing, destroying, concealing, or unduly altering, in whole or in part, information in his/her custody, to which he has access due to his assignment or employment, subject to the provisions of the National Archives of the Philippines Act;

b. Acting in gross negligence, bad faith, or fraudulently when hearing requests for access to information or when disclosing information as obliged by this Manual;

c. Intentionally and in bad faith denying information that is not categorized as exempt or confidential information under this Manual; or

d. Intentionally and in bad faith providing incomplete, incorrect, or inaccurate information in response to a request for access to information.

2. The repeated occurrence of conduct as outlined in subsections (a) to (d) shall be considered as Grave Misconduct for purposes of administrative sanction.

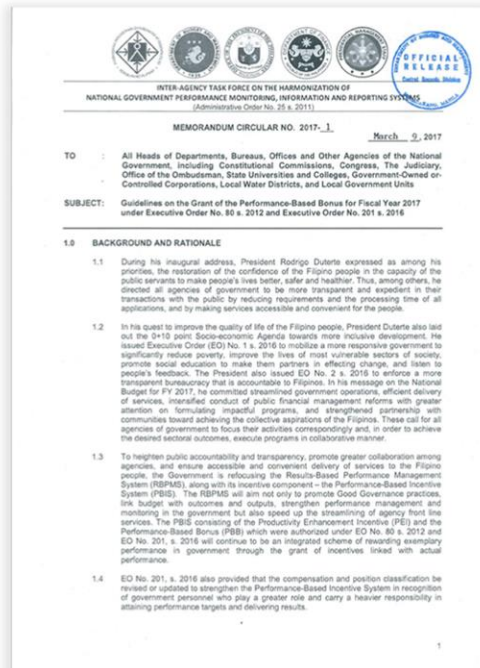
3. Any officer or employee of PAGCOR whose assistance was sought by an information officer and who fails without justifiable cause or good reason to provide such assistance shall be liable for Gross Insubordination and shall be penalized in accordance with the Revised Rules on Administrative Cases in the Civil Service.

4. The administrative liability of any erring director, officer, or employee of PAGCOR shall be without prejudice to the prosecution under the appropriate law.

5. No liability, whether administrative, civil, or criminal shall attach to any information officer or any other officer/s of PAGCOR for any act which in good faith was done by such officer/s in the performance of any duty assigned or power imposed upon such officer/s under this Manual.

5.0 FOI MANUALS IN THE TRANSPARENCY SEAL

Pursuant to Section 5 of Memorandum Circular (MC) No. 2017-1 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Task Force AO 25), FOI Manuals shall be uploaded in the agency Transparency Seal on or before 1 October 2017, as one of the Good Governance Conditions (GCCs) to be eligible in the Performance-Based Bonus (PBB) for fiscal year 2017, subject to compliance validation by the PCOO starting 1 October 2017.



PART II

eFOI PORTAL

1.0 eFOI PLATFORM OVERVIEW (www.foi.gov.ph)

The Freedom of Information (FOI) Program is an important initiative of the Duterte Administration. In addition to the availability of information directly through paper-based request in government offices, the portal provides a convenient way for citizens to engage government and access information. This is the underlying concept of the electronic Freedom of Information (eFOI) platform of the Philippine government.

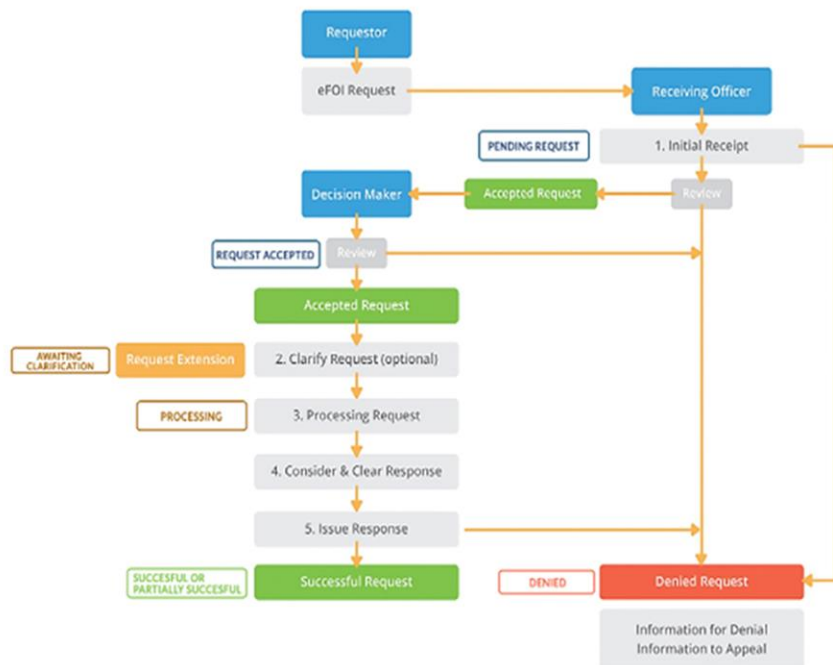
The eFOI platform was developed by the PCOO, with technical assistance from the World Bank, to easily provide citizens the ability to request for information, track their requests and receive the information that they requested. Likewise, in order to efficiently handle the requests, the platform is designed to assist government offices in receiving, processing, and responding to the requests that they received with ease and convenience.

Transparency is one of the goals of the initiative and thus, statistics on the requests filed, response time, and outcomes of requests made within the eFOI platform are published regularly.



2.0 eFOI WORKFLOW

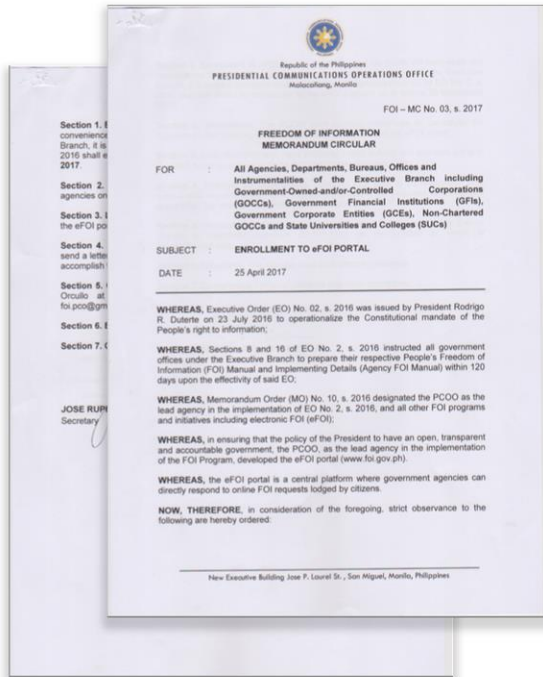
The general workflow of the eFOI system follows the FOI process, and is shown below:



As shown, the eFOI platform covers most of the standard functionality of FOI, but there are a few items that should be noted:

1. FOI appeals are handled via a standard process and is currently not included as a component of the eFOI platform; and,
2. Any internal processes for an individual agency that are not part of the main FOI workflow are not documented on the system and should be done offline.

3.0 ENROLLMENT TO THE eFOI PORTAL



As the PCOO plans to on-board all National Government Agencies (NGAs) into the eFOI portal by end of 2017, FOI Memorandum Circular (MC) No. 3, s. 2017 was issued last 25 April 2017 to require all NGAs to enroll in the eFOI portal on or before 25 November 2017. The PCOO regularly conducts onboarding workshops to capacitate the designated FOI Receiving Officers and Decision Makers of agencies on the process, system, and technical operation of the eFOI portal. Agencies who have on boarded shall publish and maintain a link of the eFOI portal on their respective websites.

Table 3.1 Pilot Agencies

Last 25 November 2016, PCOO launched the FOI Program, and at the same time, the roll-out of the eFOI platform with 15 pilot agencies, namely:



Table 3.2 Total Participating Agencies

As of 10 June 2017, a total of 108 government agencies are on-boarded in the portal. With 16 Departments, 74 national government agencies, and 18 GOCCs.

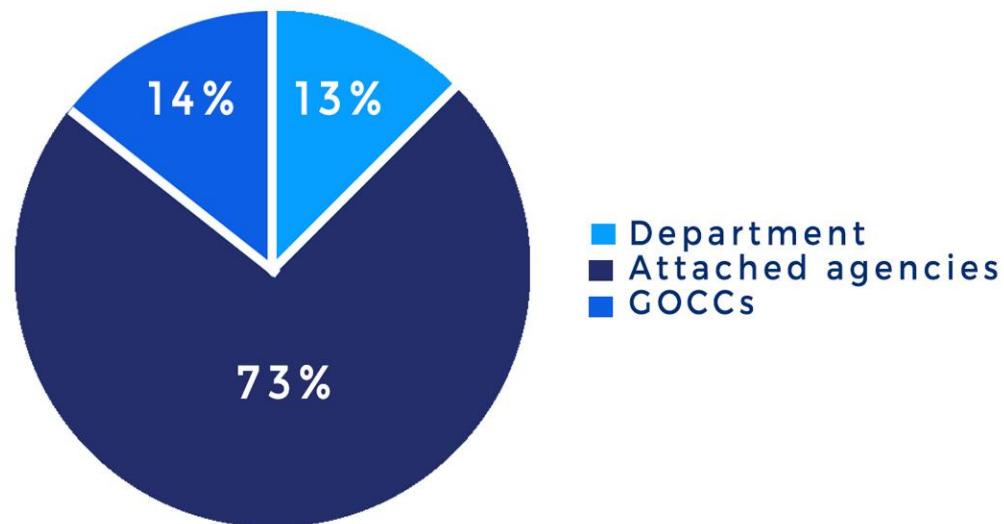


Table 3.3 Timeline of Onboarding



DBM, DOF, DOH, DICT, and DOJ joined the eFOI portal during the roll-out last 25 November 2016 as pilot agencies. DOTr and its attached agencies on boarded in December 2016. NEDA, DILG, and DENR joined the portal in March 2017. DOE, DAR, DA, and DTI on boarded in April 2017. DPWH was on boarded last May 2017. And the latest to join the portal were DOLE and DOST on June 2017.

The remaining 4 departments, namely DEPED, DND, DOT and DSWD are scheduled to be on boarded before November 2017.

Table 3.4 National Government Agencies (NGAs)

Out of 223, A total of 90 government agencies (16 Departments and 74 attached agencies) are on boarded in the eFOI portal, namely:

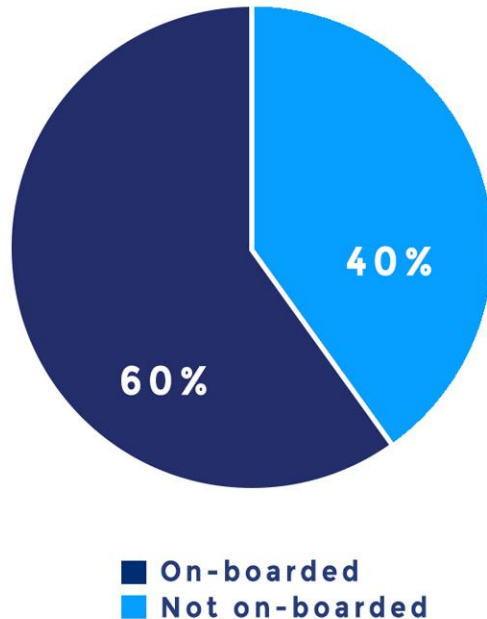
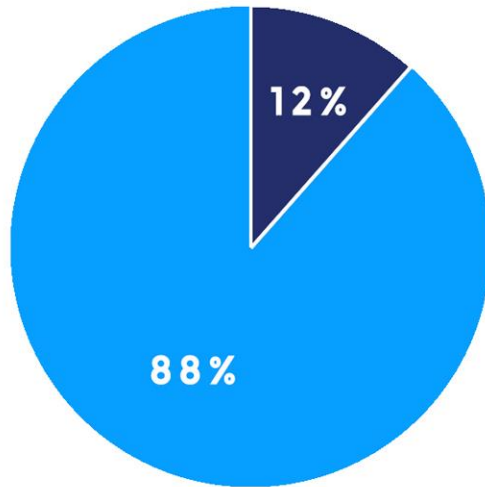




Table 3.5 Government-owned and controlled corporations (GOCCs)

With the plans to on board all 156 GOCCs by the end of 2018, a total of 18 GOCCs are presently on boarded in the eFOI portal, namely:



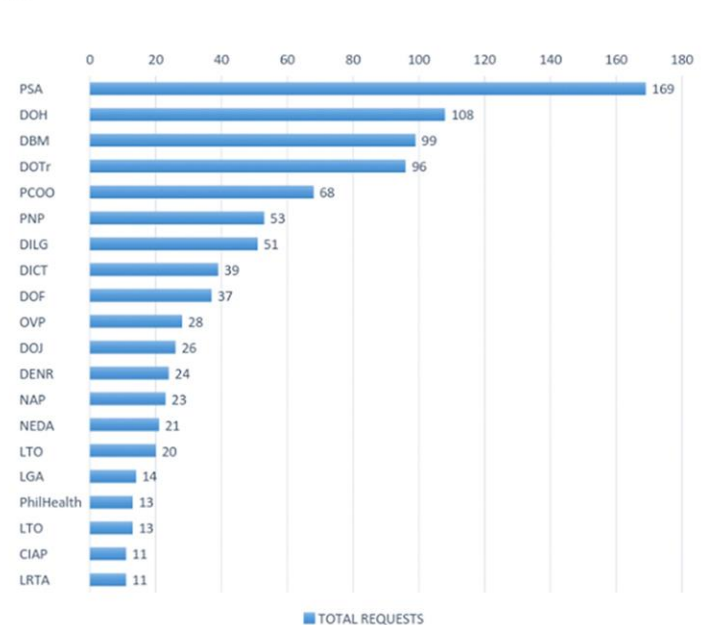
■ On-boarded
■ Not on-boarded



4.0 eFOI PORTAL

Table 4.1 Top Requested Agencies

As of 10 June 2017, 1,070 requests were lodged to 108 on boarded agencies. The top requested agencies are: PSA (169), DOH (108), DBM (99), DOTr (96), and PCOO (68). On the other hand, 41 agencies have not yet received any FOI request in the eFOI portal since being on boarded.



5.0 FOI REQUEST STATUS



Successful

A request is tagged as Successful, if the FDM was able to fully provide the information. Documents can be attached to the replies which can also be downloaded by the general public.



Partially successful

A request is tagged as Partially Successful, if the FDM was able to partially provide the information.



Pending

A request is entered on the system. FROs must see pending requests and act upon it.



Accepted

A request lodged in the portal will be assessed each by the FROs and either Accept or Deny them. Once accepted, requests will be forwarded to the Decision Makers' queue and can be accessed under the Accepted Requests tab.



Processing

A request is tagged as 'processing' when the FDM is actively working on it. All requests tagged with such status will be visible under the 'Processing' tab on their dashboard.

5.0 FOI REQUEST STATUS



Extension

Should the FDM require to have the period extended in order for him/her to resolve the request, he/she may extend it for 20 working days. The twenty (20) working days extension will be added on top of the fifteen (15) working days allotted to process each request.



Awaiting clarification

FDMs have the option to contact the Requesting Party and ask for clarification regarding their request.



Closed

Requesting Parties are allowed to reply within 60 working days from the clarificatory question posed by the FOI Decision Maker. If there is no reply received or if their reply is insufficient by the end of the period, the request will be removed from the queue and marked as Closed.



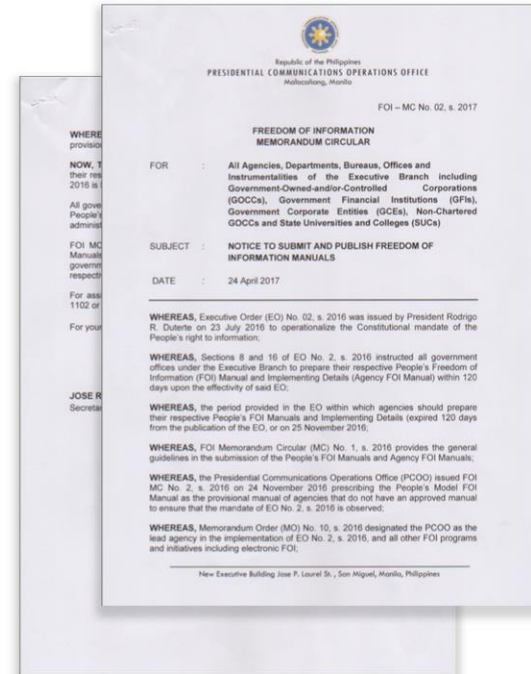
Denied

A request is marked as Denied if the agency responds to the request with a valid grounds for denial. The grounds for denying the requests are limited to list of exceptions and the grounds provided under EO No. 2, s. 2016.

6.0 FOI MANUALS IN THE eFOI PORTAL

Pursuant to the FOI – Memorandum Circular (MC) No. 02, s. 2017 issued on 24 April 2017 reiterating to all government agencies covered by EO No. 2, s. 2016 to submit their FOI Manuals to the PCOO on both in paper and digital format 129 government agencies (or 65%) submitted their digital format.

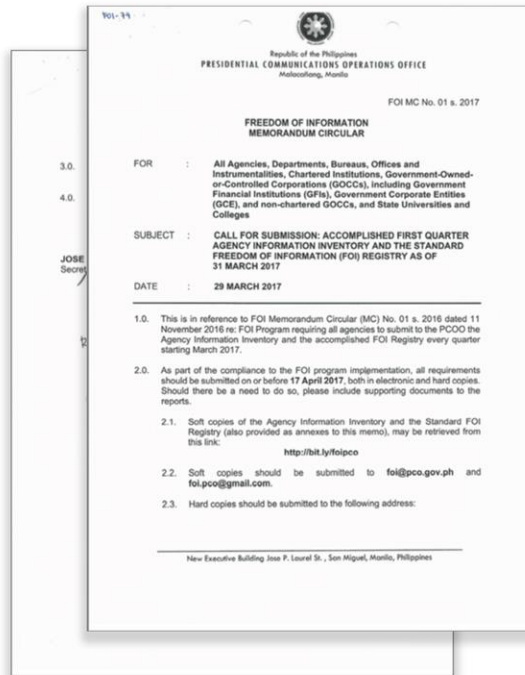
The People's FOI Manuals are posted and can be downloaded in the eFOI portal, www.foi.gov.ph.



PART III

FOI REGISTRY AND AGENCY INFORMATION INVENTORY

1.0 BACKGROUND



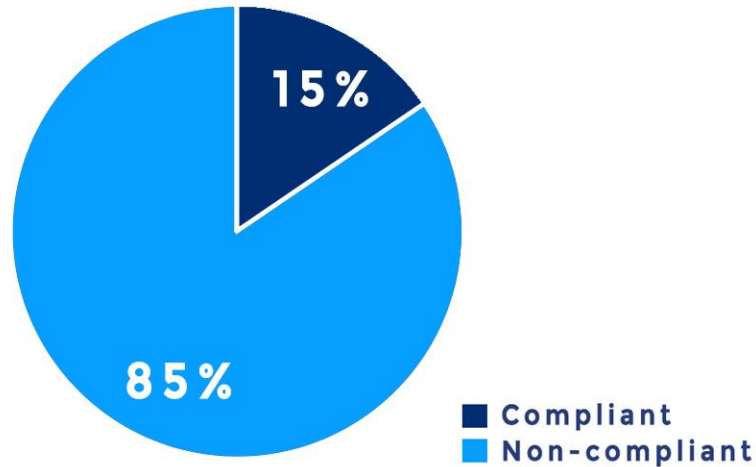
In FOI Memorandum Circular (FOI-MC) No. 1 dated 29 March 2017, the PCOO called for submissions of the 1st Quarter FOI Registry and Agency Information Inventory. As per the said memo, the deadline for all requirements was on 17 April 2017, both in hard copy and digital format.

2.0 FOI REGISTRY

To facilitate a uniform tracking, monitoring and evaluation system for FOI program implementation, the FOI Registry sheet is accomplished by FOI Receiving Officers. All FOI requests should be logged in to this form and should be updated accordingly. The FOI Registry will be the basis for measuring agency performance and compliance, alongside important FOI analytics to assess the initial financial costs of FOI implementation.

#	1
Last Accomplished Field	Request Finished
*Request Type	Standard
*Title of Document	asd
*Request Status	ACCEPTED
*Internal Tracking Number	asd
*Government Agency	Department of Agrarian Reform (DAR)
*Connected Agency	DAR
Others (Agency)	
*Name of Requester	asd
*Mode of Communication	POST
*Mode of Receiving Reply	PICK-UP
Landline Number	
*Mobile Number	+631234567890
E-Mail Address	
Fax	
*Province	AKLAN
*City/Municipality	BATAN
*Local Address	asd
*Valid ID Given	Voter's ID
Others (Valid ID)	
*Document Type Requested	Customs
Others (Document Type Requested)	
*Start Date Covered	May 22, 1905
*End Date Covered	June 01, 1905
*Purpose	Research and Development
Others (Purpose)	
*Date Request Received	October 12, 2016 12:00 AM
Date Request Finished	October 18, 2016 12:00 AM
Compute Time Lapse/Days	5
*Extension Requested?	
Date Extension Requested	
Reason for Extension	
Date Requested_Awaiting Clarification	
Date Closed_Awaiting Clarification	

Table 2.1 FOI Registry Compliance

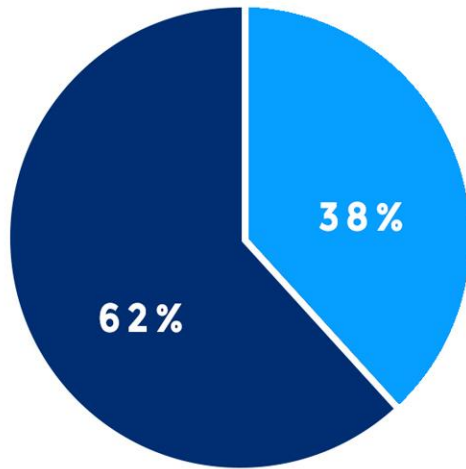


30 government agencies (or 15%) submitted electronic and/or hard copies of their FOI Registry, namely:

1. Bureau of Immigration
2. Career Executive Service Board
3. Civil Aeronautics Board
4. DENR-Biodiversity Management Bureau
5. DENR-Ecosystems Research and Development Bureau

6. Department of Environment and Natural Resources
7. Department of Finance
8. Department of Health
9. Department of Interior and Local Government
10. Department of Justice
11. Department of Justice-Bureau of Corrections
12. Department of Public Works and Highways
13. Design Center of the Philippines
14. DTI-Construction Industry Authority of the Philippines
15. Insurance Commission
16. Juvenile Justice & Welfare Council
17. MARINA
18. National Housing Authority
19. National Police Commission
20. National Water Resources Board
21. Pag-IBIG
22. People's Television
23. Philippine Coast Guard
24. Philippine Coconut Authority
25. Philippine Drug Enforcement Agency
26. Philippine Ports Authority
27. Philippine Statistics Authority
28. Presidential Commission on Good Government
29. Public Attorney's Office
30. Tariff Commission

Table 2.2 Standard FOI requests vs. eFOI requests

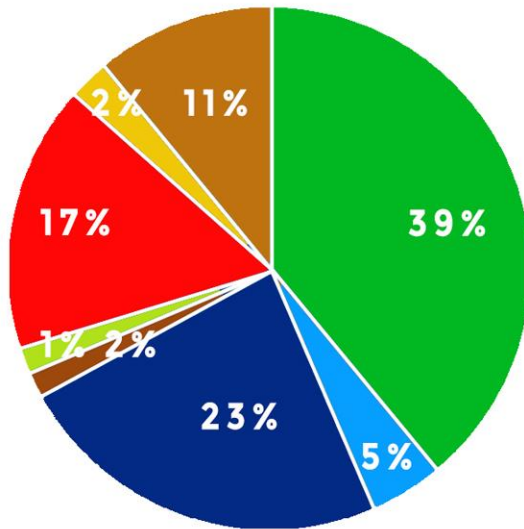


■ eFOI Request
■ Standard FOI Request

A citizen can lodge their FOI Request through a Standard FOI Request form or at the eFOI portal, www.foi.gov.ph.

From the 30 government agencies that submitted their FOI Registries, a total of 395 FOI requests were reported. There are 151 (or 38%) Standard requests and 244 (or 62%) eFOI requests.

Table 2.3 FOI Requests based on Status



As of 10 June 2017, the total number of standard and eFOI requests based on status:

Successful	- 147
Partially Successful	- 17
Accepted	- 88
Processing	- 6
Awaiting Clarification	- 5
Denied	- 63
Closed	- 8
Wrong Agency	- 42

3.0 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. This list will provide the scope and limitations of the types of information which can be requested from an agency.

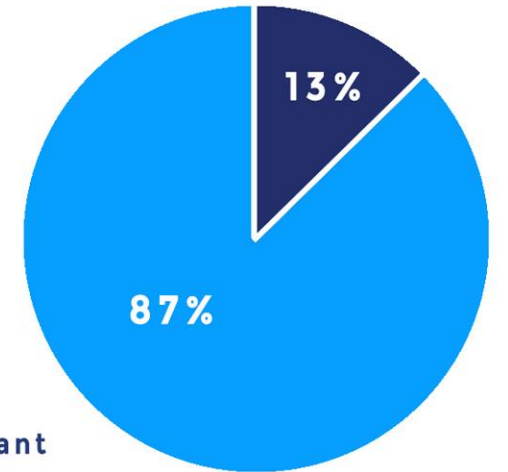
Agency Name	Name of Department/Agency/Office
Title or Full Data Name	Title of the data item
Description of Data	Description of the data item
Online Publication	Yes/No
File Format	CSV, XLS, SHP, KML, TXT, PDF, DOC, etc.
Location or Download URL	Location of published data or URL for direct download
Disclosive	For unpublished items, whether it contains information that cannot be disclosed or it cannot be disclosed because of fees and other restrictions
Original Data Owner	Agency or office that originally owns the data. All processed data are owned by the agency that processed the data
Data Maintainer	Unit responsible for the data
Date Released	The date when the data item was initially released (YYYY-MM-DD)
Frequency of Update	Annually, Biannually, Quarterly, Monthly

Table 3.1 Agency Information Inventory Compliance

26 government agencies (or 13%) submitted electronic and/or hard copies of their Agency Information Inventory, namely:

1. Career Executive Service Board
2. Civil Aeronautics Board
3. DENR-Biodiversity Management Bureau
4. DENR-Ecosystems Research and Development Bureau
5. Department of Environment and Natural Resources
6. Department of Finance
7. Department of Health
8. Department of Interior and Local Government
9. Department of Justice
10. Department of Justice-Bureau of Corrections
11. Department of Social Welfare and Development
12. Design Center of the Philippines
13. DTI-Construction Industry Authority of the Philippines
14. Insurance Commission
15. MARINA
16. National Archives of the Philippines
17. National Commission for Culture and the Arts
18. National Police Commission
19. National Water Resources Board
20. Parole and Probation Administration

■ **Compliant**
■ **Non-compliant**



21. People's Television
22. Philippine Ports Authority
23. Philippine Statistics Authority
24. Presidential Commission on Good Government
25. Public Attorney's Office
26. Tariff Commission

SUMMARY OF THE REPORT

Executive Order No. 2, S. 2016, required government offices under the Executive Branch to produce their FOI Manuals within 120 days from effectivity or by 25 November 2016. 100% of the 22 departments complied with the EO on time, with the Department of Finance (DOF) first to submit its manual on 7 November 2016.

Adding the departments to attached agencies and other government offices, FOI Manual compliance 68% (152 out of 223 national government agencies). Compliance amongst GOCCs is lower at 25% (39 out of 156), and SUCs at only 3.5% (4 out of 113). PCOO anticipates full compliance by end of 2017 as Memorandum Circular No. 2017-01 of Task Force AO 25 requires uploading of FOI Manuals in the agency Transparency Seal on or before 1 October 2017 in order to be eligible in the Performance Based Bonus (PBB).

A review of the submitted FOI Manuals reveals the following:

- 82% of government offices adopted the PCOO's Model FOI Manual, while 18% used their own format. Some departments approved FOI Manuals, which applied to central office and attached agencies. These are DENR and DOH.
- Some government offices added agency-specific FOI exceptions to the OES' inventory of exceptions. For example, the DENR included exceptions from RA 9072 and PD 1586.
- 86% of government offices identified their FOI Receiving Offices.
- 66% of government offices identified their FOI Receiving Officers.
- Majority of government offices (131) adopted a single layer process flow, with a small minority (10) resorting to a multi-layer process flow.
- 78% government offices used their own FOI request forms vis-à-vis 6.6% that adopted the PCOO's recommended format.

SUMMARY OF THE REPORT

- 98% of government offices adopted the 15-working day prescribed period. One agency, the CES Board, promised to process FOI requests within 7 working days.
- 78% of government offices established FOI Appeals and Review Committees, while 19% designated the next office in rank above the FOI Decision Maker as the FOI Appeals Authority.
- Printing costs range from PhP 0.75/page to PhP 200.00/document. CWC does not charge any fee and will release documents in digital format. DILG likewise does not charge any fee for the first 50 pages. For those who charge, CICC, DICT, NPC, and NTC impose the cheapest fees at only PhP .75 per page. On the other hand, the most expensive fees are at NAPOLCOM (PhP 50/page), NICA (PhP PhP100/page), and LLDA (PhP 200/document).
- Majority of government offices adopted the following administrative liabilities:
 - 1st offense/reprimand (163)
 - 2nd offense/suspension (164)
 - 3rd offense/dismissal (163)

A few agencies cited additional administrative penalties, namely, DILG, NFA, NHA and PAGCOR.

In addition to standard or paper-based FOI, the PCOO developed an on-line facility called eFOI, accessible at www.foi.gov.ph. From 15 pilot agencies in November 2016, there are now 108 government offices on-board eFOI. DBM, DOF, DOH, DICT and DOJ joined during the roll-out in November 2016. DOTr on-boarded in December 2016. NEDA, DILG and DENR joined eFOI in March 2017; DOE, DAR, DA and DTI in April 2017; DPWH in May 2017; and DOLE and DOST this June 2017. The 4 remaining departments, namely DEPED, DND, DOT and DSWD, together with other national government agencies are scheduled to be on-board eFOI by November 2017. PCOO plans to on-board all GOCCs in 2018 and all SUCs by 2019.

SUMMARY OF THE REPORT

In the eFOI portal, the top 5 requested agencies are:



169



108



99



96



68

To facilitate uniform tracking, monitoring and evaluation for the FOI program implementation, PCOO called for submission of quarterly FOI Registries and Agency Information Inventories. For the 1st Quarter of CY 2017, only 30 government offices submitted their FOI Registries, and only 26 submitted their Agency Information Inventories.

The reports gathered are insufficient to make a substantial report on on-ground implementation. PCOO is optimistic that there will be a higher rate of submissions for the 2nd Quarter, and plans to release a comprehensive report by November 2017, during the FOI Summit.

FOI SEMINARS



Special thanks to the following agencies:



**NATIONAL
PRIVACY
COMMISSION**





www.foi.gov.ph