



MEMORANDUM

TO : All DENR Regional Executive Directors
All EMB and MGB Regional Directors
All Bureau Directors
All Heads of Attached Agencies

ATTENTION : Records Officer

FROM : The Undersecretary
Legal, Administration, Human Resources,
and Legislative Affairs
Chairperson
Freedom of Information Committee

SUBJECT : DEVELOPMENT OF A ONE-PAGE FOI MANUAL

DATE : OCT 16 2020

This is in relation to the attached Freedom of Information Memorandum Circular (FOI-MC) No. 01, s. 2020 dated 22 April 2020, entitled "Development of a One-Page FOI Manual" signed by Secretary and FOI Champion Jose Ruperto Martin M. Andanar.

As part of the PBB requirements for CY 2020, all offices are hereby instructed to comply.

For further questions or clarifications, please contact the following:

Name	Office	Contact No.	Email Address
Ms. Jane G. Bautista	Record Management Division, DENR Central Office	(02) 8926-8079	rmdd@denr.gov.ph
Ms. Deniel Angelou G. Echevarria	FOI-Project Management Office	(02) 8711-9935/ 8588-0691	foi.pco@gmail.com

For your guidance and immediate compliance.

ATTY. ERNESTO D. ADOBO, JR., *CESO I*



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacañang, Manila

FOI - MC No. 01, s. 2020

**FREEDOM OF INFORMATION
MEMORANDUM CIRCULAR**

FOR : ALL GOVERNMENT OFFICES 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

SUBJECT : DEVELOPMENT OF A ONE-PAGE FOI MANUAL

DATE : 22 APRIL 2020

WHEREAS, Executive Order (EO) No. 02, s. 2016 was issued by President Rodrigo R. Duterte on 23 July 2016 to operationalize the Constitutional right to information in the Executive Branch;

WHEREAS, Sections 8 and 16 of EO No. 2, s. 2016 instructed all government offices under the Executive Branch to prepare their respective People's Freedom of Information (FOI) Manual and Implementing Details (Agency FOI Manual) within 120 days upon the effectivity of the said EO;

WHEREAS, Memorandum Order (M.O.) No. 10, s. 2016 designated the Presidential Communications Operations Office (PCOO) as the lead agency in the implementation of EO No. 2, s. 2016, and all other FOI programs and initiatives including electronic FOI;

WHEREAS, PCOO Department Order No. 018, s. 2017 created the FOI Project Management Office (FOI-PMO) under the PCOO that will exercise the mandate of M.O. No. 10, s. 2016 pursuant to EO No. 02, s. 2016;

WHEREAS, PCOO Department Order No. 018, s. 2017, the FOI-PMO shall: (1) oversee the implementation of all FOI programs of all government agencies in the Executive Branch, including the conduct of review and assessments of past and existing local and international issues, policies, and programs related to the FOI; (2) develop, conduct, and evaluate programs and mechanisms to increase awareness on the FOI program for stakeholders; and (3) monitor and evaluate compliance of all government agencies of the Executive Branch, including development of policies and issuances on submissions of necessary documents for FOI compliance;

WHEREAS, the FOI-PMO devises mechanisms and strategies to facilitate efficient standard request for government information;

WHEREAS, the FOI-PMO aims to effectively inform the public on the FOI request process through a development of an easily comprehensible communications material. Hence, the FOI-PMO recommends to all agencies implementing the FOI Program to produce an abridged Freedom of Information (FOI) Manual to make it more accessible to the citizens; or to create a shorter reference version of the manual;

NOW, THEREFORE, in consideration of the foregoing, all agencies under the Executive Branch are recommended to produce an abridged version (One-page FOI Manual) of the FOI Manual based on the template attached to this Memorandum Circular and made integral part hereof.

Section 1. Content. The Agency's One-page Manual shall include the following information:

Name of Agency:
Address:
FOI Receiving Officer:
Contact Details:
Basic Procedures:
Appeals Mechanism:

Section 2. Production, Posting and Dissemination. The One-page Manual (Letter or A4 size) is recommended to be produced regularly and made available to the public in every physical office. Likewise, it is advised to produce an A3 (11.7 x 16.5 in) sized poster, to be posted in conspicuous places within the agency.

Section 3. Contact. For questions and/or clarifications, please contact Ms. Deniel Angelou G. Echevarria at telephone numbers 02-8-711-9935 or 02-8-588-0691 or email at foi.pco@gmail.com.

Section 4. Effectivity. This Circular shall take effect immediately.

Section 5. Compliance. For your guidance and compliance.


JOSE RUPERTO MARTIN M. ANDANAR
Secretary and FOI Champion

Freedom of Information Program

Agency: [Indicate agency/institution name]

Receiving Officer: [Indicate full name]

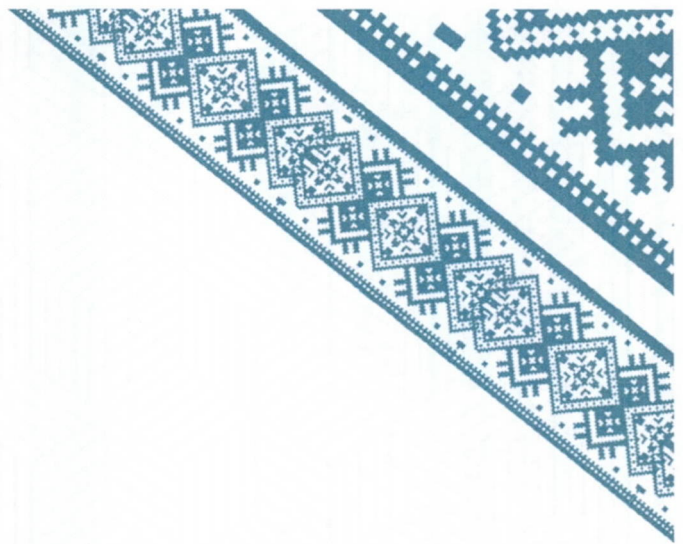
Designation: [Position Title]

Office: [Department/Bureau/Office/Section]

Receiving Office: [Complete office address]

Contact Nos.: [Office telephone/mobile number]

Email: [Official email address]



Step 1

Go to www.foi.gov.ph to your browser's home address.



Step 2

Click the Sign Up button and provide all the required fields. Attach a valid ID to create an account.



Step 3

Once logged-in, you will be directed to your Dashboard. The Dashboard contains all the FOI requests of the account owner.



Step 4

Click the Make a Request button then select the name of the agency you wish to ask.



Step 5

You will now be directed to the Make a Request Page. Accomplish all fields then click Send My Request.



Step 6

The agency will evaluate your request and will notify you within 15 working days.



Step 7

The agency will prepare the information for release, based on your desired format. It will be sent to you depending on the receipt of preference.



Mode of request

STANDARD



Submit request form with necessary personal documents

or

eFOI



Lodge a request through the eFOI Portal (foi.gov.ph)

FOI Appeals

If you are not satisfied with the response to your FOI request, you may ask us to carry out an internal review of the response by writing to foi@pco.gov.ph. Your review request should explain why you are dissatisfied with the response, and should be made within 15 calendar days from the date when you received this letter. We will complete the review and tell you the result within 30 calendar days from the date when we receive your appeal.



FREEDOM OF INFORMATION PHILIPPINES

Be informed. Be engaged. Know your government better.