FREEDOM OF INFORMATION

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SERIES OF 2016

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Freedom of Information Manual
Philippines

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APPROVAL PAGE

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SECTION 1: OVERVIEW

1. **Purpose:** The purpose of this FOI Manual is to provide the procedure to assist the Department of Health Bureaus, Regional Offices and Services, Food and Drug Administration (FDA), Bureau of Quarantine (BOQ) and DOH Treatment and Rehabilitation Centers (DATRC), in dealing with requests of information received under Executive Order (E.O.) No. 2 on Freedom of Information (FOI). **(Annex "C")**

2. **Structure of the Manual:** This Manual shall set out the rules and procedures to be followed by the DOH when a request for access to information is received. The Secretary of Health is responsible for all actions carried out under this Manual and may delegate this responsibility. The Secretary of Health may delegate a specific officer to act as the Decision Maker (DM), who 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 all DOH Bureaus, Regional Offices and Services, Food and Drug Administration (FDA), Bureau of Quarantine and Drug Abuse Treatment and Rehabilitation Centers collectively referred to as "DOH".

4. **FOI Receiving Officer:** There shall be an FOI Receiving Officer (FRO) designated in all DOH Central Office, Centers for Health Development (DOH Regional Offices), Food and Drug Administration (FDA), Bureau of Quarantine and Drug Abuse Treatment and Rehabilitation Centers. The Administrative Officers (or their counterpart) shall be designated as the FRO.

   The functions of the FRO is stipulated under Department Personnel Order No. 2022-2230 as follows:

   a. Receives and evaluates all requests for information and forwards the same to the appropriate
   b. DOH office/sections/ units who has custody of the records;
   c. Respond to endorsed FOI requests within the prescribed timeframe;
   d. Monitor all FOI Requests received and appeals;
   e. Provide report on the number of FOI requests received and responded within the prescribed time frame in the Office Performance Commitment Review (OPCR) and OPCR accomplishment reports;
   f. Provide assistance to the DOH FOI Data Stewards and
   g. Provide assistance and support to the public and staff on FOI

5. **Data Steward:** The office who has custody of the records requested shall process the FOI request and forward the requested records to the FOI Decision Maker with the appropriate recommendation for approval, partial approval or denial of request. Data Steward are the Heads of DOH Bureaus, Regional Offices and Services, Food and Drug Administration (FDA), Bureau of Quarantine and Drug

Abuse Treatment and Rehabilitation Centers who shall act as a recommendatory body to the FOI Decision Makers.

6. **FOI Decision Maker:** There shall be FOI Decision Makers (FDM), designated by the Secretary of Health, who shall conduct evaluation of the request for information and has the authority to grant the request, or deny it based on the following:

    a. the DOH does not have the 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 DOH.
    e. The purpose for the request of information is contrary to existing laws and/or policies.

    There shall be an FDM to decide on Program and Policy-related FOI Requests, and an FDM to decide on Administrative, Financial and Legal-related FOI Requests.

7. **Central Appeals and Review Committee:** The Department Order No. 2017-0236 designates the DOH's Creation of the Department of Health (DOH) Central Appeals and Review Committee (CARC) within the FOI Unit.

    Following the DPO 2022-4937 "Creation of the Department of Health (DOH) Central Appeals and Review Committee (CARC)", the individuals who shall take position in the Central Appeals and Review Committee are:

    Chair: Undersecretary, Management Services Team (MST)

    Vice-Chair: Director, Knowledge Management and Information Technology Service (KMITS)

    Members:

    1. Undersecretary, Public Health Services Team (PHST)

    2. Undersecretary, Field Implementation and Coordination Team (FICT)

    3. Undersecretary, Health Regulation Team (HRT)

    4. Undersecretary, Health Policy and Infrastructure Development Team (HPIDT)

    5. Director, Legal Service (LS)

    Secretariat:

    DOH FOI Receiving Officers, KMITS

8. **Approval and Denial of Request to Information:** The Decision Maker shall approve or deny all requests of information. In cases where the Decision Maker is on official leave, the Secretary of Health may delegate such authority to his Chief of Staff or any Officer not below the rank of a Director.

SECTION 2: DEFINITION OF TERMS

AGENCY INFORMATION INVENTORY: a master list of all information recorded, stored, kept in or under the control and custody of a 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.

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. This process is called a "consultation."

eFOI.gov.ph: The website that serves as the government's comprehensive FOI website for all information on the FOI. Among its 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 of 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 walk-in, call and email questions about the FOI process and send FOI requests. The DOH FOI unit, situated at the Knowledge Management and Information Technology Service, is the central receiving area of FOI requests in the DOH. Likewise,

the designated FOI Receiving Officer in the DOH Offices shall receive FOI requests. The DOH FOI Unit shall maintain a directory of designated DOH FOI Receiving Officers for endorsement of FOI requests for appropriate action.

FOI REGISTRY AND SUMMARY REPORT: An Excel worksheet provided by the FOI Program Management Office (FOI-PMO) of the Presidential Communications Office (PCO) that lists all the FOI requests received and acted upon that is maintained by the DOH FOI Unit. The reports also contain the FOI feedback that rates the client satisfaction of all FOI transactions.

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

FULL DENIAL: When the DOH or any of its office, bureau or agency cannot release any records in response to a FOI request, because, for example, the requested information is exempt from disclosure in its entirety or no records responsive to the request could be located.

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

INFORMATION: 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 FOR 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, 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: 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: Publicly available data structured in a way that enables the data to be fully discoverable and usable by end users.

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

PENDING REQUEST OR 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: An 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 has completed its work and sent a final response to the requester.

PUBLIC RECORDS: 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 RECEIVED 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. This process is called a "referral." The procedure of referral of FOI Requests shall be in accordance with FOI Memorandum Circular No. 21-05 entitled "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". The details of the FOI Memorandum Circular is in **Annex I** of the Manual.

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

(1) About an individual's race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;

(2) About an individual's 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;
(3) 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
(4) Specifically established by an executive order or an act of Congress to be kept classified.

SIMPLE REQUEST: An 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. PROMOTION OF OPENNESS IN GOVERNMENT

1. **Duty to Publish Information.** The DOH shall regularly publish, print and disseminate at no cost to the public and in an accessible form, in conjunction with Republic Act 9485, or the Anti-Red Tape Act of 2007, and through their website, timely, true, accurate and updated key information including, but not limited to:

    a. A description of its mandate, structure, powers, functions, duties and decision-making processes;
    b. A description of the frontline services it delivers and the procedure and length of time by which they may be availed of;
    c. The names of its key officials, their powers, functions and responsibilities, and their profiles and curriculum vitae;
    d. Work programs, development plans, investment plans, projects, performance targets and accomplishments, and budgets, revenue allotments and expenditures;
    e. Important rules and regulations, orders or decisions;
    f. Current and important database and statistics that it generates;
    g. Bidding processes and requirements; and
    h. Mechanisms or procedures by which the public may participate in or otherwise influence the formulation of policy or the exercise of its powers.

2. **Accessibility of Language and Form.** The DOH shall endeavor to translate key information into major Filipino languages and present them in popular form and means.

3. **Keeping of Records.** The DOH shall create and/or maintain in appropriate formats, accurate and reasonably complete documentation or records, policies, transactions, decisions, resolutions, enactments, actions, procedures, operations, activities, communications and documents received or filed with them and the data generated or collected. The retention period of personal information and sensitive personal information gathered through the Standard FOI Request Form and Electronic

Freedom of Information (E-FOI) portal shall be 2 years in accordance with FOI Memorandum Circular No. 21-03 (**Annex G**). For other DOH records, it shall follow the DOH Memorandum Circular No. 2017-0015 entitled "Records Disposition Schedule (RDS) of the Department of Health dated September 14, 2016" and the General Records Disposition Schedule (GRDS) set by the National Archives of the Philippines (NAP).

SECTION 4. PROTECTION OF PRIVACY

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

a. The DOH 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 DOH 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 DOH, shall not disclose that information unless otherwise authorized by existing laws.
d. Any personal information, particularly the names of the requesting parties, through the electronic FOI portal or www.foi.gov.ph shall be anonymized or de-identified in accordance with Republic Act No. 10173 or the Data Privacy Act. Refer to FOI Memorandum Circular No. 21-04 entitled De-Identification of Requester's Personal Information in the Electronic Freedom of Information Portal otherwise known as the "Policy of Anonymization" (**Annex H**)

SECTION 5. STANDARD PROCEDURE

(See **Annex M** for flowchart)

1. Receipt of Request for Information.

1.1 The FOI Receiving Officer (FRO) shall receive the request for information from the requesting party and check compliance of the following requirements:

- The request must be in writing;
- The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization; and
- The request shall reasonably describe the information requested, and the reason for, or purpose of, the request for information. (See **Annex M**)

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 such as but not limited to voter's ID, senior citizen's ID, PRC ID, SSS ID, and the like.

1.2 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.

1.3 The request shall be stamped received by the FRO, indicating the date and time of the receipt of the written request, and the name, rank, title and position of the public officer who actually received it, with a corresponding signature and a copy, 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. The FRO shall input the details of the request on the Request Tracking System and allocate a reference number.

1.4 The DOH must respond to requests promptly, within the fifteenth (15) working days 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:

a. The day on which the request is physically or electronically delivered to the government office, or directly into the email of FOI Receiving Officer and the concerned DOH Office email for appropriate action; or

b. 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 redirect 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 sixty (60) calendar days, the request shall be closed. Provided that, upon request for clarification by the FOI Receiving Officer, the same shall inform the requesting party that if no clarification from their end is

received within 60 days, the case is automatically closed thereafter. This will serve as advance notice of closure.

All DOH Offices shall be responsible for responding to FOI Requests in accordance with Department Order No. 2023-0084 entitled "Guidelines for the DOH Strategy Cascading and Monitoring using the Office Performance Commitment and Review".

2. Initial Evaluation. After receipt of the request for information, the DOH FOI Unit shall evaluate the contents of the request.

2.1 Request relating to more than one office under the DOH. If a request for information is received that concerns different DOH offices, the FRO shall forward such request and ensure that it is well coordinated and monitor its compliance. The FRO shall also clear with the respective FROs of such offices that they will only provide the specific information that relates to their offices.

2.2 Requested information is not in the custody of the DOH. If the requested information is not in the custody of the DOH or any of its offices, following referral and discussions with the FDM, the FRO shall undertake the following steps:

- When the requested information is not in the possession of a government agency (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. Refer to FOI Memorandum Circular No. 21-05 entitled "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 for FOI". (**Annex I**)
- 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.

2.3 Requested information is already posted and available on-line. If the information being requested is already posted and publicly available in the DOH website (http://www.doh.gov.ph), data.gov.ph or 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.

2.4 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 denied. However, the FRO shall inform the applicant of the reason for such denial.

3. Transmittal of Request by the FRO to the FDM. After receipt of the request for information, the FRO shall evaluate the information being requested, classify the request as either (1) a program and policy-related request or (2) an Administrative, legal or finance-related request, and notify the appropriate FDM of such request. The copy of the request shall be forwarded to the appropriate 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.

In assessing, the FOI Decision Makers must first consider the following:

- The information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
- The information requested falls under the list of exceptions (**Annex L**)
- The purpose for the request is contrary to existing laws and/or policies
- Vexatious requests under FOI Memorandum Circular No. 5 s. 2020 (**Annex F**)
- Request requires research

If any of the above instances is present, the FOI Decision Maker will immediately deny the request with notice to the requesting party on the grounds of such denial.

If the request is valid in form and substance, the FOI Decision Maker may proceed in retrieving the information requested. He or she shall then forward the request to the appropriate Data Custodian to make all the necessary steps to locate and retrieve the information requested. The Data Custodian shall ensure that the complete information requested be submitted to the FDM within 5 working days upon receipt of such request. The FDM shall then ensure that the information requested be approved and submitted back to the FRO for release within 5 working days.

The FRO shall note the date and time of receipt of the information from the FDM and report to the DOH FOI Unit of KMITS at foi@doh.gov.ph in case the submission is beyond the 10-day period.

If the FDM needs further details to identify or locate the information, he 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.

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 or she shall attach a cover/transmittal letter signed by the FDM who approved the request and ensure the transmittal of such to the requesting party within 15 working days upon receipt of the request for information.

6. **Request for an 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 then inform the requesting party of the extension, setting forth the reasons for such extension. In no case shall the extension exceed twenty (20) working days on top of the mandated fifteen (15) working days to act on the request, unless exceptional circumstances warrant a longer period.

7. **Notice to the Requesting Party of the Approval/Denial of the Request.** Once the FDM has approved or denied the request, he shall immediately notify the FRO who shall prepare the response to the requesting party either in writing through the DOH FOI email and the eFOI Portal. The Office of the Secretary of Health and the DOH Central Appeals and Review Committee (CARC) shall be furnished with a copy of all actions on FOI requests, whether approval or denial.

8. **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 (**Annex L**) , 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.

9. **Denial of Request.** In case of denial of the request wholly or partially, 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.

SECTION 6. 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 DOH Central Appeals and Review Committee: Provided that the written appeal must be filed by the same requesting party within fifteen (15) working days from the notice of denial or from the lapse of the period to respond to the request.

    a. Denial of a request may be appealed by filing a written appeal to the DOH Central Appeals and Review Committee within fifteen (15) working days from the notice of denial or from the lapse of the period to respond to the request. The appeal shall be a verified appeal with non-forum shopping certificate to prevent false testimony and avoid multiple appeals of the same facts, issues and parties.
    b. The appeal shall be decided by the Secretary of Health upon the recommendation of the Central Appeals and Review Committee within thirty (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.

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

SECTION 7. PROCESSING OF FOI REQUESTS

All research studies shall undergo review and clearance from the DOH Research and Ethics Committee and processing of FOI Requests shall follow the timeline indicated under Executive Order No. 2 s. 2016.

DOH Offices shall adhere to the DOH Department Order No. 2023-0091 entitled "Operational Guidelines on the Public Availability and Accessibility of All Publicly Funded Health, Nutrition, and Demographic-related Administrative and Survey Data Generated by the Department of Health (DOH)".

The FOI Receiving Officers shall conduct the redaction and extraction of information included under the list of Exceptions. Refer to FOI Memorandum Circular No. 4 s. 2019 entitled "Guidelines on Redaction and Extraction of Information before Disclosure to the Public. (**Annex E**)

SECTION 8. REQUEST TRACKING SYSTEM

The DOH 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.

The FOI Receiving Officers shall conduct the redaction and extraction of information included under the list of Exceptions. Refer to FOI Memorandum Circular No. 4 s. 2019 entitled "Guidelines on Redaction and Extraction of Information before Disclosure to the Public. (**Annex E**)

SECTION 8. REQUEST TRACKING SYSTEM

The DOH 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.

All FOI requests received by the DOH shall be encoded in the following tracking systems:

1. eFOI.gov.ph
2. FOI Registry
3. FOI Summary Report

Likewise, an FOI Request Feedback form shall be accomplished by the client after the information has been provided. The FOI feedback form is accessible at the link: https://bit.ly/DOHFOIFeedbackForm. The analysis of the feedback received shall be reported in the FOI Registry and Summary Report.

All DOH Bureaus, Regional Offices, Services, FDA, BOQ and DOH Drug Abuse Treatment and Rehabilitation Centers (DATRC) shall submit their accomplished FOI Registry to the DOH FOI Unit every quarter for monitoring and evaluation of FOI implementation.

SECTION 9. FEES

1. **No Request Fee.** The DOH shall not charge any fee for accepting requests for access to information.

2. **Exemption from Fees:** The DOH 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 10. ADMINISTRATIVE LIABILITY

1. **Non-compliance with FOI.** Failure to comply with the provisions of this Manual shall be a ground for the following administrative penalties:

   a. 1st Offense - Reprimand;
   b. 2nd Offense - Suspension of one (1) to thirty (30) days; and
   c. 3rd Offense - Dismissal from the service.

2. **Procedure.** The Revised Rules on Administrative Cases in the Civil Service 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.

SECTION 11: SUBMISSION OF FOI REPORTS

FOI Memorandum Circular (MC) No. 01 (s. 2018) instructed all government agencies under the Executive Branch to submit their FOI Report to the Freedom of Information - Program Management Office (FOI-PMO) of Presidential Communications Office (PCO). The FOI Reports listed below shall be submitted to the validation form by the DOH FOI Unit every January of each year for the the Issuance of a Certificate of Compliance:

1. Name of Agency;
2. Head of Agency and Designation;
3. Office Address;
4. FOI Receiving Officer/Focal Person and Designation;
5. Contact Details of FOI Receiving Officer/Focal Person;
6. Website of the Agency;
7. Narrative Feedback Report with Feedback Response Link or a Copy of the Feedback Survey Form and a Screenshot of one Reply, attaching the Survey Form for every quarter of the year;
8. Certification of No Overdue Pending FOI Requests signed by the FOI Champion; and
9. eFOI Dashboard.

ANNEXES

ANNEX A - FOI FREQUENTLY ASKED QUESTIONS

Introduction to FOI

1. What is FOI?

Freedom of Information (FOI) is the government's response to the call for transparency and full public disclosure of information. FOI is a government

transactions and operations, provided that it shall not put into jeopardy privacy and matters of national security.

The FOI mechanism for the Executive Branch is enabled via Executive Order No. 2, series of 2016.

2. What is Executive Order No. 2 S. 2016?

Executive Order No. 2 is the enabling order for FOI. EO 2 that operationalizes in the Executive Branch the People's Constitutional right to information. EO 2 also provides the State policies to full public disclosure and transparency in the public service.

EO 2 was signed by President Rodrigo Roa Duterte on July 23, 2016.

3. Who oversees the implementation of EO 2?

The Presidential Communications Operations Office (PCOO) oversees the operation of the FOI program. PCOO serves as the coordinator of all government agencies to ensure that the FOI program is properly implemented.

Making a Request

4. Who can make an FOI request?

Any Filipino citizen can make an FOI Request. As a matter of policy, requesters are required to present proof of identification.

5. What can I ask for under EO on FOI?

Information, official records, public records, and, documents and papers pertaining to official acts, transactions or decisions, as well as government research data used as basis for policy development.

6. What agencies can we ask for information?

An FOI request under EO 2 can be made before all government offices under the Executive Branch, including government owned or controlled corporations (GOCCs) and state universities and colleges (SUCs).

FOI requests must be sent to the specific agency of interest, to be received by its respective Receiving Officer.

7. How do I make an FOI request?

a. The requester is to fill up an FOI request form or send an FOI Request through the electronic FOI portal, then submit it to the agency's Receiving Officer. The Receiving Officer shall validate the request and log it accordingly on the FOI tracker.
b. If deemed necessary, the Receiving Officer may clarify the request on the same day it was filed, such as specifying the information requested, and providing other assistance needed by the Requester.
c. The request is forwarded to the Decision Maker for proper assessment. The Decision Maker shall check if the agency holds the information requested, if it is already accessible, or if the request is a repeat of any previous request.
d. The request shall be forwarded to the officials involved to locate the requested information.
e. Once all relevant information is retrieved, officials will check if any exemptions apply, and will recommend appropriate response to the request.
f. If necessary, the head of the agency shall provide clearance to the response.
g. The agency shall prepare the information for release, based on the desired format of the Requester. It shall be sent to the Requester depending on the receipt preference.

8. How much does it cost to make an FOI request?

There are no fees to make a request. But the agency may charge a reasonable fee for necessary costs, including costs of printing, reproduction and/or photocopying.

9. What will I receive in response to an FOI request?

You will be receiving a response either granting or denying your request.

If the request is granted, the information requested will be attached, using a format that you specified. Otherwise, the agency will explain why the request was denied or your request shall be referred to the appropriate government agency.

10. How long will it take before I get a response?

It is mandated that all replies shall be sent fifteen (15) working days after the receipt of the request. The agency will be sending a response, informing of an extension of processing period no longer than twenty (20) working days, should the need arise.

11. What if I never get a response?

If the agency fails to provide a response within the required fifteen (15) working days, the Requestor may write an appeal letter to the Central Appeals and Review Committee within fifteen (15) working days from the lapse of the required response period. The appeal shall be decided within thirty (30) working days by the Central Appeals and Review Committee.

If all administrative remedies are exhausted and no resolution is provided, requesters may file the appropriate case in the proper courts in accordance with the Rules of Court.

12. What will happen if my request is not granted?

If you are not satisfied with the response, the Requester may write an appeal letter to the Central Appeals and Review Committee within fifteen (15) working days from the lapse of the required response period. The appeal shall be decided within thirty (30) working days by the Central Appeals and Review Committee.

If all administrative remedies are exhausted and no resolution is provided, requesters may file the appropriate case in the proper courts in accordance with the Rules of Court.

ANNEX B - DEPARTMENT ORDER 2017- 0236

DEPARTMENT ORDER
No. 2017 - 0236

SUBJECT: Guidelines on the Implementation of the Freedom of Information (FOI) Program and Open Data Initiative (ODI) in the DOH

I. BACKGROUND

The Department of Health (DOH) is committed in enhancing its transparency and accountability through the freedom of information and open governance pursuant to:

(1) Section 28, Article II of the 1987 Constitution, whereas the State adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law;

(2) Section 7, Article III of the same Constitution, which guarantees the right of people to information on matters of public concern;

(3) Data Privacy Act of 2012 (R.A. 10173) and its implementing rules and regulations, which strengthens the fundamental human right of privacy, and of communication while ensuring the free flow of information to promote innovation and growth;

(4) Executive Order No. 2, series of 2016, which ensures that every Filipino shall have access to information, official records, public records and to documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development; and

(5) Philippine Open Government Partnership National Plan 2015 - 2017, which stipulates the commitment of the Philippine government to proactively release government data in open formats

To operationalize the above mentioned provisions in the DOH, there is a need for structures, processes and guidelines that will ensure the effective execution of the Filipinos' right to information.

II. OBJECTIVES

This Order aims to provide guidelines on the operationalization of the constitutional right of the Filipino people to information in the DOH. Specifically, it aims to:

(1) Establish a management structure for the implementation of the Freedom of Information (FOI) program and Open Data Initiative (ODI) in the DOH; and

(2) Define and illustrate processes involved in the implementation of the FOI program and ODI in the DOH.

III. SCOPE AND COVERAGE

This Order covers all DOH Bureaus and Services, Regional Offices, DOH special and specialty hospitals, treatment and rehabilitation centers, and attached agencies collectively referred to in this Order as "DOH."

IV. DEFINITION OF TERMS

1. **FOI or Freedom of Information -** 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 s. 2016.

2. **Information -** 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.

3. **Open Data –** Open Data is data that can be freely used, reused and redistributed by anyone – subject only, at most, to the requirement to attribute and share alike. In order for government data to be fully considered "Open Data", it shall possess the following characteristics: (1) publicly available and accessible, (2) open, machine-readable, (3) open license, (4) timely, (5) described, and (6) managed post-release.

V. GENERAL GUIDELINES

(1) The DOH shall recognize the indispensable constitutional right of the Filipino people to information on matters of public concern.

(2) The DOH shall provide access to information in a manner convenient to the Filipino people (i.e. the public can download/retrieve data in open format without the need to register, log-in or sign-up.)

(3) The DOH shall aim to fully satisfy FOI requests with legal presumption in favor of access to information, public records and official records. No request for information shall be denied unless the request is invalid or it clearly falls under any of the exceptions enshrined in the Constitution, existing law or jurisprudence or in the inventory of exceptions (**Annex D**) issued by an authorized government agency. Moreover, the purpose of the request shall not be a basis for denial unless it is contrary to existing laws and/or policies.

(4) The DOH shall adopt a department-wide Open Data Policy. All datasets published by the DOH shall be in open format by default.

VI. SPECIFIC GUIDELINES

A. Establishment of FOI Unit

An FOI unit shall be created under the Health Policy Development and Planning Bureau (HPDPB). The Unit shall function in line with the Bureau's mission to guarantee evidence-based policies, plans and programs in collaboration with all stakeholders.

The FOI Unit shall also have the following functions:

(1) Develop policies, plans and programs to effectively promote access of government data in the DOH
(2) Ensure compliance of DOH Bureaus, Regional Offices and Services, DOH-retained hospitals and attached agencies with the provisions of EO No. 2, s. 2016 and other FOI and ODI policies
(3) Oversee, manage, monitor and evaluate the operations of the FOI program and ODI in the DOH
(4) Promote a policy environment supportive of the FOI and ODI, and an attitude of openness through proactive disclosure of data
(5) Create and maintain the FOI registry and Agency Data Inventory of DOH
(6) Conduct research and development, and capacity building activities in support of the FOI program and ODI in the DOH
(7) Engage government agencies, citizens, civil society and the private sector in FOI and ODI efforts; and
(8) Publish reports and other publications to promote transparency and accountability, evidence-based decision-making, and growth and innovation

B. FOI Officers in the DOH

(1) **FOI Champion –** The FOI Champion shall have the authority to carry out the roles and functions of the FOI Unit in the DOH. The Director of the HPDPB shall be designated as the DOH's FOI Champion and the head of the FOI unit.

(2) **FOI Decision Makers –** The FOI Decision Makers (FDM) are responsible for evaluating, clarifying and deciding FOI requests.

a. The **Director of the HPDPB** shall be designated as FDM for Policy, Program and Other Technical FOI requests

b. The **Director of the Legal Service** shall be designated as FDM for Legal, Financial and Other Administrative FOI requests

(3) **FOI Receiving Officers –** The FOI Receiving Officers (FROs) shall be responsible in receiving and conducting initial evaluation of FOI requests. FROs shall also be responsible for forwarding the requests to appropriate FOI officers.

All Administrative Officers (or their counterpart) shall be designated as the FROs in each office in the DOH.

(4) **Data Stewards –** Data Stewards are those who have custody of the records requested through the FOI. Data Stewards shall be responsible in processing and providing the requested records to the appropriate FDM. All Heads of DOH Bureaus, Regional Offices and Services, DOH-retained hospitals and attached agencies shall act as the Data Stewards.

(5) **FOI Central Appeals and Review Committee –** The FOI Central Appeals and Review Committee shall be responsible for monitoring, evaluating, reviewing and resolving FOI appeals and other data governance issues. In relation, the DOH's Monitoring and Evaluation, and Data Governance Oversight Committee (established by virtue of DPO 2016 – 2630) shall be designated as the FOI Central Appeals and Review Committee in the DOH.

C. Types of FOI Requests

FOI requests can be classified according to (1) the nature of request and (2) the method of submitting the request.

(1) **By Nature of Request**

- **a.** ***Policy, Program and Other Technical Request* –** refers to FOI request on information related to policy or program development and management, including statistical reports of health status and outcomes and the like
- **b.** ***Legal, Financial and Other Administrative Request*** -refers to FOI request concerned with the laws, finances, procurement, administration, organization and/or other procedural information in the DOH

(2) **By Method of Submission of Request**

- **a.** ***Standard FOI Request* –** refers to written FOI request submitted through the use of printed FOI request form (Annex E).
- **b.** ***eFOI Request* –** refers to electronic FOI requests submitted through the eFOI website (http://www.foi.gov.ph)

D. FOI Processes

There are three (3) steps involved in processing FOI requests as follows:

- **a. Step 1: Receipt of requests –** includes the submission of an FOI request by a requesting party, and the receipt of the said FOI request by the FRO either through the use of a printed FOI request form or through the eFOI website
- **b. Step 2: Initial evaluation and processing of requests –** includes the assessment of an FOI request by the FRO, the retrieval and processing of the information requested by the Data Steward, and the transmittal of the request and information to the FDM for decision

c. **Step 3: Decision and issuance of official response –** includes the issuance of decision and official response to the FOI requests by the FDM in consideration of the list of exceptions and existing laws and jurisprudence

Specific procedures of the steps in processing FOI requests are indicated and illustrated in Annex A for standard FOI request and Annex B for eFOI requests. Moreover, an FOI Manual and People's Manual reflecting these procedures shall be published and distributed by the FOI Unit.

E. Appeals Process

FOI appeals shall be filed to the FOI Central Appeals and Review Committee in writing or through email within fifteen (15) working days from the notice of decision or from the lapse of the relevant period to respond to the request. The specific steps involved in processing FOI appeals are indicated and illustrated in Annex C.

F. Duty to Proactively Disclose Information and Open Data Initiative

(1) **Duty to Publish Information.** The DOH shall regularly publish, print and disseminate in an accessible form, in conjunction with Republic Act 9485 Anti-Red Tape Act of 2007, and through their website, timely, true, accurate and updated key information.

(2) **Accessibility of Language and Form.** The DOH shall translate key information into major Filipino languages and present them in popular form and means.

(3) **Keeping of Records.** The DOH shall create and/or maintain in appropriate formats, accurate and reasonably complete documentation or records, policies, transactions, decisions, resolutions, enactments, actions, procedures, operations, activities, communications and documents received or filed with them and the data generated or collected.

(4) **Open Data by Default.** All datasets created, collected, processed, disseminated, or disposed by the DOH through the use of public funds to the extent permitted by applicable laws and subject to individual privacy, confidentiality, national security, or other legally-mandated restrictions shall be fully disclosed publicly in open formats.

G. Protection of Privacy

DOH shall afford full protection to a person's right to privacy in compliance with the Data Privacy Act of 2012 (R.A. 10173) and other existing laws and/or policies.

H. Responsible Use of Government Data

Information published by the DOH through its website, FOI platform and/or Open Data portal are provided free for public consumption, and shall be used only in accordance with existing laws, policies, procedures, rules and legal precedents.

VII. PENALTY CLAUSE

All DOH officials, employees, consultants and volunteers shall comply with this Order. Failure to comply with this Order shall be ground for administrative penalties

against any erring public officer or employee as allowable by the Revised Rules on Administrative Cases in the Civil Service.

VIII. REPEALING CLAUSE

Other related issuances not consistent with the provisions of this Order are hereby revised, modified, or rescinded accordingly. Nothing in this Order shall be construed as a limitation or modification of existing laws or legal precedents.

IX. EFFECTIVITY DATE

This Order shall take effect immediately.

(Sgd.)PAULYN JEAN B. ROSELL - UBIAL, MD, MPH, CESO III
Secretary of Health

ANNEX C - EXECUTIVE ORDER NO. 02

MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 02

OPERATIONALIZING IN THE EXECUTIVE BRANCH THE PEOPLE'S CONSTITUTIONAL RIGHT TO INFORMATION AND THE STATE POLICIES TO FULL PUBLIC DISCLOSURE AND TRANSPARENCY IN THE PUBLIC SERVICE AND PROVIDING GUIDELINES THEREFOR

WHEREAS, pursuant to Article 28, Article II of the 1987 Constitution, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law;

WHEREAS, Section 7, Article III of the Constitution guarantees the right of the people to information on matters of public concern;

WHEREAS, the incorporation of this right in the Constitution is a recognition of the fundamental role of free and open exchange of information in a democracy, meant to enhance transparency and accountability in government official acts, transactions, or decisions;

WHEREAS, the Executive Branch recognizes the urgent need to operationalize these Constitutional provisions;

WHEREAS, the President, under Section 17, Article VII of the Constitution, has control over all executive agencies, bureaus and offices, and the duty to ensure that the laws be faithfully executed;

WHEREAS, the Data Privacy Act of 2012 (R.A. 10173), including its implementing Rules and Regulations, strengthens the fundamental human right of privacy, and of communication while ensuring the free flow of information to promote innovation and growth;

NOW, **THEREFORE**, **I**, **RODRIGO ROA DUTERTE**, President of the Philippines, by virtue of the powers vested in me by the Constitution and existing laws, do hereby order:

SECTION 1. **Definition**. For the purpose of this Executive Order, the following terms shall mean:

(a) "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. (b) "Official record/records" 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.

(c) "Public record/records" shall include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.

SECTION 2. **Coverage**. This order shall cover all government offices under the Executive Branch, including but not limited to the national government and all its offices, agencies, bureaus, offices, and instrumentalities, including government-owned or -controlled corporations, and state universities and colleges. Local government units (LGUs) are encouraged to observe and be guided by this Order.

SECTION 3. **Access to information**. Every Filipino shall have access to information, official records, public records and to documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development.

SECTION 4. **Exception**. Access to information shall be denied when the information falls under any of the exceptions enshrined in the Constitution, existing law or jurisprudence.

The AGENCY of Justice and the Office of the Solicitor General are hereby directed to prepare an inventory of such exceptions and submit the same to the Office of the President within thirty (30) calendar days from the date of effectivity of this Order.

The Office of the President shall thereafter, immediately circularize the inventory of exceptions for the guidance of all government offices and instrumentalities covered by this Order and the general public.

Said inventory of exceptions shall periodically be updated to properly reflect any change in existing law and jurisprudence and the AGENCY of Justice and the Office of the Solicitor General are directed to update the inventory of exceptions as the need to do so arises, for circularization as hereinabove stated.

SECTION 5. **Availability of SALN**. Subject to the provisions contained in Sections 3 and 4 of this Order, all public officials are reminded of their obligation to file and make available for scrutiny their Statements of Assets, Liabilities and Net Worth (SALN) in accordance with existing laws, rules and regulations, and the spirit and letter of this Order.

SECTION 6. **Application and Interpretation**. There shall be a legal presumption in favor of access to information, public records and official records. No

request for information shall be denied unless it clearly falls under any of the exceptions listed in the inventory or updated inventory of exceptions circularized by the Office of the President provided in the preceding section.

The determination of the applicability of any of the exceptions to the request shall be the responsibility of the Head of the Office, which is in custody or control of the information, public record or official record, or the responsible central or field officer duly designated by him in writing.

In making such determination, the Head of the Office or his designated officer shall exercise reasonable diligence to ensure that no exception shall be used or availed of to deny any request for information or access to public records, or official records if the denial is intended primarily and purposely to cover up a crime, wrongdoing, graft or corruption.

SECTION 7. Protection of Privacy. While providing access to information, public records, and official records, responsible officials shall afford full protection to the right to privacy of the individual as follows:

(a) Each government office per Section 2 hereof shall ensure that personal information in its custody or under its control is disclosed or released only if it is material or relevant to the subject matter of the request and its disclosure is permissible under this order or existing law, rules or regulations;
(b) Each government office must protect personal information in its custody or control by making reasonable security arrangements against leaks or premature disclosure of personal information, which unduly exposes the individual, whose personal information is requested, to vilification, harassment or any other wrongful acts.
(c) Any employee, official or director of a government office per Section 2 hereof who has access, authorized or unauthorized, to personal information in the custody of the office, must not disclose that information except when authorized under this order or *pursuant to* existing laws, rules or regulation.

SECTION 8. **People's Freedom to Information (FOI) Manual**. For the effective implementation of this Order, every government office is 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;
(b) The person or office responsible for receiving requests for information;
(c) The procedure for the filing and processing of the request as specified in the succeeding section 9 of this Order.
(d) The standard forms for the submission of requests and for the proper acknowledgment of requests;
(e) The process for the disposition of requests;

(f) The procedure for the administrative appeal of any denial for access to information; and
(g) The schedule of applicable fees.

SECTION 9. **Procedure**. The following procedure shall govern the filing and processing of request for access to information:

(a) Any person who requests access to information shall submit a written request to the government office concerned. The request shall state the name and contact information of the requesting party, provide valid proof of his identification or authorization, reasonably describe the information requested, and the reason for, or purpose of, the request for information: *Provided*, that no request shall be denied or refused acceptance unless the reason for the request is contrary to law, existing rules and regulations or it is one of the exceptions contained in the inventory or updated inventory of exception as hereinabove provided.
(b) The public official receiving the request shall provide reasonable assistance, free of charge, to enable all requesting parties and particularly those with special needs, to comply with the request requirements under this Section. (c) The request shall be stamped by the government office, indicating the date and time of receipt and the name, rank, title and position of the receiving public officer or employee with the corresponding signature, and a copy thereof furnished to the requesting party. Each government office shall establish a system to trace the status of all requests for information received by it.
(c) The government office 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. The response mentioned above refers to the decision of the agency or office concerned to grant or deny access to the information requested.
(d) 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.
(e) Once a decision is made to grant the request, the person making the request shall be notified of such decision and directed to pay any applicable fees.

SECTION 10. **Fees**. Government offices 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. In no case shall the applicable fees be so onerous as to defeat the purpose of this Order.

SECTION 11. **Identical or Substantially Similar Requests**. The government office shall not be required to act upon an unreasonable subsequent identical or

substantially similar request from the same requesting party whose request from the same requesting party whose request has already been previously granted or denied by the same government office.

SECTION 12. **Notice of Denial**. If the government office decides to deny the request, in whole or in part, it shall as soon as practicable, in any case within fifteen (15) working days from the receipt of the request, notify the requesting party 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 stipulated shall be deemed a denial of the request for access to information.

SECTION 13. **Remedies in Cases of Denial of Request for Access to Information**. (a) Denial of any request for access to information may be appealed to the person or office next higher in the authority, following the procedure mentioned in Section 9 of this Order: Provided, that the written appeal must be filed by the same person making the request within fifteen (15) working days from the notice of denial or from the lapse of the relevant period to respond to the request.

(a) The appeal 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.
(b) 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.

SECTION 14. Keeping of Records. Subject to existing laws, rules, and regulations, government offices shall create and/or maintain accurate and reasonably complete records of important information in appropriate formats, and implement a records management system that facilitates easy identification, retrieval and communication of information to the public.

SECTION 15. Administrative Liability. Failure to comply with the provisions of this Order may be a ground for administrative and disciplinary sanctions against any erring public officer or employee as provided under existing laws or regulations.

SECTION 16. **Implementing Details**. All government offices in the Executive Branch are directed to formulate their respective implementing details taking into consideration their mandates and the nature of information in their custody or control, within one hundred twenty (120) days from the effectivity of this Order.

SECTION 17. **Separability Clause**. If any section or part of this Order is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force or effect.

SECTION 18. **Repealing Clause**. All orders, rules and regulations, issuances or any part thereof inconsistent with the provisions of this Executive Order are hereby repealed, amended or modified accordingly: *Provided,* that the provisions of Memorandum Circular No. 78 (s. 1964), as amended, shall not be deemed repealed pending further review.

SECTION 19. **Effectivity**. This Order shall take effect immediately upon publication in a newspaper of general circulation.

DONE, in the City of Manila, this 23rd day of July in the year of our Lord two thousand and sixteen.

(Sgd.) **RODRIGO ROA DUTERTE**
President of the Philippines

By the President:

(Sgd.) **SALVADOR C. MEDIALDEA**
Executive Secretary

ANNEX D – MEMORANDUM CIRCULAR NO. 15

MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 15

UPDATING THE INVENTORY OF EXCEPTIONS TO THE RIGHT TO ACCESS OF INFORMATION UNDER EXECUTIVE ORDER (EO) NO. 02, SERIES OF 2016

WHEREAS, pursuant to Section 4 of EO No. 02, series of 2016 (EO No. 02), the Office of the President (OP) issued a Memorandum circularizing the inventory of exceptions to the right to access information under EO No. 02 (Inventory of Exceptions) on 24 November 2016;

WHEREAS, Section 4 of EO No. 2 directs the Department of Justice (DOJ) and the Office of the Solicitor General (OSG) to update the Inventory of Exceptions as the need to do so arises and the OP to accordingly circularize the same;

WHEREAS, Section 1 of the Memorandum Circular No. 49, (s. 2018), created the Inter-Agency Freedom of Information Exceptions Policy Committee (IA-FOI-EPC), with the DOJ and the OSG as co-chairs, to review the Inventory of Exceptions and periodically update the same to reflect changes in existing laws and jurisprudence;

WHEREAS, on 16 September 2021, MC No. 89 (s. 2021) was issued circularizing the updated Inventory of Exceptions;

WHEREAS, the IA-FOI-EPC, through IA-FOI-EPC Resolution Nos. 2021-001 and 2022-001, proposed further updates to the Inventory of Exceptions;

NOW THEREFORE, the attached updated Inventory of Exceptions is hereby circularized for the guidance of all government offices and instrumentalities covered by EO No. 2 and the general public.

The foregoing list of exceptions shall be without prejudice to existing laws, jurisprudence, rules of regulations authorizing the disclosure of the

exempted information upon satisfaction of certain conditions in certain cases, such as the consent of the concerned party or as may be ordered by the courts.

In evaluating requests for information, all heads of offices are enjoined to ensure the meaningful exercise of the public of their right to access to information on public concerns.

DONE, in the City of Manila, the 17th day of March in the Year of our Lord, Two Thousand and Twenty-Three.

By authority of the President:

(Signed)

LUCAS P. BERSAMIN
Executive Secretary

ANNEX E - FOI MEMORANDUM CIRCULAR No. 4

PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE

FREEDOM OF INFORMATION MEMORANDUM CIRCULAR NO. 4 s. 2019

GUIDELINES ON REDACTION AND EXTRACTION OF INFORMATION BEFORE DISCLOSURE TO THE PUBLIC

WHEREAS, Article II, Section 28 of the 1987 Constitution provides that subject to reasonable conditions prescribed by law, the State adopts and implements a policy full of public disclosure of all its transactions involving public interest;

WHEREAS, Article II, Section 7 of the 1987 Constitution provides that the right of the people to information on matters of public concern shall be recognized. Access to official records, and to documents, and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development; shall be afforded the citizen, subject to such limitations as may be provided by law;

WHEREAS, Executive Order (EO) No. 2 s. 2016 was issued by President Rodrigo R. Duterte on 23 July 2016 to operationalize the constitutional mandate of the people's right to information;

WHEREAS, Memorandum Order (MO) No. 10 s. 2016 designated the PCOO as the lead agency in the implementation of EO No. 2, s. 2016 and all other FOI Programs and initiatives including electronic FOI;

WHEREAS, Section 3 of EO No. 2 s. 2016 provides that every Filipino shall have access to information, official records, public records and to documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development;

WHEREAS, Article II, Section 11 of the 1987 Constitution provides that the State values the dignity of every human person and guarantees full respect for human rights;

WHEREAS, Section 2 of RA No. 10173 or the Data Privacy Act of 2012, provides that it is the policy of the State to protect the fundamental human right of privacy, of communication while ensuring free flow of information to promote innovation and growth. The State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to

ensure that personal information in information and communications systems in the government and in the private sector are secured and protected;

WHEREAS, pursuant to National Privacy Commission (NPC) Advisory No. 2017-02, disclosure of Personal Data Sheet (PDS) shall only be allowed when permitted by law. Information in the PDS that relate to the position or function of a government official or employee shall be disclosed. Sensitive Personal Information[1] may only be disclosed if necessary to the declared, specified and legitimate purpose of the requesting party. Information not necessary to be disclosed or prohibited under existing laws, rules and regulations, shall be redacted before release of information to be requesting party;

WHEREAS, there is a need to guide the information officers of the government in disclosing information through FOI requests to avoid violation of the Data Privacy Act, Code of Conduct and Ethical Standards for Public Officials and Employees, privacy rights of individuals and existing laws, rules and regulations with respect to protection of personal information and disclosure of information;

NOW, THEREFORE, in consideration of of the foregoing, this Memorandum Circular (MC) is issued to provide guidelines on how to balance the disclosure of information with the protection of personal information when a document will be disclosed under the Freedom of Information Program in the Executive Branch pursuant to EO No. 2 s. 2016.

SECTION 1. DEFINITION OF TERMS. The following shall be defined as follows:

a. **FOI Officers** - individuals designated as FOI receiving officers and shall include the decision maker/s of an agency.

[1] Section 3 (l) of RA No. 10173, provides that sensitive personal information refers to personal information:

(1) About an individual's race, ethnic origin, marital status, age, color and religious, philosophical or political affiliations;
(2) About an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings;
(3) 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
(4) Specifically established by an executive order or an Act of Congress to be kept classified.

b. **Mosaic Effect** - this occurs when the information in an individual dataset, on isolation, may not pose a risk identifying an individual, but when combined with other information, could pose such risk (US Department of Labor, Open Data Policy)

> Further, when disparate pieces of information - although individually of limited use - become significant when combined with other types of information (Yale Law Journal, David E. Pozen, 2005). Applied to public use data, the concept of a Mosaic effect suggests that even anonymized data, which may seem innocuous in isolation, may become vulnerable to re-identification if enough datasets containing similar or complementary information are released.

c. **Sensitive Personal Information** - Section 3 (l) of RA No. 10173, provides that sensitive personal information refers to personal information:

> i. About an individual's race, ethnic origin, marital status, age, color and religious, philosophical or political affiliations;
>
> ii. About an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings;
>
> iii. 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
>
> iv. Specifically established by an executive order or an act of Congress to be kept classified.

Sensitive Personal Information may only be disclosed, if necessary, to the declared, specified, and legitimate purpose of the requesting party. Information not necessary to be disclosed or prohibited to be disclosed under existing laws, rules and regulations, shall be redacted before release of information to the requesting party.

SECTION 2. SCOPE. This Circular shall cover all government agencies 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. Local Government Units (LGUs) are encouraged to observe and be guided by this Circular.

SECTION 3. REDACTION OF INFORMATION THAT ARE INCLUDED IN THE LIST OF EXCEPTIONS. All information under the inventory of exceptions, pursuant to EO No. 2 s. 2016, which are included in the document to be released shall be redacted.

SECTION 4. MANNER OF REDACTING. Redactions can be made to physical documents using redaction tape or black marker pen. After the concerned information has been redacted from the physical document, it must be scanned and checked to ensure all the redacted information is unreadable.

In redacting a digital document, the rule is to ensure that sensitive information is not just visually hidden or made illegible, but is actually deleted from the source file. In some documents, deleting sections can cause an undesirable reflow of text and graphics. Redactions made to digital documents can in some circumstances be reversed, therefore an edited version of an electronic document must never be released.

The information officer redacting a digital document shall ensure that the redacted information can never be recovered by the requesting party by using pertinent application tools.

SECTION 5. EXTRACTION OF INFORMATION. Information extraction is the process of separating/isolating specific information from a set of data. As an alternative to redaction, where a document or file contain information which are included in the inventory of exceptions and a part or parts thereof are disclosable to the public, and redaction is deemed difficult, the information shall be extracted by reproducing it in a separate file or by photocopying a part or parts of a set of data.

SECTION 6. RESPONSIBILITIES OF THE FREEDOM OF INFORMATION OFFICER. The following are the responsibilities of FOI Officers:

a. Evaluate the request received, ensuring that the request has a declared, specified and legitimate purpose not contrary to morals or public policy.

b. Consider the mosaic effect of data aggregation. It is the responsibility of each information officer to perform the necessary analysis to determine whether some of existing data and the data intended to be disclosed could allow for the identification of an individual or pose a security concern, otherwise, such data should be redacted before disclosure;

c. Before the redacted government information, official records and public records are released, the FOI Officers shall require the requesting party to

sign a written undertaking that he or she shall not share or disclose the information obtained through the FOI Program to any other person or entity, or use the information obtained in a manner that is not in accordance with the purpose stated in the request. Failure of the requesting party to comply with the undertaking may be a ground to refuse any future requests or open the requesting party to criminal prosecutions under existing laws; and

d. Any other responsibilities as may be deemed necessary in accordance with this Circular.

SECTION 7. SEPARABILITY CLAUSE. If any provisions or sections of this Circular are declared unconstitutional, void or in contravention of any existing laws, rules or regulations, the remaining portions or provisions hereof shall continue to be valid and effective.

SECTION 8. EFFECTIVITY. This Circular shall take effect immediately.

SECTION 9. COMPLIANCE. For your guidance and strict compliance.

(Signed)

JOSE RUPERTO MARTIN M. ANDANAR
Secretary & FOI Champion

28 September 2019 Manila, Philippines

ANNEX F - FOI MEMORANDUM CIRCULAR No. 5

PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE

FREEDOM OF INFORMATION MEMORANDUM CIRCULAR NO. 5 s. 2020

GUIDELINES ON VEXATIOUS FREEDOM OF INFORMATION REQUESTS AND ABUSE OF RIGHTS THEREUNDER

WHEREAS, the State, by virtue of Section 7, Article III of the 1987 Constitution, recognizes the right of the people to information on matters of public concern. Hence, access to official records, and to documents, and papers pertaining to official acts, transactions, or decisions, as well as to government research data used as basis for policy development, shall be afforded the citizens, subject to such limitations as may be provided by law;

WHEREAS, President Rodrigo R. Duterte, on 23 July 2016, issued Executive Order (EO) No. 2 s. 2016 to operationalize the Constitutional mandate of the people's right to information;

WHEREAS, the Presidential Communications Operations Office (PCOO), by virtue of Memorandum Order (MO) No. 10 s. 2016, was designated as the lead agency in the implementation of EO No. 2 s. 2016, or the FOI and electronic FOI Programs;

WHEREAS, there has been a growing number of reports regarding vexatious requests and abuse in invoking rights under EO No. 2 s. 2016, or the FOI and electronic FOI programs, which vexatious requests and abuse disenfranchise citizens with legitimate requests as well as add unnecessary burden to the affected government agencies' operations;

WHEREAS, the PCOO must ensure that the Freedom of Information is both an enforceable right for citizens with legitimate and reasonable requests, as well as a protected rights free from vexatious requests and abuse;

WHEREAS, in order to address the foregoing concerns, the PCOO has deemed it necessary to promulgate guidelines therefor;

NOW, THEREFORE, in consideration of the foregoing, strict adherence to the following is hereby ordered:

Section 1. Coverage. These guidelines shall cover all agencies under the Executive Branch, government-owned or controlled corporations, and state universities and colleges. Local Government Units (LGUs) are encouraged to observe and be guided by this Order.

Section 2. Vexatious FOI Request. A request is considered vexatious if it is frivolous, malicious, made in bad faith, intends to harass, vilify or embarrass, or if it poses an actual or imminent danger to the office, its officials or employees.

Section 3. Determination of a Vexatious Request. The concerned government agency shall consider all relevant circumstances in determining whether or not a request is vexatious. The following may be taken into consideration in evaluating requests:

a. language of the request;
b. burden on the concerned government agency;
c. purpose, motive or intention for making the request;
d. value of the requested information; or
e. history and context of the request.

Section 4. Presumptions. A Request is presumed to be vexatious if it involves:

a. ***Frequent or overlapping requests*** - occurs when a requesting party submits a correspondence involving the same issue frequently, or submits the same request over a period of time before the office can have the opportunity to address the earlier request. However, there is no frequent or overlapping request when the information that was previously released has been updated or has already changed.

   The government office shall not be required to act upon an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the same government office[1];

b. Personal grudges - occurs when the requesting party submits a correspondence on a particular government official or employee against

whom he/she has some personal enmity; or the said request is made to express hatred to a particular official or employee;

c. ***Unfounded accusations*** - occurs when the request makes completely unsubstantiated accusations against the public authority or specific employees;

d. ***Unreasonably complex request*** - Complex information means requests involving more than one subject matter which can only be processed within thirty-five (35) working days or more. In requests for complex information, a valid reason/ valid explanation should always be provided by the requesting party;

e. ***Reprocessed data*** - means requests for information that will require the agency to re-process the data. Re-processed data means that the data was already proactively disclosed or the data was requested and was previously disclosed.

   Premature requests or requests that are yet to be processed by the agency - means information which shall soon be published, or the disclosure of which would be premature in relation to a planned announcement or publication; or

f. All other requests that are meant to harass, embarrass, or put into actual or imminent danger the life or property of the agency, its officials or employees.

Section 5. Effects. Government agencies are not precluded from seeking clarification from the requesting party/ies. In case of doubt as to the nature of the request, the concerned government agency may grant the requesting party the opportunity to clarify and/or modify the request; the government agency shall not immediately deny the same, but shall instead extend advice or assistance so that a valid request may be filed.

Despite clarification and extension of reasonable assistance to the requesting party the request still falls under Section 4, the proper authority may deny

[1] Section 11 of Executive Order (EO) No. 2, s. 2016

the request, clearly setting forth the ground/s for denial and the circumstance/s on which the denial is based.

Section 6. Appeal. Denial of request on the ground that the same as vexatious may be appealed in accordance with the appeals process provided under EO No. 2 s. 2016 and FOI Memorandum Circular No. 001 s. 2019.

Section 7. Separability Clause. If, for any reason, any part or provision of this Memorandum Circular is declared invalid or unconstitutional, any part or provision not affected thereby shall remain in full force and effect.

Section 8. Effectivity. This Memorandum Circular shall take effect immediately.

(Signed)

JOSE RUPERTO MARTIN M. ANDANAR
Secretary / FOI Champion

15 December 2020 Manila, Philippines

ANNEX G - FOI MEMORANDUM CIRCULAR No. 21-03

PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE

FREEDOM OF INFORMATION MEMORANDUM CIRCULAR NO. 21-03

RETENTION PERIOD OF PERSONAL INFORMATION AND SENSITIVE PERSONAL INFORMATION GATHERED THROUGH THE STANDARD FOI REQUEST FORM AND ELECTRONIC FREEDOM OF INFORMATION (E-FOI) PORTAL

WHEREAS, pursuant to Section 28, Article II of the 1987 Constitution, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law;

WHEREAS, Section 7, Article III of the Constitution guarantees the right of the people to information on matters of public concern;

WHEREAS, Executive Order (EO) No. 02, s. 2016, was issued by President Rodrigo R. Duterte on 23 July 2016 to operationalize the People's Constitutional Right to Information and the State Policies to full public disclosure and transparency in the public service;

WHEREAS, Memorandum Order (MO) No. 10, s. 2016, designated the Presidential Communications Operations Office (PCOO) as the lead agency in the implementation of EO No. 2, s. 2016, and all other Freedom of Information (FOI) programs and initiatives in the Executive Branch, including the electronic FOI (eFOI) platform;

WHEREAS, there are two (2) ways of accessing public information through the FOI Program – the standard FOI (paper-based) request form, and through the eFOI portal (www.foi.gov.ph);

WHEREAS, the standard FOI request form and the eFOI portal, which require the requesting party to divulge his/her sensitive personal information, shall be subjected to the existing rules and regulations of Republic Act No. 10173 or the Data Privacy Act of 20121, which prohibits unlawful disclosure of personal information and/or sensitive information. Further, any natural or juridical persons who are storing and processing such information are bound to observe and respect data privacy rights;

WHEREAS, the FOI-Project Management Office (FOI-PMO) abides by the provisions of the Data Privacy Act of 2012, to ensure that personal information and sensitive personal information of the requesting public will be protected.

NOW, THEREFORE, in view of the foregoing and pursuant to the function of the FOI-PMO to develop policies, rules, procedures, and regulations necessary to provide strategic direction in implementing the FOI Program, strict adherence to the following is hereby ordered:

Section 1. SCOPE. – This Memorandum Circular shall apply to all personal[1] and sensitive personal information of the requesting parties obtained by any agency, through the FOI Receiving Officers (FRO) and FOI Decision Maker (FDM), as a requirement to submit a request under the Standard Mode and through the eFOI Portal.

Section 2. RETENTION. – Pursuant to Section 11 of RA 101733, designated FOI Receiving Officers of all agencies, departments, bureaus, offices and instrumentalities of the Executive Branch, including government-owned

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[1] Section 3(g) of Republic Act (RA) No. 10173 defines ***Personal Information*** as 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.

[2] Section 3(l) of RA No. 10173 refers ***Sensitive Personal Information*** as personal information: (1) About an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations; (2) About an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings; (3) 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 (4) Specifically established by an executive order or an act of Congress to be kept classified.

[3] RA No. 10173 states that personal information must be, among others, retained only for as long as necessary for the fulfillment of the purpose for which the data was obtained or for legitimate purposes, or as provided by law.

and/or controlled corporations (GOCCs), state universities and colleges (SUCs), and local water districts (LWDs), are hereby directed to retain personal and sensitive personal information only for the fulfillment of the purpose for which these information were

obtained in order to secure the privacy of personal information and sensitive personal information of the requesting parties.

Section 3. PERIOD TO RETAIN PERSONAL INFORMATION.[4] Personal and sensitive personal information processed by government agencies for the purpose of making an FOI request shall be retained for two (2) years. Said information may include but are not limited to:

i. FOI request forms containing personal and sensitive personal information;

ii. Valid proof of identification (i.e., Government-issued IDs, school-ID,

etc.);

iii. Personal address; and

iv. Personal contact numbers.

The FOI-PMO which is the manager and controller of the eFOI portal shall be responsible in handling and retention of personal and sensitive personal information uploaded and processed therein.

Section 4. RECKONING PERIOD. For the standard mode, the 2-year retention period shall be counted after the transaction has been closed, whether successful or denied.

For the *eFOI portal*, the 2-year retention period shall be counted from the last login of the requesting party.

Once the 2-year period lapsed, the eFOI system will send a notification to the requesting party via their registered email. The requesting party has the option whether to retain or delete their account permanently. They may retain their credentials by logging in within thirty (30) calendar days, however, failure to do so will prompt the system to delete their personal information with their IDs permanently.

Section 5. DISPOSAL OF PERSONAL INFORMATION. Agencies and FO-IPMO shall discard and dispose all personal and sensitive information in a secure manner that shall prevent further processing, unauthorized access or disclosure to any other party or the public, or prejudice the interests of the requesting party

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[4] Pursuant to National Privacy Commission Advisory Opinion No. 2017-24 on Retention Period of Personal Information, an organization may develop and maintain its own records management policy which provide for retention periods and procedures for disposal of records containing personal data.

For paper-based documents, agencies and FOI-PMO may discard the personal information by mode of redaction and shredding. The FOI-PMO may also redact

the personal and sensitive information gathered through the portal by using the initials of the requesting party instead of his/her complete name.

Section 6. SEPARABILITY CLAUSE. If, for any reason, any part or provision of this Memorandum Circular is declared invalid or unconstitutional, any part or provision not affected thereby shall remain in full force and effect.

Section 7. REPEALING CLAUSE. All previous FOI-PMO and PCOO Circulars, orders, memoranda, and other issuances or parts thereof that are inconsistent with the provisions of this Circular are hereby repealed or modified accordingly.

Section 8. EFFECTIVITY. This Memorandum Circular shall take effect immediately.

Manila, Philippines, 14th day of July 2021.

(Signed)

JOSE RUPERTO MARTIN M. ANDANAR
Secretary / FOI Champion

ANNEX H – FOI MEMORANDUM CIRCULAR NO. 21-04

PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE

FREEDOM OF INFORMATION MEMORANDUM CIRCULAR NO. 21-04

DE-IDENTIFICATION OF REQUESTERS' PERSONAL INFORMATION IN THE ELECTRONIC FREEDOM OF INFORMATION PORTAL OTHERWISE KNOWN AS THE "POLICY ON ANONYMIZATION"

WHEREAS, Section 7 of Article III of the 1987 Constitution provides that the right of the people to information on matters of public concern shall be recognized. Access to official records, and to documents and papers pertaining to official acts, transactions, or decisions, as well as to government research data used as basis for policy development, shall be afforded the citizen, subject to such limitations as may be provided by law;

WHEREAS, Section 28 of Article II of the 1987 Constitution provides that, subject to reasonable conditions prescribed by law, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest;

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

WHEREAS, Memorandum Order (MO) No. 10, series of 2016, designated the Presidential Communications Operations Office (PCOO) as the lead agency in the implementation of EO No. 2, s. 2016;

WHEREAS, Section 9 of EO No. 02, series of 2016, provides that any person who requests access to information shall submit a written request to the government office concerned and said request shall state the name and contact information of the requesting party, provide valid proof of his/her identification or authorization, reasonably describe the information requested, and the reason for, or purpose of the request for information;

WHEREAS, Republic Act (RA) No. 10173 or the "Data Privacy Act of 2012" was issued to protect the fundamental human right of privacy, of communication while ensuring free flow of information to promote innovation and growth, and also to recognize the State's inherent obligation to ensure that personal information in information and communications systems in both government and private sector are secured and protected;

WHEREAS, under RA 10173, personal information refers to 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. Names of an individual is considered a personal information;

WHEREAS, the International Organization for Standardization defines anonymization[1] as a process by which the personal data is irreversibly altered in such a way that a data subject can no longer be identified both directly or indirectly. Conversely, de-identification[2] was defined as a process of removing the association between a set of dataset or collection of data and the data subject;

WHEREAS, in order to prevent exposure and possible disclosure of the identity of requesting parties, it is imperative that there should be a guiding rule on anonymization and de-identification;

NOW, THEREFORE, in consideration of the foregoing and pursuant to the functions of the Freedom of Information-Project Management Office (FOI-PMO) to develop policies, rules, procedures and regulations necessary to provide the strategic direction in implementing the FOI Program, strict adherence to the following is hereby ordered:

Section 1. Anonymization or De-identification in the electronic FOI (eFOI) Platform. – Any personal information, particularly the names of requesting parties, that the FOI-PMO collects through its electronic FOI portal or www.foi.gov.ph shall be anonymized or de-identified in compliance with RA No. 10173. Accordingly, the names of the requesting parties posted in the electronic FOI portal prior to the effectivity of this Circular shall be anonymized by the said *Office*.

[1] Section 2.2 of ISO/IEC 29100:2011
[2] Section 3.7 of ISO/IEC

For requests made in the standard form, the FOI Receiving Officers (FROs) and FOI Decision Makers (FDMs) shall exercise reasonable diligence in protecting the personal information disclosed in the application form.

Section 2. Access to valid proof of identification (IDs). – FROs, FDMs, and FOI-PMO are allowed access to the IDs uploaded by the requesting parties during the process of signing up in the eFOI portal (Annex A).

They shall advise the requesting parties to refrain from uploading or posting any ID, personal information, or sensitive personal information in the individual request page (Annex B), a portion in the eFOI portal which is accessible to the general public that contains the request for information, the agency to which the request is made, and the status of the request.

Those who have access to personal information in the eFOI portal must not disclose the information except when permitted or officially recognized under existing laws, rules or regulations. They shall also exercise reasonable diligence in protecting said personal information against leaks, exposure or unwarranted disclosure which would unduly expose the requesting party to vilification, harassment, or any other wrongful act.

Section 3. Non-compliance. – In case of non-compliance, RA No. 10173, EO No. 02, series of 2016, and other existing laws, rules and regulations shall govern without prejudice to the filing of appropriate action.

Section 4. Separability Clause. If, for any reason, any part or provision of this Circular is declared invalid or unconstitutional, those parts or provisions not affected shall remain in full force and effect.

Section 5. Repealing Clause. All previous orders, rules and regulations, memoranda, circulars, and issuances or any part thereof inconsistent with the provisions of this Circular are hereby repealed, amended or modified accordingly.

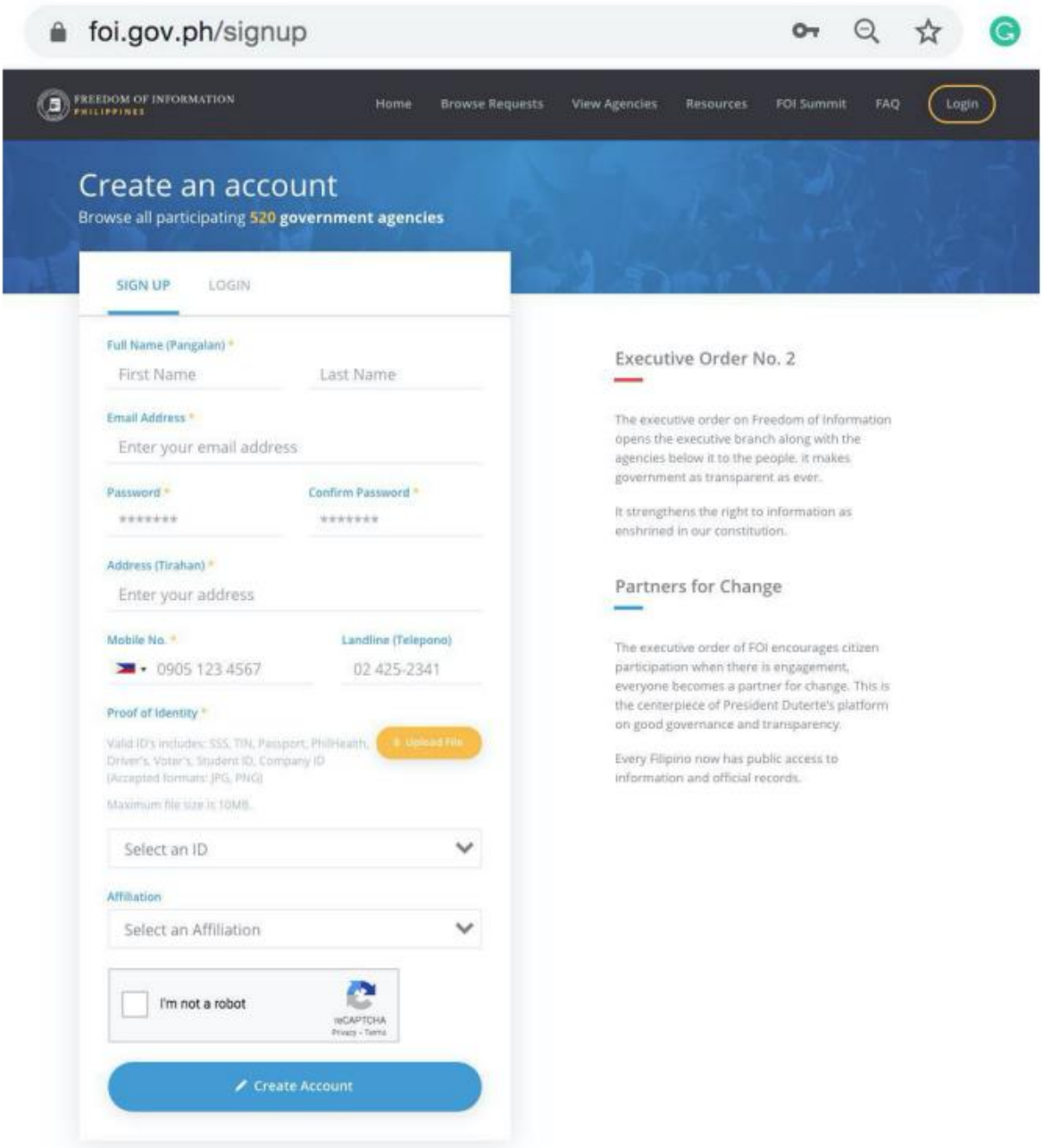
Section 6. Effectivity. This Memorandum Circular shall take effect immediately.

For guidance and strict compliance.
Manila, Philippines, 14th day of July 2021.

(Signed)

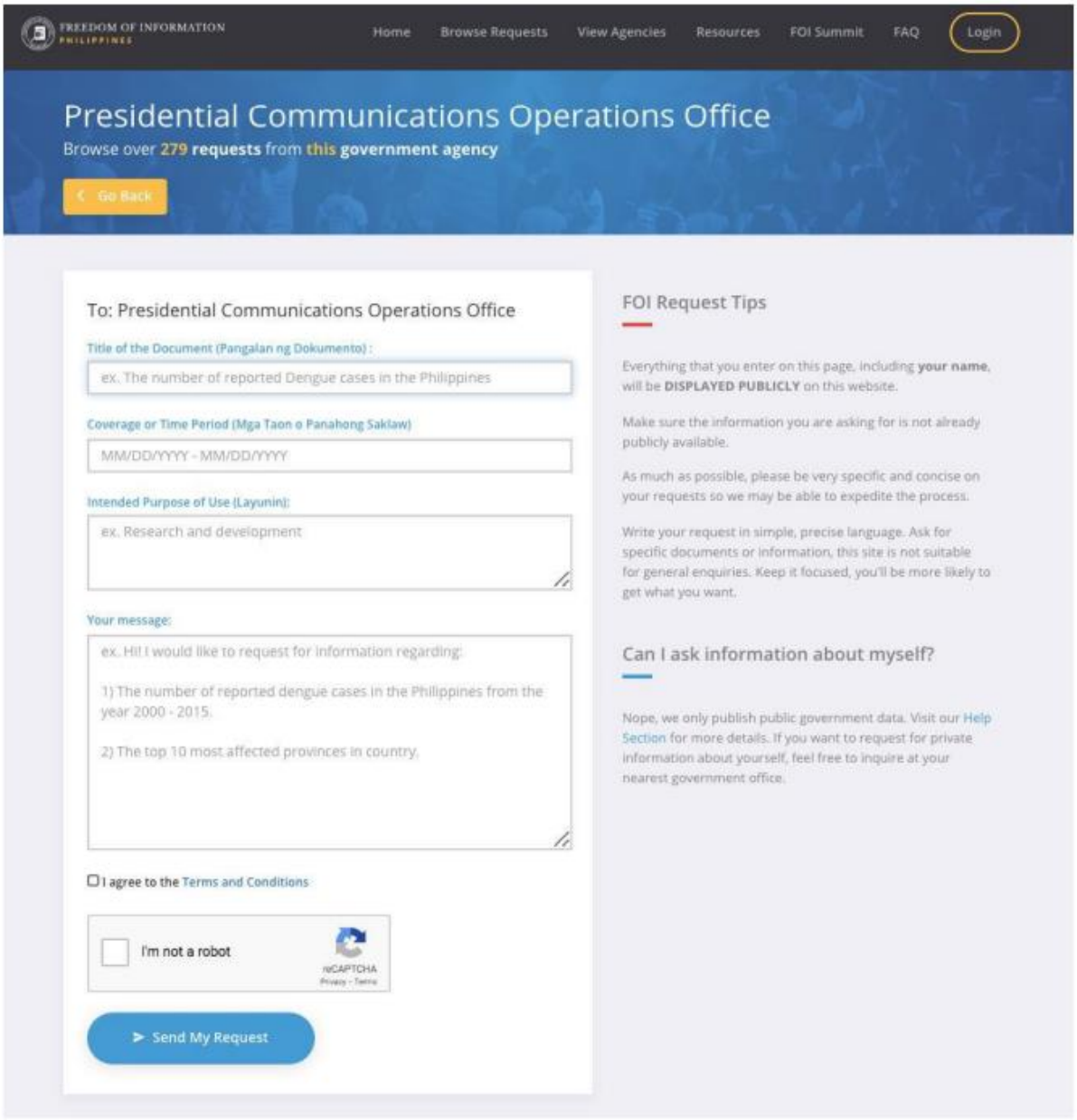
JOSE RUPERTO MARTIN M. ANDANAR
Secretary and FOI Champion

ANNEX A
SIGN UP PAGE OF EFOI PORTAL (www.foi.gov.ph/signup)



ANNEX B

REQUESTING PARTY'S INDIVIDUAL REQUEST PAGE



ANNEX I – FOI MEMORANDUM CIRCULAR NO. 21-05

PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE

FREEDOM OF INFORMATION MEMORANDUM CIRCULAR NO. 21-05

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.

WHEREAS, Executive Order (EO) No. 02, s. 2016 was issued by President Rodrigo Roa R. Duterte to operationalize the Constitutional Right of Access to Information, and Policy of Full Public Disclosure in the Executive Department;

WHEREAS, Memorandum Order (MO) No. 10, s. 2016 designated the Presidential Communications Operations Office (PCOO) as the lead agency in the implementation of EO No. 02, s. 2016;

WHEREAS, Department Order No. 18, s. 2017, issued by the PCOO, created the Freedom of Information – Project Management Office (FOI-PMO) to exercise the mandate of MO No. 10, s. 2016;

WHEREAS, in order to ensure the policy of the President to have an open, transparent and accountable government, it is the mandate of the PCOO to develop programs and mechanisms to enhance the capacity of government agencies to comply with the FOI program;

WHEREAS, there is a need to break the prevailing "silo system" and lack of interconnection among government agencies, with the end goal of a government acting as a singular unit serving its primary client, its citizens;

NOW, THEREFORE, by virtue of PCOO's mandate to develop programs and mechanism to ensure compliance with the FOI program, particularly on addressing the issue regarding the referral of any requested information, official record/s, or public record/s to the appropriate government agency, these rules are hereby prescribed and promulgated for the information, guidance and compliance of all concerned:

Section 1. Purpose. – This rule seeks to set guidelines for the referral of any requested information, official record/s, or public record/s to the appropriate

government agency by another agency which does not have in its possession or custody the requested information or records, or is not authorized to release the information to the public.

Section 2. Coverage. – This Order shall cover all government agencies under the Executive branch implementing the FOI Program, pursuant to EO No. 2, s. 2016 and all other related issuances, and applies to both paper-based and electronic forms of requesting information.

Section 3. Request for Information. – Any person who requests for access to information shall comply with Section 9 of EO No. 02, s. 2016 and all other pertinent laws, existing rules and regulations, issuances, and orders. For purposes of this rule, information and records shall refer to information, official record/s, or public record/s as defined under EO No. 02, s. 2016.

Section 4. Acceptance of request. – As a general rule, all fully compliant requests for information shall be accepted by the FOI Receiving Officer (FRO) and FOI Decision Maker (FDM). No request for information shall be denied or refused acceptance by a government office 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.

Section 5. Process of Referral. – When the requested information is not in the possession of a government agency (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.

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.

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.

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.

Section 6. FOI Internal Messenger. - The FOI-PMO shall create a **"FOI Internal Messenger".** Such feature shall be included in the dashboards of FROs and FDMs, located at the eFOI portal or www.foi.gov.ph, where all FROs and FDMs can ask or confirm with each other on which agency has the control and custody of any information or record being requested.

Please see Annex "A" of this Circular for the No Wrong Door Policy Flowchart.

Section 7. Status of the Request. – 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.

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.

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. Inventory of Receiving Officers and Decision Makers, and Agency Information Inventory. – For the convenience of all FROs and FDMs in implementing this Circular, an inventory of the names and contact details of all designated FROs and FDMs of government agencies, and an Agency Information Inventory (AII) shall be compiled by the FOI-PMO.

The FOI-PMO shall be the central repository of the inventory of all designated FROs and FDMs and shall collate and update the names and contact information of the designated FROs and FDMs of each government agency. The inventory shall be posted at the eFOI portal, www.foi.gov.ph. FOI-PMO shall strictly adhere to Republic Act No. 10173 or the Data Privacy Act of 2012.

To assist the FROs in locating the requested information or record, an annual updating of the AII shall be required of all agencies on-boarded on the eFOI Portal. The consolidated inventory of information shall likewise be made available in the dashboard of the FRO and FDM for ease of access and information.

Section 9. Separability Clause. If, for any reason, any part or provision of this Memorandum Circular is declared invalid or unconstitutional, the other provisions not affected thereby shall remain in full force and effect.

Section 10. Repealing Clause. All orders, rules and regulations, memoranda, circulars, and issuances or any part thereof inconsistent with the provisions of this Memorandum Circular are hereby repealed, amended or modified accordingly.

Section 11. Effectivity. This Memorandum Circular shall take effect immediately.

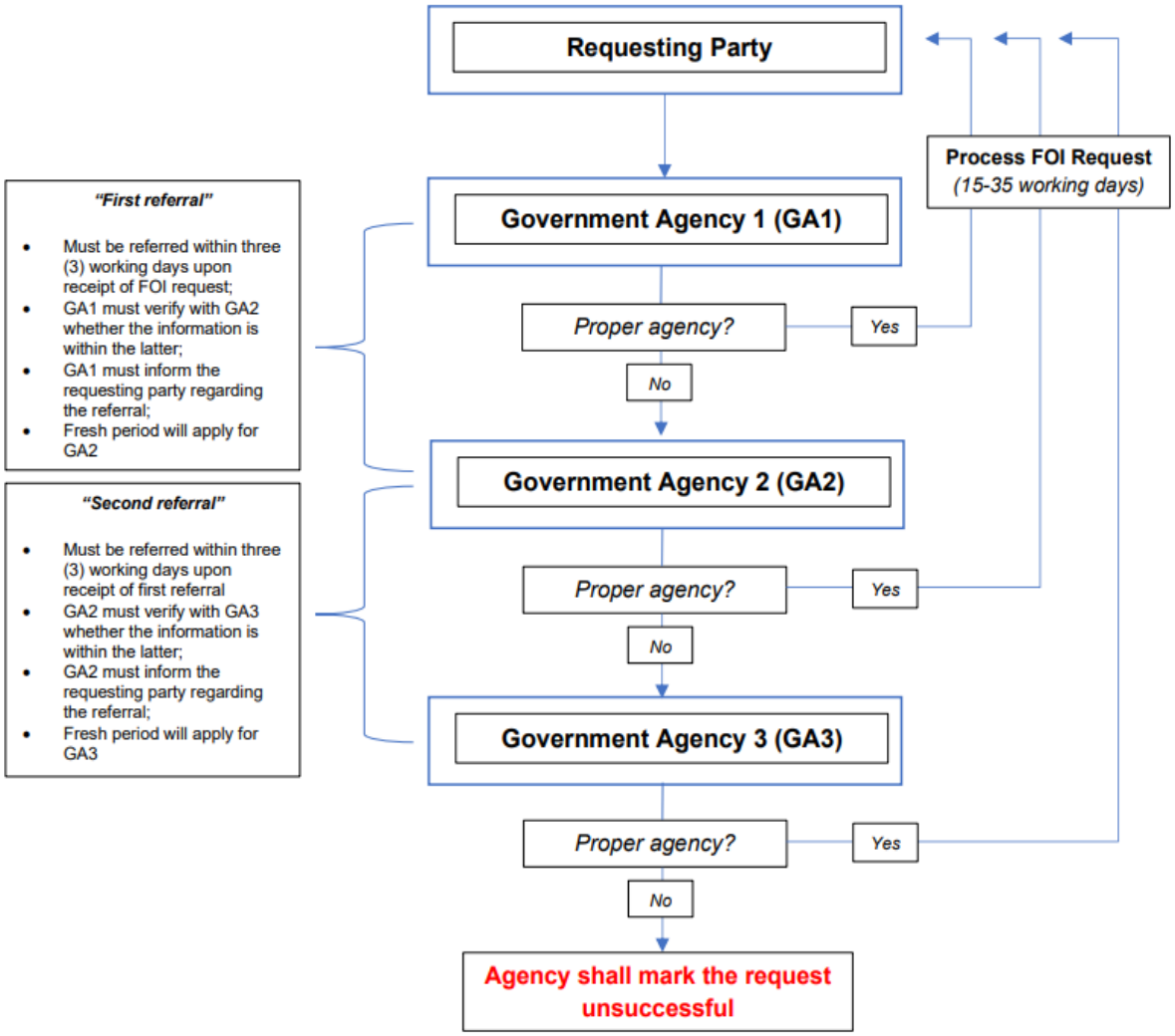
Manila, Philippines, 27th day of August 2021**.**

(Signed)

JOSE RUPERTO MARTIN M. ANDANAR
Secretary and FOI Champion

Annex A

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.

ANNEX J - FOI RECEIVING OFFICERS, DATA CUSTODIANS, AND DECISION MAKERS

FOI Decision Makers	Type of FOI Requests	Contact Information
BENTLY D. ROXAS, MSDM, MBA, MaEd Director IV Knowledge Management and Information Technology Service (KMITS)	Program and Policy-related FOI requests	8651-7800 loc. 1928, 1929 foi@doh.gov.ph Building 9, San Lazaro Compound, Rizal Aven Cruz, Manila
ATTY. FRANCES MAE CHERRYL K. ONTALAN Director IV Legal Service	Administrative, Financial and Legal FOI requests	8651-7800 loc. 2261 dohlegalservice@yahoo.c Building 12, San Lazaro Compound, Rizal Ave Cruz, Manila

DOH Central Office			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
Office of the Secretary	Bldg.1, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila	**Dr. Kezia Rosario H. Rosario** Medical Officer IV Executive Assistant Designate (02) 8651-7800 loc. 1113 klhrosario@doh.gov.ph	**Dr. Joel H. Buenaventura** Medical Officer V and Senior Executive Assistant (02) 8651-7800 loc. 1107 jhbuenaventura@doh.gov.ph
Administrative Service (AS)	San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila	**Mr. Michael M. Macapallag** Administrative Officer V (02) 8651-7800 loc. 1209 mmmacapallag@doh.gov.ph	**Dr. Aleli Annie Grace P. Sudiacal, MPH, CESE** Director IV (02) 8651-7800 loc.4208

Bureau of International Health Cooperation (BIHC)	Bldg. 3 G/F, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila	**Mr. Elvin Patrick C. Glifonea** Administrative Assistant III (02) 86517800 loc. 1339, 1338 epcglifonea.bihc@gmail.com	**DR. JOEL H. BUENAVENTURA, MPH** Director IV (02) 8651-7800 loc. 1339, 1338 bihc@doh.gov.ph
Bureau of Local Health Systems Development (BLHSD)	Bldg. 3 2nd Floor, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila	**Ms. Arlina D. Tibig** Administrative Assistant III (02) 86517800 loc. 1307-1309 adtibig@doh.gov.ph	**Dr. MAR WYNN D. BELO, MPA, CESO IV** Director IV (02) 8651-7800 loc. 1307-1309 blhsd@doh.gov.ph
Bureau of Quarantine (BOQ)	25 St & A.C. Delgado St. Port Area, Manila	**Mr. Ronilo M. Detera** Administrative Officer V 5318-7500 local 113 09385848056 rmdetera72@gmail.com records@quarantine.doh.gov.ph	**Dr. Roberto M. Salvador Jr.** OIC-Director IV 5318-7500 local 101 director@quarantine.doh.gov.ph
Disease Prevention and Control Bureau (DPCB)	G/F Building 14, San Lazaro Compound, Rizal Avenue, Sta. Cruz	**Ms. Trinidad L. Damasco** Administrative Assistant III (02)86517800 loc. 2360 tldamasco@doh.gov.ph **Specialty Care Division (formerly Mental Health Division MHD)** **Mental Health Division** dpcbmhd@doh.gov.ph - updated 7/15/24 **Other Infectious Diseases Prevention Control and Elimination Division-** dpcboidpced@doh.gov.ph	**Ms. Farwa M. Hombre, RN, MBA, PhD** Assistant Secretary of Health Concurrent Director IV (02)86517800 loc. 2359 dpcb@doh.gov.ph

		Cancer Control Division dpcbccd@doh.gov.ph - updated 7/15/24 medicines access program **dpcbscdmap@doh.gov.ph** inter-agency council **dpcbscdsecretariat@doh.gov.ph**	

DOH Central Office			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
Office of the Secretary	Bldg.1, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila	**Mr. Verlin Reyes** Senior Admin Assistant (02) 8651-7800 loc. 1112 klhrosario@doh.gov.ph	**JEROME JOSEPH M. BASELERES, MD** Executive Assistant
Administrative Service (AS)	San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila	**Mr. Michael M. Macapallag** Administrative Officer V (02) 8651-7800 loc. 1209 mmmacapallag@doh.gov.ph	**Dr. Aleli Annie Grace P. Sudiacal, MPH, CESE** Director IV (02) 8651-7800 loc.4208

Bureau of International Health Cooperation (BIHC)	Bldg. 3 G/F, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila	**Mr. Elvin Patrick C. Glifonea** Administrative Assistant III (02) 86517800 loc. 1339, 1338 epcglifonea.bihc@gmail.com	**DR. JOEL H. BUENAVENTURA, MPH** Director IV (02) 8651-7800 loc. 1339, 1338 bihc@doh.gov.ph
Bureau of Local Health Systems Development (BLHSD)	Bldg. 3 2nd Floor, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila	**Ms. Arlina D. Tibig** Administrative Assistant III (02) 86517800 loc. 1307-1309 adtibig@doh.gov.ph blhsd@doh.gov.ph	**Dr. MAR WYNN D. BELO, MPA, CESO IV** Director IV (02) 8651-7800 loc. 1307-1309
Bureau of Quarantine (BOQ)	25 St & A.C. Delgado St. Port Area, Manila	**Mr. Ronilo M. Detera** Administrative Officer V 5318-7500 local 113 09385848056 rmdetera72@gmail.com records@quarantine.doh.gov.ph	**Dr. Roberto M. Salvador Jr. ,** OIC-Director IV 5318-7500 local 101 director@quarantine.doh.gov.ph
Disease Prevention and Control Bureau (DPCB)	G/F Building 14, San Lazaro Compound, Rizal Avenue, Sta. Cruz	**Ms. Trinidad L. Damasco** Administrative Assistant III (02)86517800 loc. 2360 dpcb@doh.gov.ph tldamasco@doh.gov.ph **Specialty Care Division (formerly Mental Health Division MHD)** **Mental Health Division** dpcbmhd@doh.gov.ph **Other Infectious Diseases Prevention Control and Elimination Division-**	**Ms. Farwa M. Hombre, RN, MBA, PhD** Assistant Secretary of Health Concurrent Director IV (02)86517800 loc. 2359 dpcb@doh.gov.ph

		dpcboidpced@doh.gov.ph **Cancer Control Division** dpcbccd@doh.gov.ph	
Epidemiology Bureau (EB)	Bldg.19 San Lazaro Compound Sta. Cruz, Manila	**Ms. Eleonor C. Gamier** Administrative Officer IV (02) 8651-7800 loc. 2926 ellengamier@gmail.com	**DR. GERNA M. MANATAD, PHSAE, MDM, CESO IV** Director IV ebreports@doh.gov.ph
Financial Management Service (FMS)	Bldg. 2, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila	**Mr. John Marvin Espena** Administrative Officer III 09280255908 / 651-7800 loc. 1205 fms@doh.gov.ph	**Ms. Rowena C. Lora** Director IV 8651-7800 local 1205, 1207 fms@doh.gov.ph
Health Emergency Management Bureau (HEMB)	G/F Bldg. 12 San Lazaro Compound, Sta. Cruz, Manila	**Ms. Elsa Guevara** Administrative Assistant V (02) 8651-7800 loc. 2203 09274766941 beehive692003@yahoo.com	**Dr. Bernadett P. Velasco, MD, FPCEM** Director IV, HEMB 8651-7800 loc. 2000 bpvelasco@doh.gov.ph
Health Facilities and Services Regulatory Bureau (HFSRB)	Bldg. 15, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila	**Mr. Ariel Cenedoza** Information Analyst III HFSRB-Data Management Unit (02) 8651-7800 loc. 2525 / 2514 hfsrbdmu@doh.gov.ph	**Engr. Annette B. Tan** Director IV (02) 8651-7800 loc. 2526 / 2529 / 2528/ 2527 hfsrb@doh.gov.ph
Health Facility Development Bureau (HFDB)	Bldg.4 Ground Floor, San Lazaro Compound., Sta. Cruz, Manila	**Ms. April R. Sobreviga** Administrative Officer IV 8651-7800 loc. 1464 0998 840 2271 arsobreviga@doh.gov.ph	**Dr. Melissa T. Sena, MD, MPH, DDM** Director IV (02) 8651-7800 loc.1401 0922 828 8963 hfdb@doh.gov.ph

Health Facilities Enhancement Program Management Office (HFEP-MO)	Bldg. 4, 3/F San Lazaro Compound, Sta, Cruz, Manila	**Mr. Beejay Joshua T. Paule** hfepmo@doh.gov.ph -	**Engr. Maximo A. Adan Jr., OIC Director III** hfepmo@doh.gov.ph
Health Human Resource Development Bureau (HHRDB)	Bldg. 12-A, San Lazaro Compound, Sta. Cruz, Manila	**Ms. Janice A. Payusan** Administrative Officer IV 09219279345 (02) 8651-7800 loc. 4203 hhrdb@doh.gov.ph japayusan@doh.gov.ph	**Ms. Johanna S. Banzon, RN, MSclH, DTMPH** Director IV Health Human Resource Development Bureau (02) 8651-7800 loc. 4228 jsbanzon@doh.gov.ph
Health Policy Development and Planning Bureau (HPDPB)	Bldg. 3, San Lazaro Compound, Sta. Cruz, Manila	**Ms. Ellaine Joy D. Lozano** Administrative Assistant III 09665310842 (02) 8651-7800 Local 1330 ejmdawinan@doh.gov.ph	**MR. RODERICK M. NAPULAN, CHA, FPSQua, CESO III** Director IV (02) 8651-7800 loc. 1330 officeofthedirectorhpdpb@doh.gov.ph lmtan@doh.gov.ph
Health Promotion Bureau (HPB)	Bldg. 18, San Lazaro Compound, Sta. Cruz, Manila	**Mr. Jurie P. de Guzman** Administrative Assistant IV (02) 651-7800 loc. 2837 hpbadmin@doh.gov.ph	**Ms. Maria Kristina May L. Marasigan** Director IV (02) 8651-7800 local 2835, 2825
Internal Audit Service (IAS)	Bldg. 18, San Lazaro Compound, Sta. Cruz, Manila	**Mr. Augusto Rafol** AO Designate 8651-7800 loc. 2704/ 2705 adrafol@doh.gov.ph	**Ms. Rowena C. Lora** Director IV (02) 8651-7800 loc. 2704/2705
Knowledge Management and Information Technology Service (KMITS)	Bldg. 9, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila	**Ms. April Rhea M. Molina** Administrative Officer III (02) 8651-7800 loc. 1929 foi@doh.gov.ph	**BENTLY D. ROXAS, MSDM, MBA, MaEd** Director IV (02) 8651-7800 loc. 1928

Legal Service (LS)	Bldg. 12, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila	**Atty. Patrick L. Bautista** plbautista@doh.gov.ph Attorney III 8651-7800 loc. 2262 / 09984636315	**Atty. Frances Mae Cherryl K. Ontalan** Assistant Secretary 8651-7800 loc. 2274 0917 817 1741 fmckontalan@doh.gov.ph
Malasakit Program Office (MPO)	Bldg. 8, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila	**Shaira Camille P. Apo** Health Program Officer II 09361527331 (02) 8651-7800 local 1816 spapo@doh.gov.ph	**Ms. Allison C. Umandap, MSN, RN** OIC-Director IV (02) 8651-7800 local 1818, 2711 malasakitprogramoffice@doh.gov.ph
Pharmaceutical Division (PD)	4F Philippine Blood Center Building, Lung Center Compound, Quezon Avenue, Diliman, Quezon City	**Mr. Adell R. Azuelo** Senior Health Program Officer (02) 8651-7800 loc. 8114-81158104/ 09227131288 arazuelo@doh.gov.ph	**Dr. Fides Maria Aileen V. Buenafe** Division Chief (02) 8651-7800 loc. 81048114-8115 pd@doh.gov.ph fmavbuenafe@doh.gov.ph
Philippine Cancer Center (PCC)	Quezon Ave. Quezon, City	**Ms. SHIELA MAY LABONGRAY** Administrative Assistant III 09308748704 (02) 8995-3846 Loc. 402 sflabongray@doh.gov.ph	**ALFONSO G. NUÑEZ III, MD, FPCS, MMHoA** Interim Executive Director (02) 8995-3846 Loc. 402 pccmo@doh.gov.ph
Procurement Service (PS)	Bldg. 6, San Lazaro Compound Sta. Cruz, Manila	**Carolina L. Macaraeg** Administrative Officer I (02) 8651-7800 local 1601 clmacaraeg@doh.gov.ph	**MR. ADELFO D. MENDOZA III** Director IV

Supply Chain Management Service (SCMS)	Bldg. 12 San Lazaro Compound Sta. Cruz, Manila	**MS. PRINCESS MHELOT AQUINO** Administrative Aide IV (02) 8651-7800 loc. 2225 pbaquino@doh.gov.ph scms@doh.gov.ph	**ENGR. DAVID P. MASIADO, JR** OIC Director IV (632) 651-7800 Local: 2225-2227

DOH Centers for Health Development			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
Ilocos Center for Health Development	Brgy. Parian, City of San Fernando, La Union	**EPIGENIA L. BUENO** Administrative Officer V (072) 607-6413 09688546618 records@ilocos.doh.gov.ph ; resu@ilocos.doh.gov.ph	**PAULA PAZ M. SYDIONGCO, MD, MPH, MBA, CESO IV** Director IV (072) 687-8070 ; (072) 619-6272 0919-659468/09173220585 dohro1.rd@gmail.com
Cordillera Center for Health Development	BGHMC Compound, Baguio City	**ATTY. DAPHNE DIANNE P. CICAT** Attorney III 09267411748 / 442-8096 legaldohcar@gmail.com	**DR. AMELITA M. PANGILINAN, MD, MPH, CESO III** Director IV (074) 442-8097 to 98 chd_cordillera@yahoo.com.ph
Cagayan Valley Center for Health Development	Carig Norte, Maharlika Highway, Tuguegarao City, Cagayan	**ZODILYN SIMANGAN** Legal Assistant II legalsection.dohro2@gmail.com zodifebruary91990@gmail.com dohro2@cvchd.doh.gov.ph	**DR. FERDINAND M. BENBENEN, MHA, DPCP, FPSMS** Director IV (078) 304-6523 dohro2@cvchd.doh.gov.ph
Central Luzon Center for Health Development	Maalaga Street Barangay Maimpis, City	**Mr. Ray Marc Espina** Admin Assistant III	**Dr. Corazon I. Flores** Director IV

	of San Fernando Pampanga	ict@centralluzon.doh.gov.ph rd@centralluzon.doh.gov.ph foi.clchd@gmail.com	(045) 861-3425 to 29 Local 101 rd@centralluzon.doh.gov.ph
Metro Manila Center for Health Development (MMCHD)	Welfareville Compound, Block 6, Barangay Addition Hills, Mandaluyong City	**Mr. AMIN V. TOMAWIS** Computer Maintenance Technologist III 09267122331 8531-0034/37 loc. 215 amin.tomawis@ncro.doh.gov.ph mmchdfoi@ncro.doh.gov.ph	**Dr. Lester M. Tan, MD, MPH,MSc** Director IV 531-0032 Local 101-102, 531-0027 regionaldirector@ncro.doh.gov.ph
CALABARZON Center for Health Development	QMMC Compound, Project 4, Quezon City	**Ms. Michelle G. Olimba** Planning Officer III 09291724890 / 82492000 foi.planning@ro4a.doh.gov.ph fhsis@ro4a.doh.gov.ph	**Voltaire S. Guadalupe, MD, MPH, MAHPS** OIC Director III (02) 8 249-2000 chd4a_doh_calabarzon@ro4a.doh.gov.ph
MIMAROPA Center for Health Development	QMMC Compound, Project 4, Quezon City	**RICARDO P. MALUBAG JR. / MARICRIS F. MENDIOLA** Computer Maintenance Technologist III / Administrative Assistant II 09178895308 / 09177189791/ 8912-0195 loc. 428 or 429 records@mimaropa.doh.gov.ph	**DR. RODOLFO ANTONIO M. ALBORNOZ, MPH, MDM, CESO IV** Director IV chd.mimaropa@mimaropa.doh.gov.ph
Bicol Center for Health Development	Legazpi City, Albay	**Ms. Ma. Cristina E. Rico** Supervising Administrative Officer (052) 742-5555 loc. 5106 saooffice@bicol.doh.gov.ph	**DR. ROSA MARIA B. REMPILLO, MCHM, CESE V** Director IV (052) 742-5555 loc. 5002 rdsoffice@bicol.doh.gov.ph

Western Visayas Center for Health Development	Q. Abeto St., Mandurriao, Iloilo City	**Jan Reuell S. Valaquio** Attorney III DOH Western Visayas CHD 09178491401 / (033) 332-2326 loc. 147 dohwvchdfoirequest@gmail.com	**DR. MA. SOPHIA S. PULMONES** OIC-Director IV Q. Abeto Street, Mandurriao, Iloilo City (033) 321-1036 or (033) 332-2329 loc. 126 dohro6rdo@gmail.com
Central Visayas Center for Health Development	Osmeña Boulevard, Cebu City	**Mr. Bryan Kent Catubig** Legal Assistant II Mobile number: (0921) 233 5596 legal@ro7.doh.gov.ph	**Dr. Joshua G. Brillantes** Director IV (032) 260-9740 loc. 101 jg.brillantes@ro7.doh.gov.ph
Eastern Visayas Center for Health Development (EVCHD)	Government Center, Candahug, Palo, Leyte	**Jelyn L. Malibago** Health Program Researcher / Information Officer 09956108289 / 09295513567 jelyn.lopez@ro8.doh.gov.ph	**Dir. Exuperia B. Sabalberino** OIC-Director IV (053) 323-5025 doh.regionaloffice@ro8.doh.gov.ph
Zamboanga Peninsula Center for Health Development	Upper Calarian, Zamboanga City	**Liberty P. Asdaon** AO V (Records Officer) 09777947883 / 062-983-0314 zpchdrecordssection@gmail.com	**Joshua G. Brillantes, MD, MPH, CSEE** OIC-Director IV 062-983-0314 dohchdzp@yahoo.com josh_brillantes@yahoo.com
Northern Mindanao Center for Health Development	J.V Seriña St., Carmen, Cagayan de Oro City	**Atty. Terence John B. Roa, CPA** **Attorney III** dohrox.legal@gmail.com pacd@ro10.doh.gov.ph	**Sulpicio Henry M. Legaspi Jr., MD, MPH, FPSMS, CESO IV** Director IV 09171483298 pacd@ro10.doh.gov.ph
Davao Center for Health Development	J.P. Laurel Street, Bajada, Davao City	**Alfel Mary Jan R. Gaas** Librarian I 09193070821 / 09179686491 (082) 221-5359; (082) 227-2463 loc. 1132; (082) 226-	**DR. ELLENIETTA HERUNDINA MARIA VICTORIA N. GAMOLO, MPH, CESO IV**

		4826 loc. 1132 resu@ro11.doh.gov.ph	OIC Director IV (082)227-2463 rd@ro11.doh.gov.ph records@ro11.doh.gov.ph
SOCCSKSARGEN Center for Health Development	Gov. Gutierrez Avenue Rosary Heights 7, ORG Compound, Cotabato City	**Edwin O. Gulle** Statistician II (064) 421-2196/ 09218741347 doh_chd12@yahoo.com	**Dr. Aristides C. Tan** Director IV (064) 557-4844 seditsira12@yahoo.com dohsox@ro12.doh.gov.ph
CARAGA Center for Health Development	Pizarro St. Cor. Narra Rd. Butuan City	**Antonio C. Medroso** Administrative Officer V 09278766846/09382455767 **dohro13@caraga.doh.gov.ph** **foi.dohchd@gmail.com- FOR FOI ENDORSEMENT**	**Cesar C. Cassion, MD, MPH, CESO III** Director IV (085)2252970 **dohro13@caraga.doh.gov.ph**

DOH Hospital - Metro Manila			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
Amang Rodriguez Memorial Medical Center (ARMMC)	Sumulong Highway, Bgy. Sto. Niño, Marikina City	**ALEX MARLO V. SACABON, CE, MMPA** Training Specialist IV 0939-9290501/ (02) 8941-5854 local 278 or 109 alexvsacabon@yahoo.com	**IMELDA M. MATEO, MD, MBAH, FPCP, FPCCP** Medical Center Chief II (02) 8948-1263 mccoffice@armmc.doh.gov.ph amangrod@armmc.doh.gov.ph
Dr. Jose Fabella Memorial Center (DJFMH)	Lope De Vega St., Sta. Cruz Manila	**Ms. Teresita N. Amar** Administrative Officer II	**Salvador B Evardone, MD, MPH, MHA CESE** Medical Center Chief II

		(02) 8734-5561 to 65 djfmh.pacu@gmail.com	734-5561 to 65 loc. 112 fabella_mcc@yahoo.com
East Avenue Medical Center (EAMC)	East Avenue, Diliman, Quezon City	**RONGIE EC. ESPINO** Administrative Officer II 09279538753 / 09171656776 (02)89280611 loc. 738 ms.rongie_espino@yahoo.com foi@eamc.doh.gov.ph	**ALFONSO G. NUÑEZ III, MD, FPCS, MMHOA** Medical Center Chief II (02) 89280611 loc. 201/ 426-4405
Jose R. Reyes Memorial Medical Center (JRRMMC)	Rizal Ave., Sta. Cruz, Manila	**MS. NATIVIDAD R. SARMIENTO** Administrative Officer V/Chief, Central Communications Unit/Document Control Officer (02) 7119491 to 98/87321071 to 76 Loc. 204 foi.jrrmmc@gmail.com ccu@jrrmmc.gov.ph	**Dr. WENCESLAO S. LLAUDERES, FPSNM, MPM-HG** Officer-in-Charge, Medical Center Chief II (02)87119491 to 98/87321071 to 76 local 202/203 mcc@jrrmmc.gov.ph
National Center for Mental Health (NCMH)	9 de Pebrero St., Mandaluyong City	**Allen Jason G. Gregorio, RN** Administrative Officer V 85319001 local 477 dpo@ncmh.gov.ph foi@ncmh.gov.ph	**Noel V. Reyes, MD, FPPA, MMHoA** Medical Center Chief II 85319001 local 201 mcc@ncmh.gov.ph
National Children's Hospital (NCH)	E. Rodriguez, Quezon City	**JAMES RYAN SALOMA** nch.doh@gmail.com	**Philip A. Morales, MD, MA, FPPS** Medical Center Chief II 8724-0656 loc. 101 mcc@nch.doh.gov.ph
Philippine Orthopedic Center (POC)	Maria Clara cor. Banawe St., Quezon City	**MS. JASLYN CEARA L. TORRES** Administrative Officer I 8711-4276 to 80 loc. 236 hims@poc.doh.gov.ph	**DR. JOSE BRITTANIO S. PUJALTE, JR.** Medical Center Chief II (02) 8711-4276 to 80 local 236 medicalcenterchief@poc.doh.gov.ph

Quirino Memorial Medical Center (QMMC)	Katipunan Rd., Cor. JP Rizal St. Project 4, Quezon City	**MS. GRACE A. CUADRA, MM-HoA** Administrative Officer V (02) 5304-9800 local 5013 / 09234757456 foi.qmmc@gmail.com foi@qmmc.doh.gov.ph grace.cuadra@gmail.com foi.qmmc@gmail.com	**DR. EVELYN VICTORIA E. RESIDE** Medical Center Chief II (02) 8913-4758 / (02) 5304-9800 qmmc_doh@yahoo.com do@qmmc.doh.gov.ph
San Lazaro Hospital (SLH)	Quiracada St. Sta. Cruz, Manila	**ATTY. CHERRY LAINE A. DEREQUITO** Attorney IV (02) 8309-9544 slh.foi.2018@gmail.com	**DR. EDMUNDO B. LOPEZ** Medical Center Chief II (02) 8732-3107, 8732-3111, 8732-3138, 8732-3174, 8732-3176, 8732-3179, 8732-3778 Loc. 103 sanlazarohospital@yahoo.com
Research Institute for Tropical Medicine (RITM)	Filinvest Corporate City, Alabang, Muntinlupa City	**DR. CATHERINE D. DIZON** Medical Specialist III 9068267713 / 8807-2631 / 8807-2632/ 8807-2637 local 417 foi@ritm.gov.ph do@ritm.gov.ph catherine.dizon@ritm.gov.ph	**Atty. ANA LIZA P. HOMRADO-DURAN** DIRECTOR IV 8807-2631 / 8807-2632/ 8807-2637 local 235 director.ritmdoh@gmail.com
Rizal Medical Center (RMC)	Pasig Blvd, Pasig, 1600 Metro Manila	**Rowena B. Agosto** Administrative Officer III 0927 895 1348 **Daniel Dave P. Ornopia** Administrative Officer III 0977 730 5433 foi.rizalmed@rmc.doh.gov.ph dave.ornopia@gmail.com	**Dr. Maria Rica M. Lumague, MD, FPCS, MHA** Medical Center Chief II (02) 8864 8400 mariarica.lumague@rmc.doh.gov.ph

Tondo Medical Center (TMC)	Balut, Tondo, Manila	**MS. MINETTE C. CRISTOBAL** Statistician III 8865-9000 loc. 1011 minetski25@yahoo.com dpo-foi@tmc.doh.gov.ph	**DR. MARIA ISABELITA M. ESTRELLA** Medical Center Chief II 8865-900 loc. 1002 tmcmcc2015@yahoo.com

DOH Specialty Hospitals			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
Lung Center of the Philippines (LCP)	Quezon Avenue Ext., Quezon City	**Mr. ELMO E. DUMAGUIT** HRMDO 09673174334 (02) 924-6101 loc. 4022 elmoedumaguit@yahoo.com	**DR. AVELINO S. DE CHAVEZ,PhD** Department Manager III (02) 924-6101 local 4070 avelino.dechavez@lcp.gov.ph lungcenter@lcp.gov.ph
Philippine Children's Medical Center (PCMC)	3rd Floor Administrative Services PCMC Main Building Quezon Avenue, Quezon City	**Ms. Maria Cristina Estrelin C. Natonton, RN** Nurse V 09233971840 / 5889900 local 1360 frodpa@pcmc.gov.ph fro.pcmc@gmail.com	**Cecilia O. Gan, MD, MPM, MNSA, CESE** Executive Director 5889900 local 1301 officeofthedirector@pcmc.gov.ph
Philippine Heart Center (PHC)	Management Information Systems Division, 2/F MAB, Philippine Heart Center East Ave, Quezon City	**Ms. Theresa Barrameda** (02) 89286141 (632) 89252401 ext. 3215/3288 foi@phc.gov.ph	**DR. AVENILO P. AVENTURA, JR.** Executive Director (02) 89252401 ext. 3200 to 3202 (02) 89220551 (Fax) director@phc.gov.ph

National Kidney and Transplant Institute (NKTI)	MISD Division, 3rd Floor Diagnostic Center, NKTI, East Ave, Diliman, Quezon City, 1101 Metro Manila	**MR. FRANCOS GERARDO ANGELES** IT Officer I / Data Protection Officer francus.angeles@nkti.gov.ph (02) 89810300 local 3482	**DR. ROSE MARIE O. ROSETE-LIQUETE** Executive Director pro@nkti.gov.ph

Regional Hospital – Metro Manila			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
Dr. Jose N. Rodriguez Memorial Hospital and Sanitarium (DJNRMHS)	Administration Site, St Joseph, 187 Tala, Caloocan, 1427 Metro Manila	**Atty. Jeffrey P. Reyes, JD, MPA** Administrative Officer III (02) 8294-2571 loc. 112 0977-1712073 djnrmhspacu@gmail.com	**Dr. Alfonso Victorino H. Famaran Jr. MD, FPCS** Medical Center Chief II (02) 82942571-73 local 127 djnrmh2003@yahoo.com
Las Piñas General Hospital and Satellite Trauma Center (LPGHSTC)	Diego Cera Ave, Bernabe Compound, Pulanglupa I, Las Piñas City Metro, Manila, Las Pinas, Metro Manila	**ANGELEE MARREE A. ABRENICA** Attorney IV 873-0556 local 375 omcc@lpghstc.doh.gov.ph-updated	**DR. IGNACIA G. FAJARDO** OIC-Medical Center Chief II lpghstc.foi@gmail.com lpghstc@gmail.com
San Lorenzo Ruiz General Hospital (SLRGH)	O. Reyes St., Malabon, 1478 Metro Manila	**Mr. Richard Jay E. Cerezo** CMT - I 09772808735 / 8294-4853/54 LOCAL 201 foi.slrgh@gmail.com	**Dr. Marilou T. Nery** Chief of Hospital II (02) 8294-4853 /0977-294-0895 mtnery@yahoo.com slrwh_malabon@yahoo.com
Valenzuela Medical Center	Padrigal St, Valenzuela, 1441 Metro Manila	**MS. JUDITH A. LADDRAN** Administrative Officer I 0917-333-1976	**EDILBERTO V. CAVANEYRO, MD, MHA, FPCS, FPSGS** OIC-Medical Center Chief II 291-4259 (DO), 281-

Regional Hospital – Metro Manila			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
			6640(HR) , 291-4259 (TF) valgen_hosp@yahoo.com

Regional Hospital – Ilocos			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
Ilocos Sur Medical Center	**Heroes ByPass Road Brgy, Parioc Primero, Candon City, Ilocos Sur**	**CZARJAN L. FOZ** Computer Maintenance Technologist I 09267800555 ismc.ihomp@gmail.com mcc@ismc.doh.gov.ph	**ANGEL D. TRINIDAD III, MO, FPCP, MHA** Chief of Hospital II ilocossurmedicalcenter@gmail.com
Ilocos Training and Regional Medical Center	MacArthur Highway, San Fernando, 2500 La Union	**MS. VIRGINIA V. CASUGA, MDA / JOHN KENNETH AIROL D. VALDEZ** Chief Administrative Officer / Administrative Officer V (072)242-5024 cao@itrmc.doh.gov.ph	**DR. EDUARDO M. BADUA III** Medical Center Chief II (072) 700-3719 itrmc2010@yahoo.com
Region I Medical Center (R1MC)	Arellano Street, Dagupan, 2400 Pangasinan	**MS. WILVIDA O. GONZALES** Administrative Officer V (075) 515-8916 r1mcdcfoi@gmail.com	**DR. JOSEPH ROLAND O. MEJIA** Medical Center Chief II (075) 515-8916 /(075) 523-4103 region1mc@gmail.com
Conrado F. Estrella Regional Medical and Trauma Center	Government Center, Carmay East, Rosales Pangasinan-2441	**FRANK KENNETH S. DACION** Nurse III-Planning Officer 0917-890-2923	**EMERSON B. PATAWARAN, MD, MHA, FPNA** Medical Center Chief I (075) 529-6863

		(075) 529-6863 CFERMTC@GMAIL.COM	CFERMTC@GMAIL.COM
Mariano Marcos Memorial Hospital and Medical Center (MMMHMC)	Brgy, 6, Ilocos Norte	**Ms. Joanna Capulong-Constantino** Administrative Officer III **Ms. Clenntroy Vicka Guzman** Administrative Officer II **Ms. Christina Fe Q. Padirayon** Administrative Officer II (077) 600-8000 local 3108 mmmh_doh@yahoo.com	**Dr. MARIA LOURDES K. OTAYZA** Medical Center Chief II (077) 600-8000 Loc. 3101 marl_otayza@yahoo.com

Regional Hospital – Cordillera			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
Baguio General Hospital and Medical Center (BGHMC)	Baguio General Hospital Driveway, Baguio, Benguet	**JENNIFER M. PALEYAN** Administrative Officer II (074)442-3809 9481991257 mcc@bghmc.doh.gov.ph	**DR. RICARDO RUNEZ JR., MD. MHA, CESE II** Medical Center Chief II (074) 442-3165, 442-6230,(075) 443-8342(F) mcc@bghmc.doh.gov.ph
Far North Luzon General Hospital and Training Center	Quirino, Luna, Apayao	**Brenda B. Bayani** Supervising Administrative Officer CP#09776235991/09399032159 brenda.bayani@fnlghtc.doh.gov.ph; omcc@fnlghtc.doh.gov.ph	**MARLENE L. LUBO, MD.,FPPS.,MHA** Medical Center Chief I 09663797253 omcc@fnlghtc.doh.gov.ph

Luis Hora Memorial Regional Hospital	Abatan, Bauko, Mountain Province	**Jona S. Baglao** Administrative Assistant III 9093851891 lhmrh_doh@yahoo.com	**Eduardo B. Calpito, MD,MHA,FPSMS** Medical Center Chief I 9219779296 lhmrh_doh@yahoo.com
Conner District Hospital	Ripang, Conner, Apayao	**JENNIFER P. KENGAY** Supervising Administrative Officer 09690065475 cdh.foi.gov.ph@gmail.com	**NELSON O. RIGOR** Medical Center Chief I 09069528092 connerdistricthospital@yahoo.com

Regional Hospital – Cagayan Valley			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
Batanes General Hospital	Basco, Batanes	**MR. RICARDO V. NUÑEZ** Administrative Officer V 9999952283 9176205850 bgh.aov@gmail.com	**DR. JEFFREY ANTONY T. CANCERAN** Chief of Hospital III 09989828104 coh.bgh@gmail.com
Cagayan Valley Medical Center (CVMC)	Pan-Philippine Hwy, Carig Regional Center, Tuguegarao, Cagayan	**Atty. Maylene Diamsay** **Josephine D. Buncad** Supervising Administrative Officer (078) 302-0000 local 178 / 09175193543 josephinedbuncad@gmail.com omcc@cvmc.doh.gov.ph	**Dr. Cherry Lou M. Antonio** Medical Center Chief (078)302-0000 LOCAL 405
Southern Isabela Medical Center Hospital	Zamora St, Santiago, 3311 Isabela	**ATTY. EUGENE EVAN GEOFFREY E. UY** Administrative OfficerV 09695052100 / (078)307-2637 LOCAL 124 atty.eugeneuy@gmail.com	**DR. MELCHOR C. DELA CRUZ JR.** Medical Center Chief II (078) 682-2029, 682-7687, 078-305-0459 mcc@simc.doh.gov.ph

Region II Trauma and Medical Center	Region II Trauma and Medical Center, Bayombong, 3700 Nueva Vizcaya	**MRS. IRENE A. DALAPO** Administrative Officer IV (078) 805-3561/35629-3564 yenarizala27@gmail.com	**DR. RAY P. SUANDING** Medical Center Chief II (078) 805-3560 r2tmc@doh.gov.ph
Northwestern Cagayan General Hospital (NWCGH)	Maharlika Highway, Pinili, Abulug, Cagayan	**Mr. Jay Bee Elizaga** Computer Maintenance Technologist I 09756551338 ictunnwcgh@gmail.com	**Jasmin Rose Umblas-Maladrigo, MD, MHA** Chief of Hospital II coh-nwcgh@gmail.com

Regional Hospital – Central Luzon			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
Mariveles Mental Wellness and General Hospital	P. Monroe St, Bayan ng Mariveles, 2105 Bataan	**HARDY C. RUBIA** ADMINISTRATIVE ASSISTANT II 9688526726 fro.mmh55@gmail.com	**Dr. Dennis Dayao L. Ordoña** MEDICAL CENTER CHIEF II 09209281859/ (047) 633-9006 mail@mmh.gov.ph
Jose B. Lingad Memorial Regional Hospital (JBLMRH)	2000 MacArthur Highway, San Fernando, Pampanga	**MS. MICHELLE P. OCAMPO** Supervising Administrative Officer 09339865949/ 9613544 / (045) 409-6688 local 2139 hims.medical.records@gmail.com	**DR. MONSERRAT S. CHICHIOCO** Medical Center Chief II (045) 961-3544 mcc@jblmgh.com.ph
Bataan General Hospital and Medical Center	Manahan St, Tenejero Balanga City, 2100 Bataan	**MARJORIE ANNE D. MENA** Accountant IV 09171490791 / (047) 237-1275 local 6712 bataanghmc2020@gmail.com / marjoriedelmundo@gmail.com	**DR. GLORY V. BALTAZAR** Medical Center Chief II 0920-911-6833 mcc@bataanghmc.doh.gov.ph

Talavera Extension Hospital	Pan-Philippine Hwy, Talavera, Nueva Ecija	**MS. SHERYL T. DE JESUS** Supervising Administrative Officer 09171402433 / (044)803-0042 sheryltdejesus@gmail.com/ hops.talaverageneralhospital@gmail.com	**DR. MA. ISABEL S. GALLARDO** Chief of Hospital II 0920-4070786 misgallardo824@yahoo.com
Paulino J. Garcia Memorial Research and Medical Center (drpjgmrmc)	Mabini Street, Cabanatuan City, 3100 Nueva Ecija	**Ms. Clarissa Joy B. Manzano, RN, MPA** Administrative Officer IV 044 - 463 - 8286 / 044 - 463 - 8888 loc. 114 / 09178252256 **planning@drpjgmrmc.doh.gov.ph**	**Jose Ravinar J. Austria, MD, MBA-H, FPSGS, FPCS** Medical Center Chief II 044-463-9937 / 044-463-8888 loc. 157 MCC@drpjgmrmc.doh.gov.ph

Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
Joni Villanueva General Hospital	National Road, Brgy. Igulot, Bocaue Bulacan	**ERICKA RODIN** Administrative Aide IV-Records Unit Head rhicarodin@gmail.com 09226521202 (044) 769-6781	**DR. RENELY P. TUNGOL,MD,MPM,MHA,CSEE** Medical Center Chief I jvghomcc.rentungol@gmail.com 09338568893

Regional Hospital – CALABARZON			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**

Batangas Medical Center (BatMC)	Bihi Road, Kumintang Ibaba, Batangas	**ATTY. JENN KRYSTEL C. ZARASPE** Chief Administrative Officer 740-8303 to 8307 loc. 1026 / 0998-8697517 cao@batmc.doh.gov.ph cao_attyjkzaraspe@batmc.doh.gov.ph	**DR.MARITESS TERESITA M. TORIO** Medical Center Chief II 740-8303 to 8307 loc.1120 omcc@batmc.ph
Maria L. Eleazar General Hospital (MLEGH)	Brgy. Munting Parang, Tagkawayan, Quezon	Rhodora Cristina S. Rocafort OIC-Administrative Officer 09084211970 042-421-9420 rocafort.mlegh@gmail.com	**MALCOLM L. REMO** CHIEF OF HOSPITAL II 042-421-9420 mlegh.tk11474@gmail.com mlegh.gov@gmail.com
Southern Tagalog Regional Hospital	Bacoor, Cavite	**Eden Enriqueta A. Purugganan** Administrative Officer V Mobile number: 09232700411 Tel. No.: (046) 435 0742 **eeapurugganan@strh.doh.gov.ph**	**DR. RUBY EPHRAIM M. RUBIANO, MD** **Medical Center Chief I** strh.hims.doh@gmail.com Tel. No. (046) 884-2800 latest email update strh11233@strh.doh.gov.ph Official email: hims@strh.doh.gov.ph

Regional Hospital – MIMAROPA			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
Ospital ng Palawan	220 Malvar Road, Barangay San Miguel, Puerto	**MATTHEW D. LAO** COMPUTER MAINTENANCE TECHNOLOGIST II	**DR. MELECIO N. DY** Medical Center Chief I (048) 434-2148/ 434-8339

	Princesa, 5300 Palawan	0976789090 / (048)4348339 LOCAL 263 / 4342148 ospital.palawan@yahoo.com/ MATTDLAO@gmail.com	Loc. 263 ospital.palawan@yahoo.com
Culion Sanitarium and General Hospital (CSGH)	Robert St. Brgy. Tiza, Culion, Palawan 5315	**ROSEMARIE S. ABORATIGUE** Administrative Officer 1 09062771587 siasonrosemarie93@gmail.com	**Dr. Maria Regina M. Calimag** Medical Center Chief I doh_culsan@yahoo.com.ph

Regional Hospital – Bicol			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
Bicol Medical Center (BMC)	BMC Rd., Concepcion Pequeña, Naga City, Camarines Sur 4400	**DR. SUSAN C. BARRAMEDA** Chief Administrative Officer (054) 472-0557 / 09184004896 bmc.cao2020@gmail.com	**DR. RONNIE GREGORIO B. GIGANTONE III** Medical Center Chief II (54)472-3434 mcc@bmc.doh.gov.ph
BICOL REGION GENERAL HOSPITAL AND GERIATRIC MEDICAL CENTER	Sipocot - Cabusao Rd, Cabusao, Camarines Sur	**EUGENE STEVE AGUILAR** ADMINISTRATIVE OFFICER V 0949-9504768 / (054)881-1033 /881-1761 aguilaresc@gmail.com	**DR. EDGARDO R. SARMIENTO** Chief of Hospital II 09193210904 edgardosarmiento@yahoo.combrtt

Bicol Regional Training and Teaching Hospital	Legazpi City, Albay	**MS. LESLIE B. LANSANGAN-REMOLACIO** Attorney IV (052) 483-0017 loc. 4225 / 09173337744 hrmc_brtth@yahoo.com / leslansangan@gmail.com	**MR. RAMIL O. JULOC** Supervising Administrative Officer (052) 483-0017 Local 4239 / 09177093249 brtth.mrs@gmail.com / rjuloc7109@gmail.com **DR. ERIC RAYMOND N. RABORAR** Medical Center Chief II Bicol Regional Hospital and Medical Center

Regional Hospital – Western Visayas			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
Corazon Locsin Montelibano Memorial Regional Hospital (CLMMRH)	Lacson St, Bacolod, 6100 Negros Occidental	**Mr. Rey Melchor Bryan S. Bayon** **Chief Administrative Officer** 09271354788/ (034)703-1350 cao@clmmrh.doh.gov.ph	**Dr. Joan E. Cerrada** Medical Center Chief II (034) 740-6893 mcco@clmmrh.doh.gov.ph (034) 740-6893
Don Jose Monfort Medical Center and Extension Hospital	Barotac Nuevo - Zarraga Rd, Barotac Nuevo, 5007 Iloilo	**MS. ANJANETTE L. MONCAYO** Administrative Officer V 0908-771-4846 moncayoanjanette@gmail.com	**DR. MARIANO S. HEMBRA** OIC- Chief of Hospital II 0920-906-7548 marianohembra@yahoo.com
Western Visayas Medical	Q. Abeto St, Mandurriao, Iloilo City, 5000 Iloilo	**JINKY J. COPE** Attorney IV (033) 330-7700 local 332/ 321-	**DR. JOSEPH DEAN L. NICOLO** Medical Center Chief II (033) 330-7700 local

Center (WVMC)		1259 copejinky@yahoo.com	108 / 321-1797 wvmciloilo@gmail.com jdnicolo@yahoo.com
Western Visayas Sanitarium and General Hospital	Brgy. Inangayan, Santa Barbara, Iloilo	**MR. FRANCIS GERARD F. DIOCSON** Administrative Officer II /(033)3324586 wvsanitarium1927@gmail.com	**JUDY ANN T. DUMAYAS, RN, MD, MPH, CSEE** Medical Center Chief I 0917-882-1061/ (033)3324586 wvsanitarium1927@gmail.com

Regional Hospital – Central Visayas			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
Don Emilio Del Valle Memorial Hospital	UBAY, BOHOL	**Joan V. Kadusale, CPA** SUPERVISING ADMINISTRATIVE OFFICER 09171074593 / (038)5188309	**Nelson A. Elle, MD, DTMPH, MSclH** Medical Center Chief I (038) 518-8301 devmh.ubay@devmh.doh.gov.ph
Eversley Child Sanitarium	JAGOBIAO, MANDAUE CITY, CEBU	**JOSEPH DENNIS ADLAWAN,RN,MAN,MBA** Administrative Officer V 09420502761 / (032)3469604 ecschdcv@gmail.com / joseandrei1969@gmail.com	**Dr. Pythagoras M. Zerna** Medical Center Chief **mcc@ecsgh.doh.gov.ph** (032) 420-4327
Governor Celestino Gallares Memorial Medical Center	TAGBILARAN CITY	**Dr. David Ammiel R. Tirol V** Data Privacy Protection Officer 639173040073 (038)411-4868 / (038)411-4869 david.tirolv@gmail.com ; gcgmh.petro2019@gmail.com	**Mutya Kismet T. Macuno, MD, FPPS, FPSNbM, MDM** Medical Center Chief II (038)411-4868 / (038)411-4869

			gcgmh_bohol@yahoo.com.ph
St. Anthony Mother and Child Hospital	CEBU CITY	**Blaquita D. Babon, MPA** Chief Administrative Officer 0919-076-2304 / (032) 261-9989 local 5201 blanquitababon@yahoo.com.ph	**JUANITO T. TIU, MD, DPPS, MBA-HA** Medical Center Chief II (032)261-9989 mcc.sec@samch.doh.gov.ph
CEBU SOUTH MEDICAL CENTER FORMER TALISAY DISTRICT HOSPITAL	SAN ISIDRO, CITY OF TALISAY, CEBU	**Isa Mariam T. Sarmiento** Administrative Officer IV 09618172448 / 032 265 5986 loc 101 / mcc@csmc.doh.gov.ph **Albert L. Toreno, JR.** Office of the Secretary Office of the Medical Center Chief II (032)265-5986 local 101 09335483210	**AGUSTIN D. AGOS, JR., MD, FPSGS, FPSCS, PhD, OD, RODC, DODT** Medical Center Chief II 0929-518-4402 mcc@csmc.doh.gov.ph
Vicente Sotto Memorial Medical Center (VSMMC)	CEBU CITY	**PIERRE A. JABAGAT** EXECUTIVE ASSISTANT **MARIA CHONA R. BALTAZAR** **Administrative Officer-IV** (032)253-98-82 / 09399017081 dpo@vsmmc.doh.gov.ph ; mcc@vsmmc.doh.gov.ph	**GERARDO M. AQUINO JR.,MD,MHA,CEO VI** MEDICAL CENTER CHIEF II 2539-882 mcc@vsmmc.doh.gov.ph

Regional Hospital – Eastern Visayas			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**

Eastern Visayas Regional Medical Center (EVRMC)	TACLOBAN CITY, LEYTE	**Dexy C. De Jesus** ADMINISTRATIVE OFFICER II 9656900868 (053)832-5309 evrmcmccoffice@gmail.com	**Salvador B. Evardone, MD, MHA, MPH, CESE** Medical Center Chief II (053)832-5309 evrmcmccoffice@gmail.com
Governor Benjamin T. Romualdez General Hospital and Schistosomiasis Center (GBTRGHSC)	PALO, LEYTE	**Jungie Elden G. Manocsoc** Administrative Officer IV 0976-126-3667 (053)832-0157 gbtrghc.mcc@gmail.com	**LYN L. VERONA, MD, MHA** Medical Center Chief I (053) 832-0157 gbtrghsc.mcc@gmail.com

Regional Hospital – Zamboanga Peninsula			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
Basilan General Hospital	KM.2, BINUANGAN, ISABELA CITY, BASILAN	**Imee Gay Buenbrazo, RN, MN** Nurse-III / Planning Officer Designate 9269804097 bgh9isabcity@yahoo.com / basgen7300@gmail.com	**SITRI NURUSSAMSI CASALIN-AMILASAN,MD,MPH** MEDICAL CENTER CHIEF I asittinurussamsi@yahoo.com
Dr. Jose Rizal Memorial Hospital	LAWA-AN, NATIONAL HIGHWAY, DAWO, DAPITAN CITY, ZAMBOANGA DEL NORTE	**ATTY. QUIMIE F. PILAR** Accountant III Supervising Administrative Officer 09688515177 / (065)9088310	**DR. MARIA DINNA C. VIRAY-PARIÑAS, MD, FPAFP, MHA, CSEE** Medical Center Chief I 9156629354 / (065)908-8310 dohdjrmh@gmail.com

		djrmhsao@gmail.com	
Labuan General Hospital	LABUAN, ZAMBOANGA DEL SUR	**Frencis P. Tiu-Rivera** Administrative Officer III 9171052117 / (062)9820029 lphchd2019@gmail.com	**DR. WALDO MANDAI** Chief of Hospital (062)9820029
Margosatubig Regional Hospital (MRH)	MARGOSATUBIG, ZAMBOANGA DEL SUR	**Ms. Catherine Rose B. Suzon** Administrative Officer II by 0909-730-5825 catherinerose39.bsuzon@gmail.com / mrh.hrmo@gmail.com	**Dr. Richard B. Sison, MD, MHA, FPCHA, FPSMS** Medical Center Chief II 062) 211-5634 mrh_gov@yahoo.com.ph
Mindanao Central Sanitarium	PASOBOLONG, ZAMBOANGA CITY	**ELEANOR F. SANSON,MBA** CHIEF, ADMINISTRATIVE OFFICER (062)957-1494/ 09177081152 sansoneleanor@yahoo.com/ mcschdzp@yahoo.com / mcs.aooffice@gmail.com	**DR. HANNAH R. TURCO, MD, FPOGS, FICS, DIH** MEDICAL CENTER CHIEF I 062)957-1494(hannieturco@yahoo.com/ / reportssmcs@gmail.com mcschdzp@yahoo.com / reportsmcs@gmail.com
Zamboanga City Medical Center (ZCMC)	ZAMBOANGA CITY	**PAMELA T. SANTOS** Records Officer III 0926-3736-026 (062)991-2934 local 103 pamysantos1981@gmail.com ; document.control@zamc.doh.gov.ph **MS. KAREN A. ARARAO/ BARTOLOME MADRIAGA**	**Afdal B. Kunting, MD, MPH, FPCP** Medical Center Chief II mc-chief@zcmc.doh.gov.ph

		Administrative Office III/ Computer Maintenence Technologist III 062-331-2934 loc. 103/003 karenararao@yahoo.com/ bartolome.madriaga@zcmc.doh.gov.ph document-control@zcmc.doh.gov.ph / mc-chief@zcmc.doh.gov.ph	

Regional Hospital – SOCCSKSARGEN			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
SOCCSKSARGEN GENERAL HOSPITAL	Crossing Cirva, Brgy Dajay, Surallah South Cotabato	**MS. GRACE B. QUINTERO** Administrative Officer II 09177256287/238-5507 biceragrace@yahoo.com.ph	**DR. CERIL M. BORROMEO,MD,FPPS, MHA** 09176792963 officeofthemccsgh@gmail.com
Sulu Sanitarium and General Hospital	JOLO, SULU	**MR. JOEY S. VILLAREAL MS. MARY CATHERINE N. LEE** Administrative Officer V 0965-7328-022 0917-7153-084 sulusanitarium@ymail.com / ssgh.hhim@gmail.com catherine_n_lee@yahoo.com	**DR. ABDUL WADOUD H. ABUBAKAR, MD, DPBS, FPCS AMINKADRA A. MAJID, MD,DPPS,FPSMSi** Chief of Hospital II 0917-3214-662 9173258520 / 0688460047 (PLDT) sulusanitarium@ymail.com
Cotabato Regional and Medical	SINSUAT AVE., COTABATO CITY	**MR. SERGIO C. JAVA, JR.** Chief Administrative Officer (064)421-2022 /	**DR. ISHMAEL R. DIMAREN** Medical Center Chief II 9173000464

Center (CRMC)		09177202023 sergiojava65@yahoo.com	crmc_12@yahoo.com / mikidimaren@gmail.com
Cotabato Sanitarium	BRGY. PINARING, SULTAN KUDARAT, MAGUINDANAO	**MS. AZENITH ABA TADURAN** Administrative Officer III 9084785113 azenith_88@yahoo.com admin@cotsan.doh.gov.ph	**DR. IBRAHIM VIDAL PANGATO, JR.** Chief of Hospital II (064) 429-0082 cotsan1936@gmail.com

Regional Hospital – Northern Mindanao			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
Mayor Hilarion A. Ramiro Sr. Regional Training and Teaching Hospital (MHARSRTTH)	OZAMIS CITY	**MR. ROCKY D. ROA,RMT,MPA,MBA-HHA** Chief Administrative Officer 9189193585 / (088)521-0440 lemmoraro@yahoo.com	**DR. JESUS MARTIN S. SANCIANGCO III** Medical Center Chief II (088) 521-0022 mharsrtth@yahoo.com
Amai Pakpak Medical Center	MARAWI CITY, LANAO DEL SUR	**DIONESIO L. BOROY, JR** Chief Administrative Officer (063)876-0001/ 0917-6322-086/ 0917-7941-166 / 09061267314 jhunlboroy@gmail.com	**Dr. Shalimar Sani-Rakiin** Medical Center Chief II 0917 899 0640 apmc_marawi@yahoo.com
Northern Mindanao Medical Center (NMMC)	Cagayan de Oro City	**JUN PAOLO M. ESTABILLO** Administrative Officer IV PAKPAK/09193894145 nmmc_cdo@yahoo.com	**DR. JOSE C. CHAN** Medical Center Chief III 09088811160 nmmc_cdo@yahoo.com

		BERLY F. ASOMBRADO Administrative Officer III berlyasombrado@yahoo.com	
First Misamis Oriental General Hospital (FMOGH)	Tangan-Ragot St. North Poblacion Medina, Misamis Oriental	**HAZEL O. SARBIDA** Administrative Assistant II 09663357116/09763679646 fmogh.medina@gmail.com	**DR. NAPOLEON RAY A. TALINES** Chief of Hospital II 09663357116

Regional Hospital – Southern Mindanao (Davao Region)			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
Davao Regional Medical Center (DRMC)	TAGUM, DAVAO DEL NORTE	**MS. CHARLETTE DONNA JUATON** Administrative Officer III 63842169127 / 09778375030 generalrecords@drmc.doh.gov.ph	**DR. BRYAN O. DALID** Medical Center Chief II 63842169127 mcc@drmc.doh.gov.ph
Davao Occidental General Hospital	Davao Occidental	**Ms. MARCHELLE S. TESORIO** FOI Focal Person 09065172128 marcheetesorio@gmail.com foi@dogh.doh.gov.ph	**DR. GLINARD L. QUEZADA, MBA-HA,FPSGS** Medical Center Chief I davaooccidentalgeneralhospital@gmail.com
Southern Philippines Medical Center (SPMC)	DAVAO CITY	**MS. BEATRICE MAGDOLOT** dataprivacyspmc@gmail.com	**DR. RICARDO B. AUDAN** OIC-Medical Center Chief II (082) 227-2731, 221-7029 loc. 4102 coh.spmc@gmail.com

Camiguin General Hospital	Mambajao , Camiguin	**Mr. Tyrel P. Anino** Administrative Assistant I 0938 020 8135 camgeninfo@gmail.com	**Dr. Gretchen Loquias-Cabalang** Medical Center Chief I 0926 149 5580 camgenhospital@gmail.com

Regional Hospital – CARAGA			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
CARAGA Regional Hospital	RIZAL STREET, BRGY. WASHINGTON, SURIGAO CITY	**MR. TRISTAN LOUISE D. ANDO** Administrative Officer V (086) 826-9058 / 09094024744 tristanlouise@yahoo.com / 3stanlouised@gmail.com	**CHERYL A. GOTINGA,MD,FPPS** Medical Center Chief I (086) 826-2459 caragahospital@gmail.com
Adela Serra Ty Memorial Medical Center	TANDAG, SURIGAO DEL SUR	**RICARDO D. RONQUILLO, JR** ADMINISTRATIVE OFFICER IV 09076201214 / 09157145214 (086) 214-6301 ronquillojrricardo@gmail.com	**PANFILO JORGE M. TREMEDAL III, MD, MHA, FPCHA, FPSMSG** Medical Center Chief II 086-214-6301 panfilojorgetremedal@gmail.com
SIARGAO ISLAND MEDICAL CENTER	HOSPITAL ROAD, BARANGAY 1, DAPA, SURIGAO DEL NORTE	**GEMMA M. CANTILADO, MHRM** ADMINISTRATIVE OFFICER IV 09505362182 gemma.cantilado@gmail.com	**CHLOE C. DIGAL, MD** OIC-Medical Center Chief I 09497387043 drachloe32874@gmail.com

Treatment and Rehabilitation Centers			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Data Custodian**
DATRC BATAAN	Batangas III, Pilar, Bataan	**Jerome Timothy A. Dulay** Computer Maintenance	**ELIZABETH P. SERRANO, MD, MPA** CHIEF OF HOSPITAL

		Technologist II 9399178836 foi.trcbataan@gmail.com	II 0947-9980566 ocoh@trcbataan.doh.gov.ph
TRC BICUTAN	5th Rd. Camp Bagong Diwa, Taguig City	**Albert B. Bolante** Legal Assistant II 9357180496 bolantealbertbenitez@gmail.com	**Alfonso A. Villaroman, MD, FPCAM, FPSMS** Chief of Hospital III 8401-9056 dohtrcbicutan@yahoo.com drponch.villaroman@trcbicutan.doh.gov.ph-
TRC LAS PIÑAS	002 Coastal Road, Brgy. Daniel Fajardo, Las Piñas City, NCR, 1740	**Marl Louise B. Arceo** Freedom of Information Officer marllouisearceo.datrc@gmail.com 09989970172	**Dr. Jose Bienvenido M. Leabres** Chief of Hospital III
TRC CALABARZON	Brgy. Osorio, Trece Martires City, Cavite	**Lara Lee M. Salazar** Administrative Officer V 09086698757 hims@caltrc.doh.gov.ph	**CARLOS JOSE M. COFREROS, MD, OHP, MPA,MHoA** Chief of Hospital III 09086698757 cjmcofreros@ro4a.doh.gov.ph
TRC TAGAYTAY	**Brgy. Conchu, Trece Martires City**	**MARIDEL B. GARCIA** Statistician II 09558145093 / 09985790041 tagaytay@ttrc.doh.gov.ph	**Dr. ORLANDO B. PADILLA, MPH** OIC- Medical Center Chief II (046) 419 083909171264687 tagaytay@ttrc.doh.gov.ph
TRC DAGUPAN	Sitio Palatong, Bonuan Binloc,	**CIELA MARIE A. LAUREANO** Administrative Officer V	**DR. ROSALINA N. CAOILE,MD,FPPA,FPCAM**

	Dagupan City, Pangasinan	09330123016 / (075) 653 9876 coh@dtrcdagupan.doh.gov.ph	OIC, Chief of Hospital III (075) 540 9239 / (075) 6539876 coh@dtrcdagupan.doh.gov.ph
SOCCSKSARGEN DATRC	SOOCSKSARGEN DATRC	**Tessa Mae E. Sano** Social Welfare Officer II / OIC HIMS 09152117565 / (083) 892-5678 tessamaeespaltosano@gmail.com	**Imelda K. Quiñones, MD, MAHA** Chief of Hospital II 09715565445 / (083) 892-5678 qkimiko.md@gmail.com
TRC ISABELA	Centro San Antonio, Ilagan City, Isabela	**Elaine Jane C. Tamani** Administrative Officer V 0917 853 2367 datrchims@gmail.com	**Charity I. Canapi** Chief of Hospital II 0917 581 4833 coh.dohtrcro2@yahoo.com
TRC SAN FERNANDO LA UNION	ITRMC Compound, Barangay Parian, City of San Fernando, 2500 La Union	**MR. LUCKY JAY T. UNTALASCO** Administrative Officer V Dormitory Manager II (0995) 544 3399 / (072) 687-8070 / (072) 619-6272 sflutrc.dms@gmail.com luckyjay.untalasco@trclu.doh.gov.ph	**MARVIN F. MUNAR, MD, MDM, FPAFP** **HERMINIGILDA D. SALANGAD, MD, MPA, MHA, CEO VI** Chief of Hospital III III (072)687-8070 / (072)619-6272 09171143562 coh@trclu.doh.gov.ph doh.sflutrc@gmail.com
TRC CAMARINES SUR	Zone 4, Brgy. Pamukid, San Fernando, Camarines Sur	**MR. DENNIS M. PADILLA** Administrative Officer V 0933 854 5582 dmp82571@yahoo.com	**DR. MA. LOURDES M. ANSON, MD, MPA, FPCAM, MHA** Chief of Hospital III ninanson@yahoo.com
TRC ALBAY	DOH - Malinao Treatment and Rehabilitation Center	**Rey Allan Restie B. Bongon** **Statistician II/OIC HIMS** Administrative Officer V	**FULBERT ALEC R. GILLEGO, RMT, MD, MSPH** Chief of Hospital III

		0945 516 1323 bongonrarb@gmail.com	fulbertalecgillego@gmail.com
TRC ILOILO	Rumbang, Pototan, Iloilo	**MARIA GINA P. SAZON** Supervising Admin - Officer 9178880081 (033_529-8955 mariaginasazon@yahoo.com	**DR. MARIA LOURDES D. HEMBRA** Chief of Hospital II 9209450211 mldhembra@gmail.com
DATRC ARGAO, CEBU	Candabong, Binlod, Argao, Cebu	**ATTY. ANGELIQUE MHAR S. BILAGANTOL** Attorney III (032) 430-3536 loc. 213 (032) 485-8815 loc. 113/ 09988536502 / 09203229864 trcchief@trcargao.doh.gov.ph trcchief@trcargao.doh.gov.ph	**FLORGE MICHAEL Z. SY, MD,MPA,FPSMSI, DPCAM** OIC-Chief of Hospital III (032) 485-8841 / (032) 430-3536 OR 3642 loc. 210 trcchief@trcargao.doh.gov.ph - 2/13/25
TRC MANDAUE, CEBU	Jagobiao, Mandaue, Cebu	**Atty. Bregette Magdoza-Marcojos** Legal Officer 9277681496 (032)349-4860 cebudohtrc@gmail.com ; legal.ctrrcf@gmail.com	**Jasmin T. Peralta, MD,MPH,DPCAM,FPSMSI** Chief of Hospital II (032)349-4860 cebudohtrc@gmail.com / legal.ctrrcf@gmail.com
TRC DULAG	Brgy. Highway, Dulag, Leyte	**EDREN E. MARGALLO** Supervising Administrative Officer 0917- 841- 7183 edren1925@yahoo.com	**DR. PORTIA G. ALIPOSA** Chief of Hospital 917-1424608 portiaaliposa@gmail.com
TRC CAGAYAN DE ORO	Upper Puerto, Cagayan De Oro City	**JANEREE N. DAGARAGA** Administrative Officer V/ Health records Officer III	**DR. BENSON C. GO** Chief of Hospital II dohtrccdo@yahoo.com

		0917-140-7319 himstrccdo@gmail.com	
TRC CARAGA	Brgy. Anomar, Surigao City	**Mary Jane E. Lao Guico** Statistician II / OIC Records Officer 0921 791 0240 mjanelaoguico@gmail.com	**DR. MA. FLORDELIS M. LLESIS** Chief of Hospital II 0951517008 mfmllesis59@yahoo.com / caragadohdtrc@gmail.com
TRC AGUSAN DEL SUR	Alegria, San Francisco. Agusan Del Sur	**Mohammad Iqbal G. Mangondato** Administrative Officer V 0921 247 7037 ikebalmangondato@gmail.com	**MELHAMMID C. TOMAWIS** Chief of Hospital II 0917 819 9915 dohdatrcagsur@gmail.com
TRC BUKIDNON	Brgy. Casisang, Malaybalay City	**JOHNNY LLOYD E. EDUSA** Administrative Officer IV 9678774701 dohnmrchms**@**gmail.com	**BENSON C. GO, MD, FPPA, IFAPA** Chief of Hospital II 9177083398 bensoncgomd@gmail.com
TRC Davao	Brgy. Malagos, Davao City	**Emmanuel John A. Uyanguren** Administrative Assistant II 9569384230 datrcdavao.foi@gmail.com	**Reagan Joseph T. Villanueva, MD, DPCAM, MAHA** Chief of Hospital II 9163084618 rjtvillanueva@gmail.com
MEGA DATRC	Fort Ramon Magsaysay, Palayan City, Nueva Ecija	**Jonathan L. Cabanding, MPA** Computer Maintenance Technologist I 09566688199 DohMegaDATRCIT@gmail.com	**Nelson J. Dancel, MD, FPAMS** Chief of Hospital III 09279864373 MegaDATRCFort@gmail.com

TRC MOUNTAIN PROVINCE	Abatan, Bauko, Mountain Province	**Atty. Luciel T. Sawate-Tacyo** Attorney III 09486561895 lucielsawate@gmail.com	**GARY U. ONG** Chief of Hospital III (074) 6041757 guongmd@yahoo.com

Food and Drug Administration			
Name of Agency	**Location of FOI Receiving Office**	**FOI Receiving Officer**	**Decision Maker**
Food and Drug Administration (FDA)	Civic Drive, Filinvest Corporate City, Alabang, Muntinlupa City	Sheralyn A. Opeña Information Officer III 09420750499 / 8842-5635 saopena@fda.gov.ph	Atty. Paolo S. Teston Director General 8857-1900 loc. 8311 PSTeston@fda.gov.ph

ANNEX K – DOH CENTRAL APPEALS AND REVIEW COMMITTEE (CARC)

Republic of the Philippines
Department of Health
Office of the Secretary

9 November 2022

DEPARTMENT PERSONNEL ORDER
No. 2022-4937

SUBJECT: **Creation of the Department of Health (DOH) Central Appeals and Review Committee (CARC)**

In support to the implementation of the Freedom of Information (FOI) under Executive Order No. 2 s. 2016 and FOI Memorandum Circular No. 1 s. 2019, the Department of Health (DOH) shall establish a Central Appeals and Review Committee (CARC) composed of the Team Heads and Directors from the following DOH Offices:

I. Composition of CARC:

Chair: Undersecretary, Management Services Team (MST)
Vice-Chair: Director, Knowledge Management and Information Technology Service (KMITS)

Members:
1. Undersecretary, Public Health Services Team (PHST)
2. Undersecretary, Field Implementation and Coordination Team (FICT)

3. Undersecretary, Health Regulation Team (HRT)
4. Undersecretary, Health Policy and Infrastructure Development Team (HPIDT)
5. Director, Legal Service (LS)

Secretariat:
DOH FOI Receiving Officers, KMITS

Functions:

1. Receive, review, evaluate and assess the appeal on the denial of the request for information;
2. Determine if the appeal was filed within the period provided under EO No. 2 s. 2016;
3. Recommend to the head of agency the actions on the appeal filed by the requesting party;
4. Ensure that the appeal be decided within thirty (30) working days from the filing of the said appeal; and
5. Implement the decision of the head of agency regarding the appeal.

II. Procedure for Filing an Appeal

1. The requesting party shall file a written appeal to the CARC, or to the person of office next higher in authority, whichever is applicable, within fifteen (15) working days upon receipt of the notice of denial or lapse of the period within which the receiving officer or decision maker should have notified the requesting party of the denial of the request.

2. Where the decision maker is the head of the agency, the requesting party may file its appeal to the Department Head where said agency/bureau is attached. The process flow on the DOH CARC procedure is indicated in Annex A of this Department Personnel Order.

3. In case the decision of the department head is unfavorable, the requesting party may file its appeal to the Office of the President.

4. The requesting party upon exhaustion of administrative appeal remedies under Administrative Order No. 22 s. 2011, may file the appropriate petition or case to the proper court in accordance with the Rules of Court; and

5. The requesting party, upon exhaustion of administrative remedies, may file the appropriate administrative case against erring public officials in violation of EO No. 2 s. 2016.

III. Submission of CARC and Posting of DOH CARC Procedure

1. The DOH shall submit the names of the members of CARC or designated officer/s tasked to handle appeals to the denial of request for access to

information to the Freedom of Information – Project Management Office (FOI-PMO) of the Philippine Information Agency (PIA)

2. The DOH CARC procedure shall be published at the DOH FOI Manual and posted at the DOH website for transparency.

IV. Effectivity

This Order shall take effect immediately

By Authority of the Secretary of Health:

(Signed) LILIBETH C. DAVID, MD, MPH, MPM, CESO I
Undersecretary of Health
Health Policy and Infrastructure Development Team

ANNEX L - LIST OF EXCEPTIONS

Exceptions to Right of Access to Information

For the guidance of all government offices and instrumentalities covered by EO No. 2 (s. 2016) and the general public, the following are the exceptions to the right of access to information, as recognized by the Constitution, existing laws, or jurisprudence:[1]

1. Information covered by Executive privilege;

2. Privileged information relating to national security, defense or international relations;

3. Information concerning law enforcement and protection of public and personal safety;

4. Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims of crimes, or the accused;

5. Information, documents or records known by reason of official capacity and are deemed as confidential, including those submitted or disclosed by entities to government agencies, tribunals, boards, or officers, in relation to the performance of their functions, or to inquiries or investigation conducted by them in the exercise of their administrative, regulatory or quasi-judicial powers;

6. Prejudicial premature disclosure;

7. Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged;

8. Matters considered confidential under banking and finance laws, and their amendatory laws; and

9. Other exceptions to the right to information under laws, jurisprudence, rules and regulations.

[1] These exceptions only apply to governmental bodies within the control and supervision of the Executive department. Unless specifically identified, these exceptions may be invoked by all officials, officers, or employees in the Executive branch in possession of the relevant records or information.

For the implementation of the exceptions to the right of access to information, the following provide the salient details and legal bases that define the extent and application of the exceptions.

1. Information covered by Executive privilege:

    a. Presidential conversations, correspondences, and discussions in closed-door Cabinet meetings;[2] and

    b. Matters covered by deliberative process privilege, namely:

        i. advisory opinions, recommendations and deliberations comprising part of a process by which governmental decisions and policies are formulated; intra-agency or inter-agency recommendations or communications during the stage when common assertions are still in the process of being formulated or are in the exploratory stage; or information pertaining to the decision-making of executive officials;[3] and
        ii. information, record or document comprising drafts of decisions, orders, rulings, policy decisions, memoranda, etc.;[4]

2. Privileged information relating to national security, defense or international relations:

    a. Information, record, or document that must be kept secret in the interest of national defense or security;[5]

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[2] This exception may only be invoked by the President and his close advisors. The extent of the privilege is defined by applicable jurisprudence: *Senate v. Ermita*, G.R. No. 169777, 20 April 2006, 488 SCRA 1; *Neri v. Senate Committee on Accountability of Public Officers and Investigations*, G.R. No. 180643, 4 September 2008, 564 SCRA152; *Akbayan v. Aquino*, G.R. No. 170516, 16 July 2008, 558 SCRA 468; and *Chavez v. PCGG*, G.R. No. 130716, 9 December 1998, 299 SCRA 744.

[3] *Akbayan v. Aquino*, *supra*; *Chavez v. NHA*, G.R. No. 164527, 15 August 2007; and *Chavez v. PCGG, supra*. The privilege of invoking this exception ends when the executive agency adopts a definite proposition (*Department of Foreign Affairs v. BCA International Corp.*, G.R. No. 210858, 20 July 2016).

[4] Section 3(d) Rule IV, *Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees*(Rules on CCESPOE). Drafts of decisions, orders, rulings, policy decisions, memoranda, and the like, such as resolutions prepared by the investigating prosecutor prior to approval for promulgation and release to parties [*Revised Manual for Prosecutors of the Department of Justice (DOJ)*] are also covered under this category of exceptions.

[5] *Almonte v. Vasquez*, G.R. No. 95367, 23 May 1995, 244 SCRA 286; *Chavez v. PCGG*, *supra; Legaspi v. Civil Service Commission*, L-72119, 29 May 1987, 150 SCRA 530; *Chavez v. NHA*, *supra*; *Neri v. Senate*, *supra; Chavez v. Public Estates Authority*, G.R. No. 133250, 9 July 2002, 384 SCRA 152; and Section 3(a), Rule IV, Rules on CCESPOE. This exception generally includes matters classified under Memorandum Circular (MC) No. 78, as amended by MC No. 196 as "Top Secret," "Secret," "Confidential," and "Restricted." This exception also includes records, papers, and information related to matters provided under Sections 16, 18 and 45, The Anti-Terrorism Act of 2020 [Republic Act (RA) No. 11479] and its Implementing Rules and Regulations (IRR), as may be invoked by the government agency involved.

b. Diplomatic negotiations and other information required to be kept secret in the conduct of foreign affairs;[6] and
c. Patent applications, the publication of which would prejudice national security and interests;[7]

3. Information concerning law enforcement and protection of public and personal safety:

a. Investigation records compiled for law enforcement purposes or information which if written would be contained in such records, but only to the extent that the production of such records or information would –

   i. interfere with enforcement proceedings;
   ii. deprive a person of a right to a fair trial or an impartial adjudication;
   iii. disclose the identity of a confidential source and in the case of a record compiled by a criminal law enforcement authority in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, confidential information furnished only by the confidential source; or
   iv. unjustifiably disclose investigative techniques and procedures;[8]

b. Informer's privilege or the privilege of the Government not to disclose the identity of a person or persons who furnish information of violations of law to officers charged with the enforcement of law;[9]

c. When disclosure of information would put the life and safety of an individual in imminent danger;[10]

d. Any information given by informants leading to the recovery of carnapped vehicles and apprehension of the persons charged with carnapping;[11] and

e. All proceedings involving application for admission into the Witness Protection Program and the action taken thereon;[12]

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[6] *Akbayan v. Aquino*, *supra;* Section 3(a) Rule IV, Rules on CCESPOE. This privilege may be invoked by the Department of Foreign Affairs and other government bodies involved in diplomatic negotiations.

[7] The applicability of this exception is determined by the Director General of the Intellectual Property Office and subject to the approval of the Secretary of the Department of Trade and Industry.Section 44.3 of the *Intellectual Property Code* (RA No. 8293,as amended by RA No. 10372).

[8] Section 3(f), Rule IV, Rules on CCESPOE; *Chavez v. PCGG*, *supra*. May be invoked by law enforcement agencies.

[9] *Akbayan v. Aquino*, *supra*;and Section 51, *Human Security Act of 2007* (RA No. 9372). May be invoked by law enforcement agencies.

[10] Section 3(b), Rule IV, Rules on CCESPOE.

[11] Section 19, *New Anti Carnapping Act of 2016*(RA No. 10883). May be invoked by law enforcement agencies.

[12] Section 7, *Witness Protection, Security and Benefit Act* (RA No. 6981).

4. Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims of crimes, or the accused. These include:

   a. Information of a personal nature where disclosure would constitute a clearly unwarranted invasion of personal privacy,[13] personal information or records,[14] including sensitive personal information, birth records,[15] school records,[16] or medical or health records;[17]

      Sensitive personal information as defined under the *Data Privacy Act of 2012* refers to personal information:[18]

      (1) about an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;
      (2) about an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings;
      (3) 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
      (4) specifically established by an executive order or an act of Congress to be kept classified.

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[13] Section 3(e), Rule IV, Rules on CCESPOE.

[14]Sections 8 and 15, *Data Privacy Act of 2012* (RA No. 10173); *Personal information* refers to 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 [Section 3(g), *Data Privacy Act of 2012*]; Article 26, Civil Code.May be invoked by National Privacy Commission and government personal information controllers.

[15] Article 7, *The Child and Youth Welfare Code*[Presidential Decree (PD) No. 603].

[16] Section 9(4), *Education Act of 1982* [Batas Pambansa (BP) Blg. 232].

[17] Medical and health records are considered as sensitive personal information pursuant to Section 3(l)(2), *Data Privacy Act of 2012*; See also Department of Health-Department of Science and Technology (DOST)-Philippine Health Insurance Corporation Joint Administrative Order No. 2016-0002 (Privacy Guidelines for the Implementation of the Philippine Health Information Exchange).

[18] Section 3(l), *Data Privacy Act of 2012*. See also Section 9, *Free Internet Access in Public Spaces Act* (RA No. 10929), *Safe Spaces Act* (RA No. 11313); and Section 21, *Tax Amnesty Act* (RA No. 11213).

However, personal information may be disclosed to the extent that the requested information is shown to be a matter of public concern or interest, shall not meddle with or disturb the private life or family relations of the individual[19] and is not prohibited by any law or regulation. Any disclosure of personal information shall be in accordance with the principles of transparency, legitimate purpose and proportionality.[20]

Disclosure of personal information about any individual who is or was an officer or employee of a government institution shall be allowed, provided that such information relates to the position or functions of the individual, including: (1) the fact that the individual is or was an officer or employee of the government institution; (2) the title, business address and office telephone number of the individual; (3) the classification, salary range and responsibilities of the position held by the individual; and (4) the name of the individual on a document prepared by the individual in the course of employment with the government;[21]

b. Source of any news report or information appearing in newspapers, magazines or periodicals of general circulation obtained in confidence;[22] and

c. Records of proceedings and processes deemed confidential by law for the privacy and/or protection of certain individuals, such as children, victims of crime, witnesses to a crime or rehabilitated drug offenders, including those pertaining to the following:

(1) records of child and family cases;[23]
(2) children in conflict with the law from initial contact until final disposition of the case;[24]
(3) a child who is a victim of any offense under the *Anti-Child Pornography Act of 2009*, including the name and personal circumstances of the child, or the child's immediate family, or any other information tending to establish the child's identity;[25]
(4) a child witness, who is a victim of a crime, an accused of a crime, or a witness to a crime, including the name, address, telephone number, school, or other identifying information of a child or an immediate family of the child;[26]

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[19] Article 26 (2), Civil Code

[20] Section 11, *Data Privacy Act of 2012*.

[21] Section 4, *Data Privacy Act of 2012*.

[22] *An Act to Exempt the Publisher, Editor or Reporter of any Publication from Revealing the Source of Published News or Information Obtained in Confidence* (RA No. 53), as amended by RA No. 1477. May be invoked by government newspapers.

[23] Section 12, *Family Courts Act of 1997* (RA Act No. 8369).

[24] Section 43, *Juvenile Justice and Welfare Act of 2006* (RA No. 9344).

[25] Section 13, *Anti-Child Pornography Act of 2009*(RA No. 9775).

[26] Section 31, A.M. No. 00-4-07-SC, *Re: Proposed Rule on Examination of a Child Witness*.

(5) cases involving violence against women and their children, including the name, address, telephone number, school, business, address, employer, or other identifying information of a victim or an immediate family member;[27]
(6) records of cases and documents involving actions for support including petitions for recognition and enforcement of foreign decisions or judgments on support;[28]
(7) trafficked persons, including their names and personal circumstances, or any other information tending to establish the identity of the trafficked person;[29]
(8) names of victims of child abuse, exploitation or discrimination;[30]
(9) cases of gender-based streets and public spaces sexual harassment, including information on the victim and the accused who is a minor. [31]
(10) disclosure which would result in undue and sensationalized publicity of any case involving a child in conflict with the law, child abuse, or violation of anti-trafficking of persons; [32]
(11) records, documents and communications of proceedings involving domestic and inter-country adoptions, including the identity of the child, natural parents and adoptive parents; [33]
(12) names of students who committed acts of bullying or retaliation;[34]

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[27] Section 44, *Anti-Violence Against Women and their Children Act of 2004* (RA No. 9262); and *People v. Cabalquinto*, G.R. No. 167693, 19 September 2006.

[28] *Sections 29 and 30, A.M No. 21-03-02-SC, Re: Rules on Action for Support and Petition for Recognition and Enforcement of Foreign Decisions or Judgments on Support.*

28

[29] Section 7, *Anti-Trafficking in Persons Act of 2003* (RA No. 9208), as amended by RA No. 10364.

[30] Section 29, *Special Protection of Children Against Abuse, Exploitation and Discrimination Act* (RA No. 7610).

[31] Section 26, Safe Spaces Act (RA No. 11313)

[32] Section 14, *Juvenile Justice and Welfare Act of 2006*; Section 7, *Anti-Trafficking in Persons Act of 2003*, as amended; and Section 29, *Special Protection of Children Against Abuse, Exploitation and Discrimination Act*.

[33] Section 39, *Domestic Adoption Act of 1998* (RA No. 8552) and Section 43, IRR of RA No. 8552; Sections 6 and 16(b) Inter-Country Adoption Act of 1995 (RA No. 8043) and Sections 53, 54 and 55 of IRR of RA No. 8043; Section 14, *Simulated Birth Rectification Act* (RA No. 11222) and Section 28 of IRR of RA No. 11222.

[34] Section 3(h), *Anti-Bullying Act* (RA No. 10627)

[35] Section 19, *Special Protection of Children in Situations of Armed Conflict* (RA No. 11188)

[36] Sections 60, 64 and 67, *Comprehensive Dangerous Drugs Act of 2002* (RA No. 9165)

(13) children in situations of armed conflict; [35]
(14) first time minor (drug) offenders under suspended sentence who comply with applicable rules and regulations of the Dangerous Drugs Board and who are subsequently discharged; judicial and medical records of drug dependents under the voluntary submission program; and records of a drug dependent who was rehabilitated and discharged from treatment and rehabilitation centers under the compulsory submission program, or who was charged for violation of Section 15 (use of dangerous drugs) of the *Comprehensive Dangerous Drugs Act of 2002*, as amended;[36] and
(15) identity, status and medical records of individuals with Human Immunodeficiency Virus (HIV), as well as results of HIV/Acquired Immune Deficiency Syndrome (AIDS) testing;[37]

5. Information, documents or records known by reason of official capacity and are deemed as confidential, including those submitted or disclosed by entities to government agencies, tribunals, boards, or officers, in relation to the performance of their functions, or to inquiries or investigation conducted by them in the exercise of their administrative, regulatory or quasi-judicial powers, such as but not limited to the following:

a. Trade secrets, intellectual property, business, commercial, financial and other proprietary information; [38]

b. Data furnished to statistical inquiries, surveys and censuses of the Philippine Statistics Authority (PSA);[39]

c. Records and reports submitted to the Social Security System by the employer or member;[40]

d. Information of registered persons with the Philippine Information System. [41]

e. Information gathered from HIV/AIDS monitoring and evaluation program under RA No. 11166 and all other related health intelligence activities; [42]

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[37] Section 44, *Philippine HIV and AIDS Policy Act* (RA No. 11166). Information covered by Section 44 may be disclosed with the written consent of the affected person or in accordance with Sections 45 and 46 of RA No. 11166.

[38] Sections 45, 106.1, and 150.2, The Intellectual Property Code (RA No. 8293, as amended by RA No. 10372); Section 66.2, Securities Regulation Code (RA No. 8799); DOST Administrative Order No. 004-16; Section 142, The Corporation Code (BP Blg. 68); Section 34, Philippine Competition Act (RA No. 10667); Sections 23 and 27 (c), The New Central Bank Act (RA No. 7653); Anti-Money Laundering Act (RA No. 9160); Section 18, Strategic Trade Management Act (RA No. 10697); Sections 10 and 14, Safeguard Measures Act (RA No. 8800); Section 12, Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990 (RA No. 6969); Article 290, Revised Penal Code; Section 10.10, Rule 10, 2012 Revised IRR of Build-Operate-Transfer Law (RA No. 6957); and Revised Philippine Ports Authority Manual of Corporate Governance.

[39] Section 26, *Philippine Statistical Act of 2013* (RA No. 10625); and Section 4, *Commonwealth Act* No. 591. See also Section 10, *Community-Based Monitoring System Act* (RA No. 11315)

[40] Section 24(c), *Social Security Act of 1997* (RA No. 1161, as amended by RA No. 8282).

[41] Section 17, *Philippine Identification System Act* (RA No. 11055)
[42] Section 43, *Philippine HIV and AIDS Policy Act* (RA No. 11166)

f. Confidential information submitted to the Philippine Competition Commission prohibited from disclosure by law, including the identity of the person who provided the information under condition of anonymity; [43]

g. Applications and supporting documents filed pursuant to the *Omnibus Investments Code of 1987*; [44]

h. Documents submitted through the Government Electronic Procurement System;[45]

i. Information obtained from accessing any electronic key, electronic data message, or electronic document, book, register, correspondence, information or other material pursuant to any powers conferred under the *Electronic Commerce Act of 2000*; [46]

j. Any confidential information supplied by the contractors in mineral agreements, and financial or technical assistance agreements pursuant to the *Philippine Mining Act of 1995* and its Implementing Rules and Regulations (IRR), during the term of the project to which it relates;[47]

k. Information received by the Department of Tourism (DOT) in relation to the accreditation of accommodation establishments (such as hotels and resorts) and travel and tour agencies;[48]

l. The fact that a covered transaction report to the Anti-Money Laundering Council (AMLC) has been made, the contents thereof, or any information in relation thereto;[49]

m. Information submitted to the Tariff Commission which is by nature confidential or submitted on a confidential basis;[50]

n. Certain information and reports submitted to the Insurance Commissioner pursuant to the *Insurance Code*;[51]

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[43] Section 34, *Philippine Competition Act* (PCA), RA No. 10667 and Section 13, Rule 4 of the IRR of PCA. This exception can be invoked by the Philippine Competition Commission subject to well-defined limitations under the PCA.

[44] Section 81, EO No. 226 (s. 1987) as amended.

[45] Section 9, *Government Procurement Reform Act* (RA No. 9184)

[46] Section 32, *Electronic Commerce Act of 2000* (RA No. 8792).

[47] Section 94(f), *Philippine Mining Act of 1995* (RA No. 7942).

[48] Section 1, Rule IX, DOT MC No. 2010-02 (Rules and Regulations to Govern, the Accreditation of Accommodation Establishments – Hotels, Resorts and Apartment Hotels); and Section 23, DOT MC No. 2015-06 (Revised Rules and Regulations to Govern the Accreditation of Travel and Tour Agencies).

[49] Section 9(c), *Anti-Money Laundering Act of 2001*, as amended. May be invoked by AMLC, government banks and its officers and employees.

[50] Section 10, Safeguard Measures Act.

[51] Section 297 in relation with Section 295 and Section 356, *The Insurance Code* (as amended by RA No. 10607).

o. Information on registered cultural properties owned by private individuals; [52]

p. Data submitted by a higher education institution to the Commission on Higher Education (CHED); [53]

q. Information on registered cultural properties owned by private individuals; [54]

r. Data submitted by a higher education institution to the Commission on Higher Education (CHED); [55]

s. Any secret, valuable or proprietary information of a confidential character known to a public officer, or secrets of private individuals; [56]

6. Information of which a premature disclosure would:

a. in the case of a department, office or agency which agency regulates currencies, securities, commodities, or financial institutions, be likely to lead to significant financial speculation in currencies, securities, or commodities, or significantly endanger the stability of any financial institution; or

b. be likely or significantly frustrate implementation of a proposed official action, except such department, office or agency has already disclosed to the public the content or nature of its proposed action, or where the department, office or agency is required by law to make such disclosure on its own initiative prior to taking final official action on such proposal.[57]

7. Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged, including but not limited to the following:

[52] Section 14, *National Cultural Heritage Act of 2009* (RA No. 10066).

[53] CHED Memorandum Order No. 015-13, 28 May 2013.

[54] Articles 229 and 230, Revised Penal Code; Section 3(k), Anti-Graft and Corrupt Practices Act (RA No. 3019); Section 7(c), *Code of Conduct and Ethical Standards for Public Officials and Employees* (RA No. 6713); Section 7, *Exchange of Information on*

Tax Matters Act of 2009 (RA No. 10021); and Section 6.2, *Securities Regulation Code* (RA No. 8799).

[55] Section 3, Rule IV, PACC Resolution No. 001, s. 2018 (IRR of the PACC)

[56] Section 16, *The Anti-Terrorism Act of 2020* (RA No. 11479)

[57] Section 3(g), Rule IV, Rules on CCESPOE.

a. Mediation and domestic or international arbitration proceedings, including records, evidence and the arbitral awards, pursuant to the *Alternative Dispute Resolution Act of 2004.* [58]

b. Matters involved in an Investor-State mediation; [59]

c. Information and statements made at conciliation proceedings under the *Labor Code*;[60]

d. Arbitration proceedings before the Construction Industry Arbitration Commission (CIAC). [61]

e. Results of examinations made by the Securities and Exchange Commission (SEC) on the operations, books and records of any corporation, and all interrogatories propounded by it and the answers thereto; [62]

f. Information related to investigations which are deemed confidential under the *Securities Regulations Code*; [63]

g. All proceedings prior to the issuance of a cease and desist order against pre-need companies by the Insurance Commission; [64]

h. Information related to the assignment of the cases to the reviewing prosecutors or the undersecretaries in cases involving violations of the *Comprehensive Dangerous Drugs Act of 2002*; [65]

i. Investigation report and the supervision history of a probationer; [66]

j. Those matters classified as confidential under the *Anti-Terrorism Act of 2020* and its IRR*;* [67]

[58] Sections 9, 23 and 33, *Alternative Dispute Resolution (ADR) Act of 2004* (RA No. 9285); and DOJ Circular No. 98 (s. 2009) or the IRR of the ADR Act.

[59] Article 10, International Bar Association Rules for Investor-State Mediation.

[60] Article 237, *Labor Code*

[61] Section 7.1 Rule 7, CIAC Rules of Procedure Governing Construction Arbitration

[62] Section 178, *Revised Corporation Code of the Philippines*. May be invoked by the SEC and any other official authorized by law to make such examination.

[63] Sections 13.4, 15.4, 29.2 (b), and 64.2 of the *Securities Regulation Code*

[64] Section 53(b)(1) of the *Pre-Need Code of the Philippines*. The confidentiality of the proceedings is lifted after the issuance of the cease and desist order

[65] DOJ Department Circular No. 006-16 (No. 6) 10 February 2016

[66] Section 17 *Probation Law of 1976* [PD No. 968 (s.1976)

[67] Sections 18 and 45, *The Anti-Terrorism Act of 2020* (RA No. 11479) and Rules 5.8 and 5.19 of the IRR of RA No. 11479

k. Preliminary investigation proceedings before the committee on decorum and investigation of government agencies; [68]

l. Investigation proceedings and records during the preliminary investigation in administrative cases in the civil service; [69]

m. Those information deemed confidential or privileged pursuant to pertinent rules and regulations issued by the Supreme Court, such as information on disbarment proceedings, DNA profiles and results, or those ordered by courts to be kept confidential; [70]

n. Information on a bank inquiry orders issued by the Court of Appeals, including its contents and its receipt. [71]

8. Matters considered confidential under banking and finance laws and their amendatory laws, such as:

   a. RA No. 1405 (*Law on Secrecy of Bank Deposits*);

   b. RA No. 6426 (*Foreign Currency Deposit Act of the Philippines*) and relevant regulations;

   c. RA No. 8791 (*The General Banking Law of 2000*);

   d. RA No. 9160 (*Anti-Money Laundering Act of 2001*);

   e. RA No. 9510 (*Credit Information System Act*); and

   f. RA No. 245, as amended by Presidential Decree No. 1878;

9. Other exceptions to the right to information under laws, jurisprudence, rules and regulations, such as:

   a. Those deemed confidential pursuant to treaties, executive agreements, other international agreements, or international proceedings, such as:

[68] Section 14, Civil Service Commission Resolution No. 01-0940

[69] Section 21, 2017 Rules on Administrative Cases in the Civil Service, CSC Resolution No. 1701077.

[70] Section 18, Rule 139-B and Section 24, Rule 130 of the Rules of Court; and Section 11 of the Rule of DNA Evidence, A.M No. 06-11-5-SC

[71] Section 16, A.M No. 21-03-5-CA, Re: Rule of Procedure in Cases of Bank Inquiry into or Examination of Deposit and Investment Accounts Relating to an Unlawful Activity or a Money Laundering Offense under Republic Act No. 9160, as Amended.

(1) When the disclosure would prejudice legitimate commercial interest or competitive position of investor-states pursuant to investment agreements; [72]
(2) Those deemed confidential or protected information pursuant to United Nations Commission on International Trade Law Rules on Transparency in Treaty-based Investor-State Arbitration and Arbitration Rules (UNCITRAL Transparency Rules); [73] and
(3) Refugee proceedings and documents under the *1951 Convention Relating to the Status of Refugees*, as implemented by DOJ Circular No. 58 (s. 2012);

b. Testimony from a government official, unless pursuant to a court or legal order; [74]

c. When the purpose for the request of Statement of Assets, Liabilities and Net Worth is any of the following:

(1) any purpose contrary to morals or public policy; or
(2) any commercial purpose other than by news and communications media for dissemination to the general public; [75]

d. Failure to comply with regulations on access of records imposed by the records custodian; [76]

e. Lists, abstracts, summaries of information requested when such lists, abstracts or summaries are not part of the duties of the government office requested; [77]

f. Those information and proceedings deemed confidential under rules and regulations issued by relevant government agencies or as decided by the courts; [78]

[72] Article 20 (2), ASEAN Comprehensive Investment Agreement; Article 15 (2) Agreement on Investment under the Framework Agreement on the Comprehensive Economic Cooperation between the ASEAN and the Republic of India; and Article 15 (2) of the Agreement on Investment under the Framework Agreement on the Comprehensive Economic Cooperation among the Government of the Member Countries of the ASEAN and the Republic of Korea.

[73] Article 7, UNCITRAL Transparency Rules

[74] Senate v. Neri, supra; Senate v. Ermita, supra.
[75] Section 8(D), Code of Conduct and Ethical Standards for Public Officials and Employees.
[76] Biraogo v. Ombudsman Martires, G.R. No. 254516. 02 February 2021.

[77] Belgica v. Ochoa, G.R. No. 208566, 19 November 2013; and Valmonte v. Belmonte Jr., G.R. No. 74930, 13 February 1989, 252 Phil. 264.

[78] 2012 Guidelines and Procedures in the Investigation and Monitoring of Human Rights Violations and Abuses and the Provision of CHR Assistance; Government Service Insurance System's Rules of Procedure of the Committee on Claims; National Labor Relations Commission Resolution No. 01-02, Amending Certain Provisions of the New Rules of Procedure of the National Labor Relations Commission, 08 March 2002; Department of Agrarian Reform MC No. 07-11, 19 July 2011; Department of Social Welfare and Development MC No. 021-12, 16 October 2012; and Section 42, Investment Company Act (RA No. 2629); When the information requested is not a matter of public concern or interest as decided in Hilado v. Judge Amor A. Reyes, G.R. No. 163155, 21 July 2006.

g. Requested information pertains to comments and disclosures on pending cases in judicial proceedings; [79] and

h. Attorney-client privilege existing between government lawyers and their client. [80]

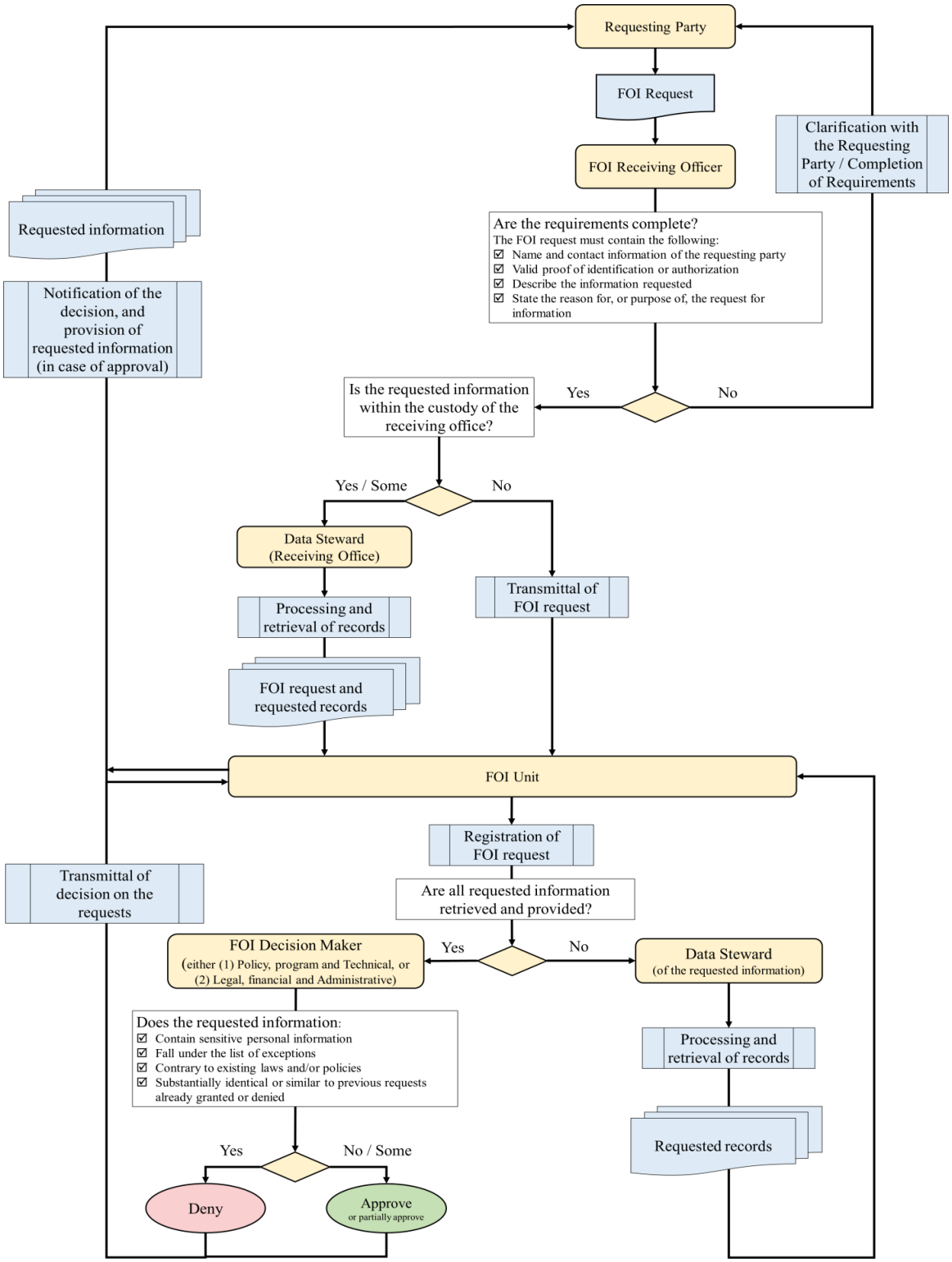
A. Reyes, G.R. No. 163155, 21 July 2006; and Questionnaires in the Professional Regulation Commission test banks, pursuant to Antolin-Rosero v. Professional Regulation Commission, G.R. No. 220378. 30 June 2021.

[79] Romero v. Guerzon, G.R. No. 211816, 18 March 2015

[80] Canon 21 of the Code of Professional Responsibility

ANNEX M – FLOW CHARTS

ANNEX M-1 -Process Flow for Standard FOI Requests



Step 1: Receipt of Standard FOI Requests

1. The FRO shall receive FOI requests from the requesting party using the FOI request form (Annex E)

1.1. In special cases, an email request, verbal request (due to illiteracy or disability), or request on behalf of another person may be allowed if all prescribed requirements in filing an FOI request are supplied or satisfied. These requirements shall be indicated in the FOI Manual.

Step 2: Initial Evaluation and Processing of Request

2. The FRO shall evaluate the compliance of the request with the following requirements:
    - The request must be in writing;
    - The request shall state the name and contact information of the requesting party;
    - The request shall reasonably describe the information requested, and the reason for, or purpose of, the request for information; and
    - A valid proof of identification or authorization shall be provided

2.1. If the request complies with the requirements, the FRO shall assess if the requested records are within the custody of the FRO's office.

2.1.1. If the requested records are within the custody of the office, the FRO shall transmit the request to the Data Steward for immediate processing and retrieval of records. The Data Steward shall then submit the request and the records retrieved to the FOI Unit for registration and decision.

2.1.2. If the requested records are not within the custody of the office, the FRO shall forward the requests to the FOI unit for registration and classification. Once registered and classified, the FOI Unit shall forward the request to the appropriate FDM. The FDM shall issue a memorandum to the Data Steward concerned for processing and retrieval of records. The Data Steward shall then submit the records retrieved to the FDM for decision.

2.2. If the request does not comply with the requirements, the FRO shall notify the requesting party that the requests will not be processed unless the requirements are satisfied.

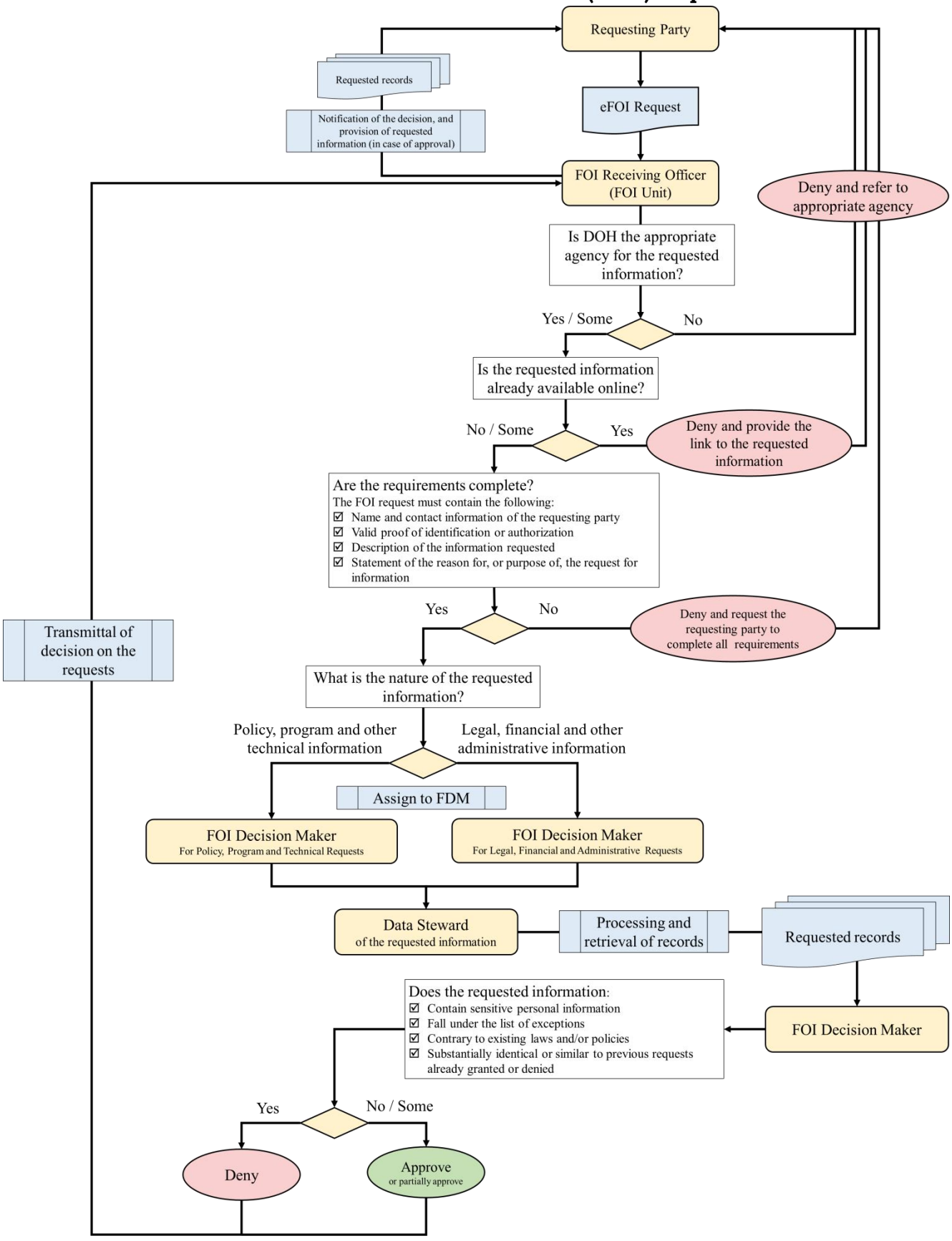
Step 3: Decision and Issuance of Official Response

3. TheFDM must consider the following in deciding FOI requests:
    - The information requested contains sensitive personal information protected by R.A.10173.
    - The information requested falls under the list of exceptions
    - The request is contrary to existing laws and/or policies
    - The request is substantially identical or similar to previous requests already granted or denied

4. Once the FDM approved or denied the request, the FDM shall issue an official response to the requesting party either in writing or by email.

5. The FDM shall furnish the FOI Unit and the DOH FOI Central Appeals and Review Committee with a copy of all actions on the FOI request, whether approval or denial.

ANNEX M-2 -Process Flow for Electronic FOI (eFOI) Requests



Step 1: Receipt of eFOI Requests

1. The FRO of the FOI Unit shall receive all FOI requests filed through the FOI portal

Step 2: Initial Evaluation and Processing of Requests

2. The FRO shall assess whether DOH is the appropriate agency for the requested information.

    2.1. If yes, proceed to No. 3.
    2.2. If no, the request shall be denied and the requesting party shall be referred to the appropriate agency.

3. The FRO shall assess whether the requested information is already available online.

    3.1. If yes, the request shall be denied but the FRO shall provide the exact link where the information can be found.
    3.2. If no, proceed to No. 4.

4. The FRO shall evaluate the compliance of the request with the following requirements:
    - The request shall state the name and contact information of the requesting party;
    - The request shall reasonably describe the information requested, and the reason for, or purpose of, the request for information; and
    - A valid proof of identification or authorization shall be provided

    4.1. If the request complies with the requirements, the FRO shall classify the request by the nature of the FOI requests, either (1) Policy, program and other technical requests or (2) Legal, financial and other administrative requests, and forward it to the appropriate FDM.

        4.1.1. The FDM shall forward the requests to the respective Data Steward for processing and retrieval of requested information. The Data Steward shall process and retrieve the requested information. Once retrieved, the Data Steward shall then submit the requests and the information to the FDM for decision.

    4.2. If the request does not comply with the requirements, the FRO shall deny the request and notify the requesting party that the requests will not be processed unless the requirements are satisfied.

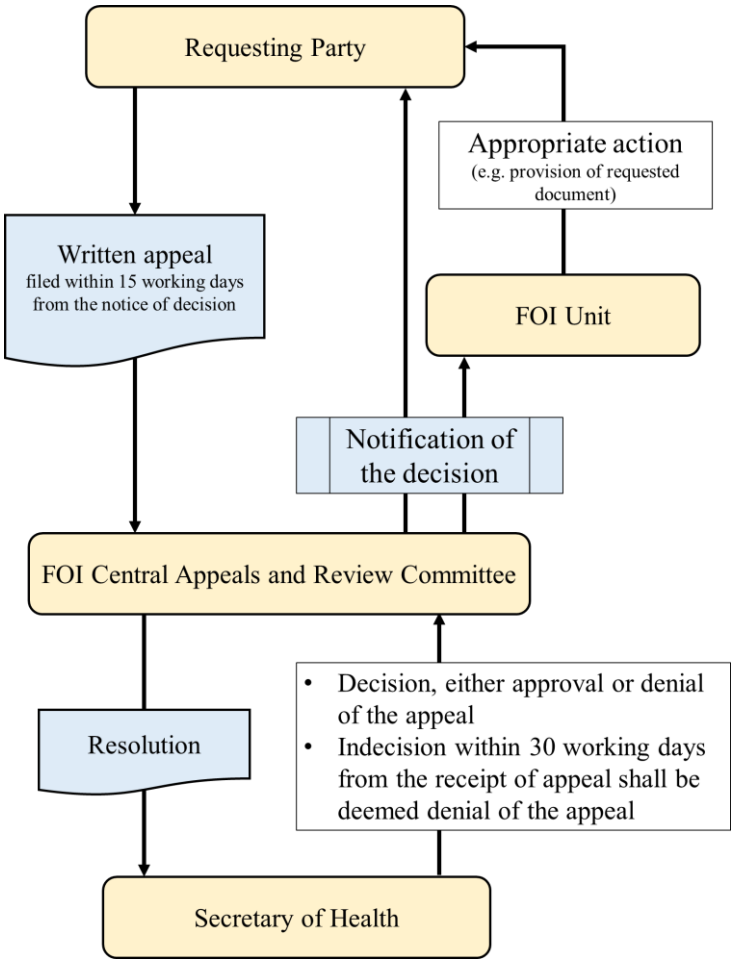
Step 3: Decision and Issuance of Official Response

5. The FDM must consider the following in deciding FOI requests:
    - The information requested contains sensitive personal information protected by R.A.10173.
    - The information requested falls under the list of exceptions
    - The request is contrary to existing laws and/or policies
    - The request is substantially identical or similar to previous requests already granted or denied

6. Once the FDM approved or denied the request, the FDM shall issue an official response to the requesting party through the FOI website.

7. The FDM shall furnish the FOI Unit and the DOH FOI Central Appeals and Review Committee with a copy of all actions on the FOI request, whether approval or denial.

ANNEX M-3 -Process Flow for FOI Appeals



1. The requesting party shall file an appeal to the FOI Central Appeals and Review Committee in writing or through email within fifteen (15) working days from the notice of decision or from the lapse of the relevant period to respond to the request. The appeal shall be addressed to:

   Undersecretary of Health, Management Services Team
   Chair, DOH Central Appeals and Review Committee
   Department of Health
   Email: foi@doh.gov.ph

2. The Committee shall resolve appeals and issue resolutions subject to the approval of the Secretary of the Health within 30 working days from the filing of the appeal.
3. Failure to decide within the 30-day period shall be deemed a denial of the appeal.

4. The requesting party shall be notified of the decision on his/her appeal as soon as practicable, or within 15 working days from the issuance of the decision.
5. Upon exhaustion of administrative FOI appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

ANNEX N – FOI REQUEST FORM

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 Office of the President through the Presidential Comunications 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 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 after signing up for an account. You will also need to upload a valid copy of your government-issued ID upon registration.

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.

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.

FREEDOM OF INFORMATION

PROCESSING TIMES

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.

COMPLAINTS HANDLING

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.

IMPORTANT INFORMATION

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

This document may be reproduced and is NOT FOR SALE

FOI Tracking Number:

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)* ◄_____

ANNEX N-1- FOI RESPONSE TEMPLATE - DOCUMENT ENCLOSED

DATE

Dear _____,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

Your request

You asked for <quote request exactly, unless it is too long/complicated>.

Response to your request

Your FOI request is approved. I enclose a copy of [some/most/all]* of the information you requested [in the format you asked for]

Thank you.

Respectfully,

_____

FOI Receiving Officer

ANNEX N-2 - FOI RESPONSE TEMPLATE - ANSWER

DATE

Dear _____,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

Your request

You asked for <quote request exactly, unless it is too long/complicated>.

Response to your request

Your FOI request is approved. The answer to your request is <insert answer>

Thank you.

Respectfully,

_____

FOI Receiving Officer

ANNEX N-3 - FOI RESPONSE TEMPLATE - DOCUMENT AVAILABLE ONLINE

DATE

Dear _____,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

Your request

You asked for <quote request exactly, unless it is too long/complicated>.

Response to your request

[Some/Most/All] of the information you have requested is already available online from <add details of where that specific information can be obtained e.g. data.gov.ph, foi.gov.ph or other government websites>.

Your right to request a review

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response, by writing to <insert name of Secretary and postal / e-mail address>. Your review request should explain why you are dissatisfied with this 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 review request.

If you are not satisfied with the result of the review, you then have the right to appeal to the Office of the President under Administrative Order No. 22 (s. 2011).

Thank you.

Respectfully,

_____

FOI Receiving Officer

ANNEX N-4 - FOI RESPONSE TEMPLATE - DOCUMENT NOT AVAILABLE

DATE

Dear _____,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

Your request

You asked for <quote request exactly, unless it is too long/complicated>.

Response to your request

While our aim is to provide information whenever possible, in this instance this Office does not have [some of]* the information you have requested. However, you may wish to contact <insert name of other authority/organization> at<insert contact details. Who may be able to help you. The reasons why we don't have the information are explained in the Annex to this letter.

Your right to request a review

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response, by writing to <insert name of Secretary and postal / e-mail address>. Your review request should explain why you are dissatisfied with this 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 review request.

If you are not satisfied with the result of the review, you then have the right to appeal to the Office of the President under Administrative Order No. 22 (s. 2011).

Thank you.

Respectfully,

_____

FOI Receiving Officer

ANNEX N-5 - FOI RESPONSE TEMPLATE – UNDER EXCEPTIONS

DATE

Dear _____,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

Your request

You asked for <quote request exactly, unless it is too long/complicated>.

Response to your request

While our aim is to provide information whenever possible, in this instance we are unable to provide [some of]* the information you have requested because an exception(s) under section(s) <insert specific section number(s) of the List of Exceptions applies to that information>. The reasons why that exemption(s) applies are explained in the Annex to this letter.

Your right to request a review

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response, by writing to <insert name of Secretary and postal / e-mail address>. Your review request should explain why you are dissatisfied with this 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 review request.

If you are not satisfied with the result of the review, you then have the right to appeal to the Office of the President under Administrative Order No. 22 (s. 2011).

Thank you.

Respectfully,

_____

FOI Receiving Officer

ANNEX N-6 - FOI RESPONSE TEMPLATE – IDENTICAL REQUEST

DATE

Dear _____,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s. 2016) on Freedom of Information in the Executive Branch.

Your request

You asked for <quote request exactly, unless it is too long/complicated>.

Response to your request

While our aim is to provide information whenever possible, in this instance we are unable to provide the information you have requested because it is substantially similar or identical to a previous request that you made on <insert date of previous request>, which we responded to on <insert date of response>.

Your right to request a review

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response, by writing to <insert name of Secretary and postal / e-mail address>. Your review request should explain why you are dissatisfied with this 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 review request.

If you are not satisfied with the result of the review, you then have the right to appeal to the Office of the President under Administrative Order No. 22 (s. 2011).

Thank you.

Respectfully,

_____

FOI Receiving Officer

2025