



## FREEDOM OF INFORMATION

### PEOPLE'S FOI MANUAL

#### SECTION 1: OVERVIEW

- 1. Purpose:** The purpose of the FOI Manual is to provide the process to guide and assist the Institute in dealing with requests of information received under Executive Order (EO) No. 2 on Freedom of Information (FOI). (**Annex "A"**)
- 2. Structure of the Manual:** This Manual shall set out the rules and procedures to be followed by the Institute, when a request for access to information is received. The Director is responsible for all actions carried out under this Manual. The Director, as the FOI Decision Maker (FDM), shall have overall responsibility for the initial decision on FOI requests, (i.e. to decide whether to release all the records, partially release the records or deny access).
- 3. Coverage of the Manual:** The Manual shall cover all requests for information directed to the Institute.
- 4. FOI Receiving Officer:** The Office of the Director (OD) shall designate the Administrative Officer V (Executive Assistant) as the FOI Receiving Officer (FRO) of the Institute, with office located at the OD.

The functions of the FRO shall include receiving, on behalf of the DOST-ASTI, all requests for information and forward the same to the FDM for appropriate action on the request; monitor all FOI requests and appeals; provide assistance to the FDM; provide assistance and support to the public and staff with regard to FOI; compile statistical information as required; and, conduct initial evaluation of the request and advise the requesting party whether the request will be forwarded to the FDM for further evaluation, or deny the request based on:

- a. That the form is incomplete; or
- b. That the information is already disclosed in the Department's Official Website or at [data.gov.ph](http://data.gov.ph).

#### 5. FOI Decision Maker (FDM):

The Director, as the FDM, shall designate the Heads of each Division to conduct the initial evaluation of the request for information and provide initial decision, on whether to grant or deny or partially deny the request based on the following:

- a. The Institute does not have information requested;

- b. The information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
- c. The information requested falls under the list of exceptions to FOI; or
- d. The request is an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the Institute.

## **6. DOST-ASTI Appeals and Review Committee:**

The OD shall designate the Planning Unit as the Appeals and Review Committee.

The Committee shall review and analyze the grant or denial of request of information on the appeal of a requesting party by the FDM. The Committee shall provide expert advice and submit its recommendation to the Office of the Director for its consideration.

## **7. Final Appeal:**

The Director shall decide on all appeals of the requesting party upon the recommendation of the Appeals and Review Committee.

## **SECTION 2: DEFINITION OF TERMS**

**CONSULTATION.** When a government office locates a record that contains information of interest to another office, it will ask for the views of that other agency on the disclosability of the records before any final determination is made.

**data.gov.ph.** The Open Data website that serves as the government's comprehensive portal for all public government data that is searchable, understandable, and accessible.

**eFOI.gov.ph.** The website that serves as the government's comprehensive FOI website for all information on the FOI. Among many other features, eFOI.gov.ph provides a central resource for the public to understand the FOI, to locate records that are already available online, and to learn how to make a request for information that is not yet publicly available. eFOI.gov.ph also promotes agency accountability for the administration of the FOI by graphically displaying the detailed statistics contained in Annual FOI Reports, so that they can be compared by agency and over time.

**EXCEPTIONS.** Information that should not be released and disclosed in response to a FOI request because they are protected by the Constitution, laws or jurisprudence.

**FREEDOM OF INFORMATION (FOI).** The Executive Branch recognizes the right of the people to information on matters of public concern, and adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to the procedures and limitations provided in Executive Order No. 2. This right is indispensable to the exercise of the right of the people and their organizations to effective and reasonable participation at all levels of social, political and economic decision-making.

**FOI CONTACT.** The name, address and phone number at each government office where you can make a FOI request.

**FOI REQUEST.** A written request submitted to a government office personally or by email asking for records on any topic. A FOI request can generally be made by any Filipino to any government office.

**FOI RECEIVING OFFICE.** The primary contact at each agency where the requesting party can call and ask questions about the FOI process or the pending FOI request.

**FREQUENTLY REQUESTED INFORMATION.** Information released in response to a FOI request that the agency determines have become or are likely to become the subject of subsequent requests for substantially the same records.

**FULL GRANT.** When a government office is able to disclose all records in full in response to a FOI request.

**INFORMATION.** Shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any 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.

**INFORMATION OF DISCLOSURE.** Information promoting the awareness and understanding of policies, programs, activities, rules or revisions affecting the public, government agencies, and the community and economy. It also includes information encouraging familiarity with the general operations, thrusts, and programs of the government. In line with the concept of proactive disclosure and open data, these types of information can already be posted to government websites, such as [data.gov.ph](http://data.gov.ph), without need for written requests from the public.

**MULTI-TRACK PROCESSING.** A system that divides incoming FOI requests according to their complexity so that simple requests requiring relatively minimal review are placed in one processing track and more complex requests are placed in one or more other tracks. Requests granted expedited processing are placed in yet another track. Requests in each track are processed on a first in/first out basis.

**OFFICIAL RECORD/S.** Shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.

**OPEN DATA.** Refers to publicly available data structured in a way that enables the data to be fully discoverable and useable by end users.

**PARTIAL GRANT/PARTIAL DENIAL.** When a government office is able to disclose portions of the records in response to a FOI request, but must deny other portions of the request.

**PENDING REQUEST OF PENDING APPEAL.** An FOI request or administrative appeal for which a government office has not yet taken final action in all respects. It captures anything that is open at a given time including requests that are well within the statutory response time.

**PERFECTED REQUEST.** A FOI request, which reasonably describes the records sought and is made in accordance with the government office's regulations.

**PERSONAL INFORMATION.** Any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.

**PROACTIVE DISCLOSURE.** Information made publicly available by government agencies without waiting for a specific FOI request. Government agencies now post on their websites a vast amount of material concerning their functions and mission.

**PROCESSED REQUEST OR PROCESSED APPEAL.** The number of requests or appeals where the agency completed its work and sent a final response to the requester.

**PUBLIC RECORDS.** Shall include information required by laws, executive orders, rules or regulations to be entered, kept, and made publicly available by a government office.

**RECEIVED REQUEST OR PROCESSED APPEAL.** An FOI request or administrative appeal that an agency has received within a fiscal year.

**REFERRAL.** When a government office locates a record that originated with, or is of otherwise primary interest to another agency, it will forward that record to the other agency to process the record and to provide the final determination directly to the requester.

**SENSITIVE PERSONAL INFORMATION.** As defined in the Data Privacy Act of 2012, shall refer to personal information:

- a. About an individual race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;

- b. About an individual health, education, genetic or sexual life of a person, or to any proceedings for any offense committed or alleged to have committed by such person, the disposal of such proceedings or the sentence of any court in such proceedings;
- c. Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
- d. Specifically established by an executive order or an act of Congress to be kept classified.

**SIMPLE REQUEST.** A FOI request that an agency anticipates will involve a small volume of material or which will be able to be processed relatively quickly.

### **SECTION 3. PROTECTION OF PRIVACY**

While providing for access to information, the Institute shall afford full protection to a person's right to privacy, as follows:

- a. The Institute shall ensure that personal information, particularly sensitive personal information, in its custody or under its control is disclosed only as permitted by existing laws;
- b. The Institute shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure;
- c. The FRO, FDM, or any employee or official who has access, whether authorized or unauthorized, to personal information in the custody of the Institute, shall not disclose that information except as authorized by existing laws.

### **SECTION 4. STANDARD PROCEDURE**

#### **1. Receipt of Request for Information.**

- a. The FRO shall receive the request for information from the requesting party and check compliance of the following requirements:
  - i. The request must be in writing (legible, if handwritten);
  - ii. The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization; and

- iii. The request shall reasonably describe the information requested or contains information sufficient to identify the record/s requested; and
- iv. The request must clearly and categorically state the reason/s for, or purpose of, the request for information. (see **Annex “D”**)

The request can be made through email, provided that the requesting party shall attach in the email a scanned copy of the FOI application request, and a copy of a duly recognized government ID with photo.

- b. In case the requesting party is unable to make a written request, because of illiteracy or due to being a person with disability, he or she may make an oral request, and the FRO shall reduce it in writing.
- c. The FRO shall stamp “RECEIVED” on the request form, indicating the date and time of the receipt of the written request, the name, rank, title and position of the public officer who actually received it, with a corresponding signature. A copy thereof shall be furnished to the requesting party.

In case of email requests, the email shall be printed out and shall follow the procedure mentioned above, and be acknowledged by electronic mail.

- d. The FRO shall input the details of the request on the Request Tracking System and allocate a reference number.
- e. The Institute shall respond to requests promptly, within the fifteenth (15) working day following the date of receipt of the request. A working day is any day other than a Saturday, Sunday, or a day which is declared a national public holiday in the Philippines. In computing for the period, Art. 13 of the New Civil Code shall be observed.

The date of receipt of the request will be either:

- i. The day on which the request is physically or electronically delivered to the government office, or directly into the email inbox of a member of staff; or
- ii. If the government office has asked the requesting party for further details to identify and locate the requested information, the date on which the necessary clarification is received.

An Exception to this will be where the request has been emailed to an absent member of staff, and this has generated an ‘out of office’ message with instructions on how to re-direct the message to another contact. Where this is the case, the date of receipt will be the day the request arrives in the inbox of that contact.

Should the requested information need further details to identify or locate, then the 15 working days will commence the day after it receives the required clarification from the requesting party. If no clarification is received from the requesting party after 60 calendar days, the request shall be closed.

**2. Initial Evaluation.** After receipt of the request for information, the FRO shall evaluate the contents of the request.

- a. **Request relating to more than one office under the INSTITUTE:** If a request for information is received which requires to be complied with, of different divisions, the FRO shall forward such request to the said divisions, and ensure that it is well coordinated and monitor its compliance. The FRO shall also clear with the respective divisions that they will only provide the specific information that relates to their division.
- b. **Requested information is not in the custody of the INSTITUTE:** If the requested information is not in the custody of the Institute, following referral and discussions with the FDM, the FRO shall undertake the following steps:
  - i. If the records requested refer to another department, the request will be immediately transferred to such appropriate department through the most expeditious manner and the transferring office must inform the requesting party that the information is not held within the 15 working day limit. The 15 working day requirement for the receiving offices commences the day after it receives the request.
  - ii. If the records refer to an office not within the coverage of E.O. No. 2, the requesting party shall be advised accordingly and provided with the contact details of that office, if known.
- c. **Requested information is already posted and available on-line:** Should the information being requested is already posted and publicly available in the Department website, [data.gov.ph](http://data.gov.ph) or [foi.gov.ph](http://foi.gov.ph), the FRO shall inform the requesting party of the said fact and provide them the website link where the information is posted.
- d. **Requested information is substantially similar or identical to the previous request:** Should the requested information be substantially similar or identical to a previous request by the same requester, the request shall be immediately DENIED. However, the FRO shall inform the applicant of the reason of such denial.

**3. Transmittal of request by the FRO to the FDM:**

Finding the request for information sufficient in form and substance, the FRO shall notify the FDM of such request. The copy of the request shall be forwarded to such FDM within one (1) day from receipt of the written request. The FRO shall record

the date, time and name of the FDM who received the request in a record book with the corresponding signature of acknowledgement of receipt of the request.

#### **4. Role of FDM in processing the request:**

Upon receipt of the request for information from the FRO, the FDM shall assess and clarify the request if necessary. He or she shall make all necessary steps to locate and retrieve the information requested. The FDM shall ensure that the complete information requested be submitted to the FRO within ten (10) working days upon receipt of such request.

The FRO shall note of the date and time of receipt of the information from the FDM. If the FDM needs further details to identify or locate the information, he/she shall, through the FRO, seek clarification from the requesting party. The clarification shall stop the running of the 15 working day period and will commence the day after it receives the required clarification from the requesting party.

If the FDM determines that a record contains information of interest to another office, the FDM shall consult with the agency concerned on the disclosability of the records before making any final determination.

The FDM shall likewise determine if the requested information falls under the exemptions as periodically issued by the Office of the President (**Annex "E"**) as well as exemptions issued by the Department of Science and Technology and/or the Institute in its implementing guidelines.

#### **5. Role of FRO to Transmit the Information to the Requesting Party:**

Upon receipt of the requested information from the FDM, the FRO shall collate and ensure that the information is complete. He/she shall attach a cover/transmittal letter signed by the FDM and ensure the transmittal of such to the requesting party within 15 working days upon receipt of the request for information.

#### **6. Notice to the Requesting Party of the Approval/Denial of the Request:**

Once the FDM approved or denied the request, he/she shall immediately notify the FRO who shall prepare the response to the requesting party either in writing or by email. All actions on FOI requests, whether approval or denial, shall pass through the FDM for final approval.

#### **7. Approval of Request:**

In case of approval, the FRO shall ensure that all records that have been retrieved and considered be checked for possible exemptions, prior to actual release.

The FRO shall prepare the letter or email informing the requesting party within the prescribed period that the request was granted and be directed to pay the applicable fees, if any.



## **8. Denial of Request:**

In case of denial of the request in whole or in part, the FRO shall, within the prescribed period, notify the requesting party of the denial in writing. The notice shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based. Failure to notify the requesting party of the action taken on the request within the period herein provided shall be deemed a denial of the request to information. All denials on FOI requests shall pass through the FDM.

## **9. Period Response to Requests *(please refer to Section 4.1.e)***

## **10. Extension of Time:**

If the information requested requires extensive search of the government's office records facilities, examination of voluminous records, the occurrence of fortuitous events or other analogous cases, the FDM should inform the FRO.

The FRO shall inform the requesting party of the extension, setting forth the reasons for such extension. In no case shall extension exceed 20 working days on top of the mandated 15 working days to act on the request, unless exceptional circumstances warrant a longer period.

## **SECTION 5. REMEDIES IN CASE OF DENIAL**

A person whose request for access to information has been denied may avail himself of the remedy set forth below:

1. Administrative FOI Appeal to the DOST-ASTI Appeals and Review Committee ([planning@asti.dost.gov.ph](mailto:planning@asti.dost.gov.ph)) : Provided, that the written appeal must be filed by the same requesting party within 15 calendar days from the notice of denial or from the lapse of the period to respond to the request.
  - a. Denial of the Appeal by the Heads of the Department attached agencies, bureaus and offices may be appealed by filing a written appeal to the Department Central Appeals and Review Committee within 15 calendar days from the notice of denial or from the lapse of the period to respond to the request.
  - b. The appeal shall be decided by the Department Secretary upon the recommendation of the Department Central Appeals and Review Committee within 30 working days from the filing of said written appeal.
    - Failure to decide within the 30-day period shall be deemed a denial of the appeal.
  - c. The denial of the Appeal by the Department Secretary or the lapse of the period to respond to the request may be appealed further to the Office of the President under Administrative Order No. 22, s. 2011.

2. Upon exhaustion of administrative FOI appeal remedies, the requesting party may file the appropriate judicial in accordance with the Rules of Court.

## **SECTION 6. REQUEST TRACKING SYSTEM**

The DOST-ASTI shall establish a system to trace the status of all requests for information received by it, which may be paper-based, on-line or both.

## **SECTION 7. NO WRONG DOOR POLICY**

In compliance with FOI MC No. 21-05 or the **Guidelines on the Referral of Requested Information, Official Record/s and Public Record/s to the Appropriate Government Agency**, otherwise known as the “No Wrong Door Policy for FOI”, DOST-ASTI will not deny FOI requests for information and/or records not under its possession, but instead refer the request to the appropriate government agency which is the proper repository or custodian of the requested information or records, or have control over the said information or records (See Annex B).

1. The DOST-ASTI FOI Receiving Officer (FRO) is required to fully comply with the provisions of MC No. 2105 along with the FOI Decision Maker (FDM) that shall accept all Requests for Information, and no request shall be denied or refused acceptance unless the reason for the request is contrary to the Constitution, pertinent laws, existing rules and regulations, or it is one of the exceptions provided under the Inventory of Exceptions.
2. When the requested information is not in the possession of DOST-ASTI (as government agency no. 1 or GA1) but is available in another government agency (government agency no. 2 or GA2) under the Executive Branch, the request shall be immediately referred by GA1 to GA2 through the most expeditious manner but not exceeding three (3) working days from the receipt of the request. This shall be considered as the “First Referral” and a fresh period will apply.

*Referral to the appropriate government agency* shall mean that another government office is the proper repository or custodian of the requested information or records or have control over the said information or records.

3. If GA1 fails to refer the request within three (3) working days upon its receipt, the FRO shall act on it within the remaining period to respond pursuant to EO No. 02, s. 2016. No fresh period shall apply.

If GA1, in good faith, erroneously referred the request to GA2, the latter shall immediately notify the former as well as the requesting party, that the information requested is not available in their agency.

GA2, to whom the request was referred under the First Referral may subsequently refer the request to another government agency (government agency no. 3 or GA3) under the procedure set forth in the first paragraph of this Section. This shall be considered as the "Second Referral" and another fresh period shall apply.

If GA3, after the second referral, still cannot provide the information requested, it shall deny the said request and shall properly notify the requesting party.

4. Referrals under this Order shall only be limited to two (2) subsequent transfers of request. A written or email acknowledgement of the referral shall be made by the FRO of the government agency where it was referred.
5. The requesting party shall be notified of the referral and must be provided with the reason or rationale thereof, and contact details of the government office where the request was referred.
6. A request that is referred to the appropriate government agency is considered successful if the same is acknowledged and the requested information is disclosed to the requestor.
7. For the convenience of the DOST-ASTI FRO and FDM, coordination with other agency, who has the control and custody of any information or record being requested, may use the FOI Internal Messenger included in the Dashboard Portal located at the eFOI portal or [www.for.gov.ph](http://www.for.gov.ph).

In all phases of the referral, the requesting party shall be informed in writing, email, and/or through the eFOI of the status of his/her request.

## SECTION 8. FEES

1. **No request fee.** The Institute shall not charge any fee for accepting requests for access to information.
2. **Reasonable Cost of Reproduction and Copying of the Information.** The FRO shall immediately notify the requesting party in case there shall be a reproduction and copying fee in order to provide the information. Such fee shall be the actual amount spent by the Institute in providing the information to the requesting party. The schedule of fees shall be posted by the Institute.
3. **Exemption from fees.** The Institute may exempt any requesting party from payment of fees, upon request stating the valid reason why such requesting party shall not pay the fee.

## SECTION 9. ADMINISTRATIVE LIABILITY

1. **Non-compliance with FOI.** Failure to comply with the provisions of this Manual shall be grounded for the following administrative penalties:
  - a. 1<sup>st</sup> Offense - Reprimand
  - b. 2<sup>nd</sup> Offense - Suspension of one (1) to 30 days; and
  - c. 3<sup>rd</sup> Offense - Dismissal from the service
2. **Procedure.** The Revised Rules on Administrative Cases in the Civil Service (RRACCS) and DOST Administrative Order No. 5, Series of 2008 on Rules of Procedure for Disciplinary Cases in the DOST System, if applicable, shall be applicable in the disposition of cases under this Manual.
3. **Provisions for More Stringent Laws, Rules and Regulations.** Nothing in this Manual shall be construed to derogate from any law, any rules, or regulation prescribed by anybody or agency, which provides for more stringent penalties.

Signed this 3<sup>rd</sup> day of January 2024 at DOST-ASTI, Diliman, Quezon City.

  
Digitally signed by  
Franz A. de Leon, Ph.D.  
Date: 2024.01.03 10:14:  
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**FRANZ A. DE LEON, Ph.D.**  
*Director IV*

  
Digitally signed by  
May Celis

  
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Alvin E. Retamar

  
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Peter Antonio B. Benzon

  
Digitally signed by  
Jhonatan P. Cruz

  
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Jhonatan P. Cruz

**DOST-ASTI FOI Receiving Officer (FRO)**

The FRO of the Institute shall be as follows:

**ALEXIS NIÑO H. ALMASAN**  
Administrative Officer V  
Office of the Director, DOST-ASTI  
2/F Office of the Director  
U.P. Technology Park Complex, C.P. Garcia Avenue  
Diliman, Quezon City, 1101 Philippines  
Tel: +63 2 8249 8500 loc 1102  
Email: [info@asti.dost.gov.ph](mailto:info@asti.dost.gov.ph)



## FREEDOM OF INFORMATION REQUEST FORM

**IMPORTANT** – Please read this information carefully before you complete the FOI request form. Once you have completed your request, we strongly advise that you keep a copy for your records.

### What is Executive Order No.2 s. 2016?

On July 23, 2016, President Rodrigo Roa Duterte signed Executive Order No. 2, also known as the Freedom of Information (FOI) Executive Order (EO). It upholds the constitutional right of people to information on matters of public concern.

The Executive Order covers all government offices under the Executive Branch, including government-owned or -controlled corporations (GOCCs) and state universities and colleges (SUCs). It requires all executive departments, agencies, bureaus, and offices to make public records, contracts, transactions and any information requested by a member of the public, except for sensitive information and matters affecting national security.

### What is Freedom of Information?

The FOI EO is an important enabling mechanism to promote transparency in the government's administrative process. Through FOI, citizens are empowered to make a formal request to get information held by the government, barring certain sensitive and important data related to the nation's security. The FOI complements continuing proactive information disclosure efforts where agencies are duty-bound to publish information in the spirit of openness and transparency.

Freedom of Information is an integral element of President Duterte's Good Governance Plan aligned to reforms and initiatives that pursue greater transparency, accountability, and citizen participation in governance.

### Who is overseeing the implementation of FOI Executive Order No. 2?

The Presidential Communications Operations Office (PCOO) is over-seeing the implementation and operationalization of the FOI program. PCOO is also responsible for monitoring compliance and performance of all government agencies.

## MAKING AN FOI REQUEST

### Who can make an FOI request?

Under the FOI EO, any Filipino citizen can make an FOI request. As a matter of policy, requesting parties are required to present proof of identification (e.g., passport, driver's license, SSS ID, voters ID) in the submission of an FOI request.

### Which agencies can I request information from?

An FOI request can be made to any government office under the Executive Branch, including but not limited to the national government and all its offices, departments, bureaus, offices, and instrumentalities, including government-owned or controlled corporations, and state universities and colleges.

### What is the procedure for making a valid FOI request?

*To make a valid request, you must:*

- Place your request in writing. Ensure to state your full name, contact information and provide a valid copy of your government-issued ID as proof of your identity. You can use the attached form or send a letter detailing your request submitted directly to the concerned agency or by email;
- Describe in detail the documents you wish to access; and
- Include the preferred mode of communication in order to be alerted about the status of your request, as well the preferred mode of receiving the documents, should your request be granted.

### What information can I request for through FOI?

Information, official records, public records, documents, and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development, subject to exceptions necessary to protect essential public or private interest.

### Is there an online alternative to making an FOI request?

You may choose to fill out an online application on [foi.gov.ph](http://foi.gov.ph) after signing up for an account. You will also need to upload a valid copy of your government-issued ID upon registration.

## FEES

### How much does it cost to make an FOI request?

There are NO FEES for making an FOI request. An agency however, may charge a reasonable fee for necessary costs associated with processing a request - including costs of printing, delivery, reproduction and/or photocopying.

**NOTE:** Use of this FOI request form is optional. Any written format for a Freedom of Information request is acceptable.



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## PROCESSING TIMES

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### **When can I expect to receive a response to an FOI request?**

Under the FOI EO, the standard processing time is fifteen (15) working days. During this time, you will be contacted regarding your FOI request through your preferred mode of communication.

If your request is granted, you can expect to receive the documents either through regular mail or email, or be requested to collect the documents at the office you had applied to. Otherwise, the agency will explain why your request is delayed or denied.

### **Can an agency request for a time extension?**

In some cases, an agency may need more time to review your request and thereby inform you of an extension of processing period. Under such circumstances, an agency is permitted to extend an additional twenty (20) working days should the need arise.

### **Can I have my request expedited?**

There is no process by which requests can be expedited. All requests will be reviewed equally on a case-by-case basis and allotted the fifteen (15) working day processing period from the time of receipt.

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## COMPLAINTS HANDLING

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

Denial of any request for access to information may be appealed to the person or office next higher in the authority, following the procedure indicated in the Agency FOI Manual; provided that the written appeal must be filed by the same person making the request within fifteen (15) calendar days from the notice of denial or from the lapse of the relevant period to respond to the request.

The appeal will be decided by the person or office next higher in authority within thirty (30) working days from the filing of said written appeal. Failure of such person or office to decide within the afore-stated period shall be deemed a denial of the appeal.

Upon exhaustion of administrative appeal remedies, the requesting party may file the appropriate case in the proper courts in accordance with the Rules of Court.

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## IMPORTANT INFORMATION

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### **Privacy**

Once deemed valid, your information from your application will be used by the agency you have applied to, to deal with your application as set out in the Freedom of Information Executive Order No. 2.

If the agency gives you access to a document, and if the document contains no personal information about you, the document may be published online in the Agency's disclosure log, along with your name and the date you applied, and, if another person, company or body will use or benefit from the documents sought, the name of that person, entity or body.

### **Copyright**

According to Sec. 176.1 of the Intellectual Property Code of the Philippines (RA No. 8293, as amended), No copyright shall subsist in any work of the Government of the Philippines. However, prior approval of the government agency or office wherein the work is created shall be necessary for exploitation of such work for profit. Such agency or office may, among other things, impose as a condition the payment of royalties. No prior approval or conditions shall be required for the use of any purpose of statutes, rules and regulations, and speeches, lectures, sermons, addresses, and dissertations, pronounced, read or rendered in courts of justice, before administrative agencies, in deliberative assemblies and in meetings



## FREEDOM OF INFORMATION REQUEST FORM

(Pursuant to Executive Order No. 2, s. 2016)  
(as of November 2016)

Please read the following information carefully before proceeding with your application. Use blue or black ink. Write neatly and in BLOCK letters. Improper or incorrectly-filled out forms will not be acted upon. Tick or mark boxes with "X" where necessary. Note: (◀) denotes a MANDATORY field.

### A. Requesting Party

You are required to supply your name and address for correspondence. Additional contact details will help us deal with your application and correspond with you in the manner you prefer.

1. Title (e.g. Mr, Mrs, Ms, Miss)

2. Given Name/s (including M.I)

3. Surname

4. Complete Address (Apt/House Number, Street, City/Municipality, Province)

5. Landline/Fax

6. Mobile

7. Email

8. Preferred Mode of Communication

☐ Landline ☐ Mobile Number ☐ Email ☐ Postal Address

(If your request is successful, we will be sending the documents to you in this manner.)

9. Preferred Mode of Reply

☐ Email ☐ Fax ☐ Postal Address ☐ Pick-Up at Agency

10. Type of ID Given (Please ensure your IDs contain your photo and signature)

☐ Passport ☐ Driver's License ☐ SSS ID ☐ Postal ID ☐ Voter's ID

☐ School ID ☐ Company ID ☐ Others \_\_\_\_\_

### B. Requested Information

11. Agency - Connecting Agency (if applicable)

12. Title of Document/Record Requested (Please be as detailed as possible)

13. Date or Period (DD/MM/YY)

14. Purpose

15. Document Type

16. Reference Numbers (if known)

17. Any other Relevant Information



## C. Declaration

**Privacy Notice:** Once deemed valid, your information from your application will be used by the agency you have applied to, to deal with your application as set out in the Freedom of Information Executive Order No. 2. If the Department or Agency gives you access to a document, and if the document contains no personal information about you, the document will be published online in the Department's or Agency's disclosure log, along with your name and the date you applied, and, if another person, company or body will use or benefit from the documents sought, the name of that person, entity or body.

**I declare that:**

- The information provided in the form is complete and correct;
- I have read the Privacy notice;
- I have presented at least one (1) government-issued ID to establish proof of my identity

I understand that it is an offense to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application.

Signature

\_\_\_\_\_

Date Accomplished (DD/MM/YYYY)

\_\_\_\_\_

## D. FOI Receiving Officer [INTERNAL USE ONLY]

Name (Print name)

\_\_\_\_\_

Agency - Connecting Agency (if applicable, otherwise N/A)

\_\_\_\_\_

Date entered on eFOI (if applicable, otherwise N/A)

\_\_\_\_\_

Proof of ID Presented (Photocopies of original should be attached)

☐ Passport ☐ Driver's License ☐ SSS ID ☐ Postal ID ☐ Voter's ID  
☐ School ID ☐ Company ID ☐ Others \_\_\_\_\_

The request is recommended to be:

☐ Approved ☐ Denied

If Denied, please tick the Reason for the Denial

☐ Invalid Request ☐ Incomplete ☐ Data already available online

Second Receiving Officer Assigned (print name)

\_\_\_\_\_

Decision Maker Assigned to Application (print name)

\_\_\_\_\_

Decision on Application

☐ Successful ☐ Partially Successful ☐ Denied ☐ Cost

If Denied, please tick the Reason for the Denial

☐ Invalid Request ☐ Incomplete ☐ Data already available online  
☐ Exception Which Exception? \_\_\_\_\_

Date Request Finished (DD/MM/YYYY)

\_\_\_\_\_

Date Documents (if any) Sent (DD/MM/YYYY)

\_\_\_\_\_

FOI Registry Accomplished

☐ Yes ☐ No

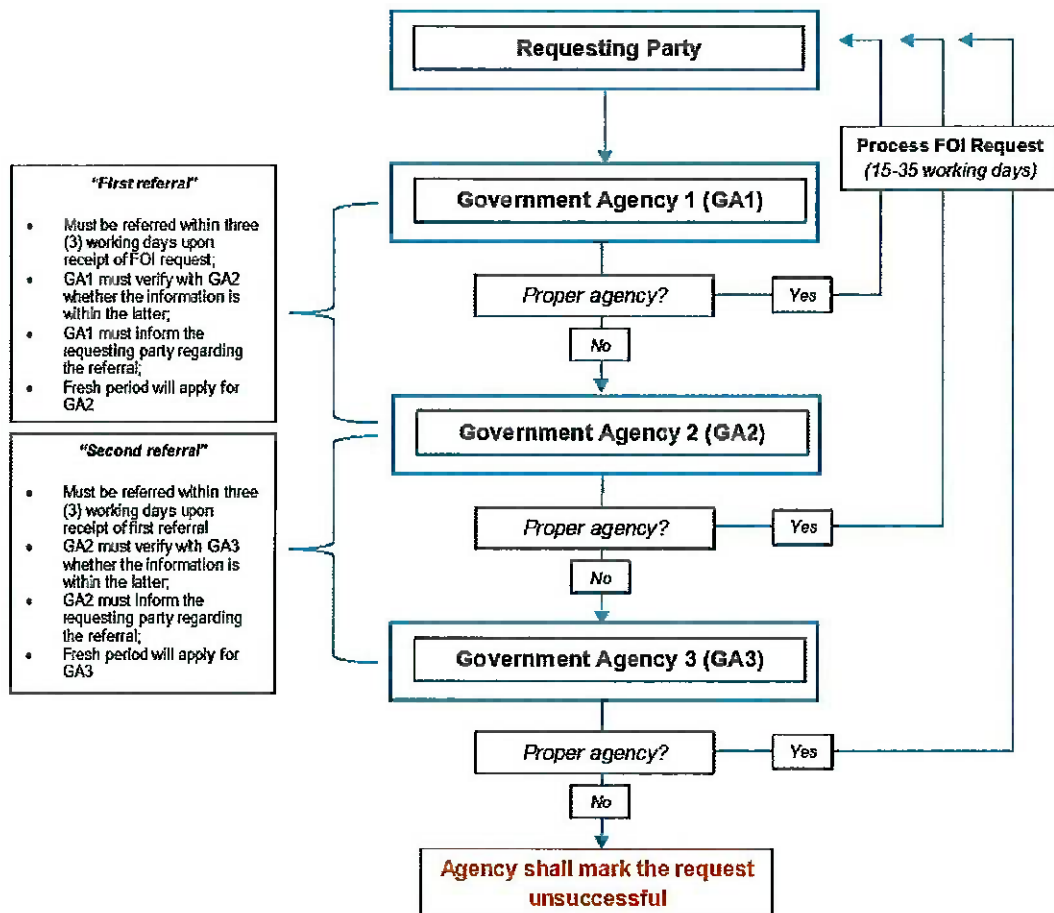
RO Signature

\_\_\_\_\_

Date (DD/MM/YYYY)

\_\_\_\_\_

## NO WRONG DOOR POLICY FLOWCHART

**NOTE:**

If GA1 fails to refer the request within three (3) working days upon its receipt, the FOI Receiving Officer (FRO) shall act on it within the remaining period to respond pursuant to EO No. 2, s. 2016. No fresh period shall apply.