FREEDOM OF INFORMATION PEOPLE'S MANUAL

(PHILIPPINE TEXTILE RESEARCH INSTITUTE)

Revision 3
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REPUBLIC OF THE PHILIPPINES
PHILIPPINE TEXTILE RESEARCH INSTITUTE
Department of Science and Technology
General Santos Avenue, Bicutan, Taguig City

FREEDOM OF **INFORMATION** (FOI) IMPLEMENTING DETAILS

SECTION 1: OVERVIEW

1. Purpose: The purpose of the FOI Manual is to provide the process to guide and assist the Institute in dealing with requests of information received under Executive Order (EO) No. 2 on Freedom of Information (FOI) **(Annex "A")** and DOST Administrative Order No. 002 dated June 14, 2017 **(Annex "B").**

2. Structure of the Manual: This Manual shall set out the rules and procedures to be followed by the PTRI, when a request for access to information is received. The PTRI Director is responsible for all actions carried out under this Manual and may delegate this responsibility to the Chief Finance and Administrative Division as the focal person of the PTRI. The Director shall act as the FOI Decision Maker (FDM) and shall have overall responsibility for the decision on FOI requests, (i.e. to decide whether to release all the records, partially release the records or deny access).

3. Coverage of the Manual: The Manual shall cover all requests for information directed to the Institute.

4. FOI Receiving Officer: There shall be an FOI Receiving Officer (FRO) designated at the Institute. The FRO shall preferably come from Human Resource and Records Management Section, or its equivalent, of the Institute. The FRO shall hold office at Room 314 PTRI Main Building.

   The functions of the FRO shall include the following:

   a. Receive, on behalf of the Institute all requests for information;
   b. Verify with the concerned office the availability of the information;
   c. Forward the requests to FDM;
   d. Monitor all FOI requests and appeals;
   e. Provide assistance to the FDM;
   f. Provide assistance and support to the public and staff with regard to FOI;
   g. Compile statistical information as required; and
   h. Conduct initial evaluation of the request and advise the requesting party on the status of his/her request.

5. **FOI Decision Maker (FDM):** The head of the agency is designated as FOI Decision Maker (FDM).

   The functions of the FDM shall include the following:

   a. Conduct the evaluation of the request for information;
   b. Provide decision thereto on whether to grant or deny or partially deny the request; and
   c. Ensure that the complete information requested be submitted to the FRO within 10 days upon receipt of such request.

   See Annex C for the Institute FOI Personalities

SECTION 2. STANDARD PROCEDURE

(See Annex "F-1" for flowchart)

1. Receipt of Request for Information.

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

      i. The request must be in writing;
      ii. The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization;
      iii. The request shall reasonably describe the information requested, and the reason for, or purpose of, the request for information. (see Annex "E") for the exceptions; and
      iv. The request shall clearly and categorically state the reason/s for, or purpose of, the request for information.

      The request can be made through email, provided that the requesting party shall attach in the email a scanned copy of the duly accomplished FOI application request (Form E) and a copy of a duly recognized government ID with photo (e.g. driver's license, PRC license. GSIS, SSS. Senior Citizen or Voter's ID).

      The FOI request form can be accessed online or physically accessed at the Room 314 PTRI Main Building.

   b. 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 FRO 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.

c. 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.

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

2.1. Transmittal of request by the FRO to the FDM: If the FRO finds the request for information sufficient in form and substance, the FRO shall forward to the FDM such request within three (3) working days from the receipt of the written request. The FRO shall record the date, time and name of staff from the Office of FDM who received the request in a record book with the corresponding signature of acknowledgement of receipt of the request.

2.2. Request relating to more than one office under the Institute: If a request for information is received which requires to be complied with, of different divisions, the FDM shall forward such request to the said divisions concerned and ensure that FRO coordinates and monitors its compliance.

Should the FRO fail to transmit the original request to a second (2nd) party agency, institute, council or office within three (3) working days from receipt of such request, the original receiving agency, institute, council or office shall assume full accountability and responsibility in the handling of such request.

2.3. Requested information is not in the custody of the Institute: If the requested information is not in the custody of the Institute, following referral and discussions with the FDM, the FRO shall undertake the following steps:

a. If the requested information is not in the custody of PTRI, the request will be immediately transferred to such appropriate agency, institute, council or office within three (3) working days from the receipt of request by the FRO.

b. If the records refer to an office not within the coverage of E.O. No. 2, the requesting party shall be advised accordingly and provided with the contact details of that office, if known.

c. In case of the inability to determine office jurisdiction, the same shall be referred to the DOST- Central Office within three (3) working days from its receipt of the request.

2.4. Requested information is already posted and available online: Should the information being requested is already posted and publicly available in the Institute's website (ptri.dost.gov.ph), data.gov.ph or efoi.gov.ph, the FRO shall inform the requesting party of the said fact and provide them the website link where the information is posted.

2.5. 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 of such denial.

3. Processing of approved request: Upon receipt of the request for information from the FRO, the FDM shall assess the same and ensure that the complete information requested is submitted to the FRO within ten (10) working days upon receipt of such request.

If the FDM needs further details to identify or locate the information, he/she shall, through the FRO, seek clarification from the requesting party. The clarification shall stop the running of the ten (10) working day period and will commence the day after it receives the required clarification from the requesting party.

The FDM shall likewise initially determine if the requested information falls under the following exceptions:

i. Information covered by executive privilege;
ii. Privileged information relating to national security, defense or international relations;
iii. Information concerning law enforcement and protection of public and personal safety;
iv. Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims of crimes, of the accused;
v. 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;
vi. Prejudicial premature disclosure;
vii. Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged;
viii. Matters considered confidential under banking and finance laws, and their amendatory laws; and
ix. Other exceptions to the right to information under laws, jurisprudence, rules and regulations.

Should the requested information fall under any of the foregoing exceptions, the request shall be immediately denied. The FRO shall inform the applicant of the reason of such denial.

If the request is granted, the FRO shall prepare the letter or email informing the requesting party, within fifteen (15) working days from receipt of request for information, that the request was granted. The FRO shall require the requesting party to sign *conforme* that said party has been informed of and agrees to the policies of the Department as stated herein. The requesting party may be directed to pay the applicable fees, if any.

If the request is denied, wholly or partially, the FRO shall, within fifteen (15) working days from receipt of request for information, notify the requesting party of the denial in writing. The notice shall clearly set forth the ground for denial and the legal basis thereof.

Failure to notify the requesting party of the action taken on the request within the period herein· provided shall be deemed a denial of the request to information.

All communication involving FOI requests shall be copy furnished the Office of the Secretary and the Office of the Assistant Secretary for Legal Affairs.

4. Request for an Extension of Time: PTRI shall respond to the request within the period provided for by this Manual. The said period may be extended on valid grounds and the FRO shall inform the requesting party of the said extension, setting forth the reasons for such. In no case shall the extension exceed twenty (20) working days, unless exceptional circumstances warrant a longer period.

5. Appeals and Review Committee: A person whose request for access to information has been denied may file a written appeal to the Department 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.

6. The Institute must respond to the requests promptly, within fifteen (15) working days following the date of receipt of the request. A working day is any day other than Saturday, Sunday or a day which is declared a national public holiday in the Philippines. In computing for the period, Art. 13 of the New Civil Code shall be observed.

   The date of receipt of the request will be either:

   i. The day on which the request is physically or electronically delivered to the Institute, or directly into the email inbox of the FRO; or

11. If the Institute 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 FRO, and this has generated an 'out of office' message with instructions on how to re-direct the message to alternate FRO. 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.

7. Notice of the Requesting Party of the Approval/Denial of the Request: Once the FDM approved or denied the request, he shall immediately notify the FRO who shall prepare the response to the requesting party either in writing or by email.

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, 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. All denials on FOI requests shall pass through the FDM.

SECTION 3. PROMOTION OF OPENNESS IN GOVERNMENT

1. Duty to Publish Information. The Institute shall regularly publish, print and disseminate at no cost to the public and in an accessible form, in conjunction with Republic Act No. 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 it delivers and the procedure 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 Institute shall endeavour to translate key information into major Filipino languages and present them in popular form and means.

3. Keeping of Records. The Institute 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 generated or collected.

SECTION 4. PROTECTION OF PRIVACY

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

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

SECTION 5. REMEDIES IN CASE OF DENIAL

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

1. Administrative FOI Appeal to the Institute 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 the Appeal by the FDM may be appealed by filing a written appeal to the Institute Central Appeals and Review Committee within (15) working days from the notice of denial or from the lapse of the period to respond to the request.

b. The appeal shall be decided by the Department Central Appeals & Review upon the recommendation of the Institute 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.

c. The denial of the Appeal by the Department Central Appeals & Review Committee or the lapse of the period to respond to the request may be appealed further to the Office of the President under Administrative Order No. 22, s.2011.

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

SECTION 6. REQUEST TRACKING SYSTEM

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

SECTION 7. FEES

1. No request fee. The Institute shall not charge any fee for accepting requests for access to information.

2. Reasonable Cost of Reproduction and Copying of the Information. The FRO shall immediately notify the requesting party in case there shall be a reproduction and copying fee in order to provide the information. Such fee shall be the actual amount spent by the Institute in providing the information to the requesting party. The schedule of fees shall be posted by the Institute.

3. Exemption from fees. The Institute may exempt any requesting party from payment of fees, upon request stating the valid reason why such requesting party shall not pay the fee.

SECTION 8. ADMINISTRATIVE LIABILITY

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

a. 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.

DEFINITION OF TERMS

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

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

INFORMATION. Shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.

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

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

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

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

PUBLIC SERVICE CONTRACTOR. Shall be defined as a private entity that has dealing, contract, or a transaction of whatever form or kind with the government or a government agency or office that utilizes public funds.

PERSONAL INFORMATION. Shall refer to any information, whether recorded in a material form or not, from which the identify 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.

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

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

GLOSSARY OF TERMS

ADMINISTRATIVE FOI APPEAL. An independent review of the initial determination made in response to a FOI request. Requesting parties who are dissatisfied with the response made on their initial request have a right to appeal that initial determination to an office within the agency, which will then conduct an independent review.

ANNUAL FOI REPORT. A report to be filed each year with the Presidential Communications Operations Office (PCOO) by all government agencies detailing the administration of the FOI. Annual FOI Reports contain detailed statistics on the number of FOJ requests and appeals received, processed, and pending at each government office.

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

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

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

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

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

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

FULL DENIAL. When the Institute 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 a FOI request.

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.

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

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

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.

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. The process is called a "referral".

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

FOI REQUEST FORM. This form is referred as FOI Form No. 1 which serves as the official receipt of request.

FOI REQUEST TEMPLATE - DOCUMENT ENCLOSED. This form is referred as FOI Form No. 2 which serves as the letter of response in enclosing a document.

FOI REQUEST TEMPLATE - ANSWER. This form is referred as **FOI Form No. 3** which serves as the letter of response to the request.

FOI REQUEST TEMPLATE - DOCUMENT AVAILABLE ONLINE. This form is referred as FOI Form No. 4 which serves as the letter of response in stating the necessary links or websites.

FOI REQUEST TEMPLATE - DOCUMENT NOT AVAILABLE. This form is referred as FOI Form No. 5 which serves as the letter of response in stating that document is notavailable.

FOI REQUEST TEMPLATE - UNDER EXCEPTIONS. This form is referred as **FOI** Form No. 6 which serves as the letter of response in stating that document is under exceptions.

Approved by:

CELIA B. ELUMBA
Director IV

ANNEX A

Executive Order No. 2, s. 2016

Signed on July 23, 2016 (http://www.officialgazette.gov.ph/2016/07/23/executive-order-no-02-s-2016/)

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 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, 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 departments, 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, 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 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 Department 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 Department 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 8 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, 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.

(d) 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.

(e) 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.

(f) 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 7 (f) 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.

(b) 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.

(c) Upon exhaustion of administrative appeal remedies, the requesting part 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

RESOURCES

- [PDF] Executive Order No. 2, s. 2016 (http://www.officialgazette.gov.ph/downloads/2016/07jul/20160723-EO-2-RRD.pdf)

This entry was posted under Executive Issuances (http://www.officialgazette.gov.ph/section/laws/executive-issuances/), Executive Orders (http://www.officialgazette.gov.ph/section/laws/executive-issuances/executive-orders/), Laws and Issuances (http://www.officialgazette.gov.ph/section/laws/) and tagged Executive Issuances (http://www.officialgazette.gov.ph/tag/executiveissuances/), Executive Orders (http://www.officialgazette.gov.ph/tag/executive-orders/), Freedom of Information (http://www.officialgazette.gov.ph/tag/freedom-of-information/), Rodrigo Roa Duterte (http://www.officialgazette.gov.ph/tag/rodrigo-roa-duterte/), transparency (http://www.officialgazette.gov.ph/tag/transparency/). Bookmark the permalink (http://www.officialgazette.gov.ph/2016/07/23/executive-order-no-02-s-2016/).

REPUBLIC OF THE PHILIPPINES

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GOVERNMENT LINKS

The President (http://president.gov.ph)
Office of the President (http://op-proper.gov.ph)
Office of the Vice President (http://ovp.gov.ph)
Senate of the Philippines (http://senate.gov.ph/)
House of Representatives (http://www.congress.gov.ph/)
Supreme Court (http://sc.judiciary.gov.ph/)
Court of Appeals (http://ca.judiciary.gov.ph/)
Sandiganbayan (http://sb.judiciary.gov.ph/)

ANNEX B

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY

JUN 1 4 2017

DOST Administrative Order No. 0 0 2
Series of 2017

SUBJECT: **Instituting Departmental People's Freedom of Information Procedure and Implementing Details**

In the exigency of the service, and to institute and streamline the implementation of Executive Order No. 2, Series of 2016, dated 23 July 2016 operationalizing the People's Right to Information, otherwise known as Freedom of Information (FOI), for all DOST Councils, Agencies, Institutes and Offices, the following rules shall be observed:

I. FOI RECEIVING OFFICER (FRO)

Each DOST Agency, Institute, Council or Office shall designate an FOI Receiving Officer (FRO) who shall receive all requests for information and forward the same to the FOI Decision Maker (FDM) for appropriate action.

Procedure:

1. The FRO shall receive the request for information from the requesting party. The request shall:

   i. be in writing;
   ii. state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization;
   iii. reasonably describe the information requested or contain information sufficient to identify the record/s requested; and
   iv. clearly and categorically state the reason/s for, or purpose of, the request for information

   The request may be made through email, provided that the requesting party shall attach a scanned copy of the duly accomplished FOI application request form available in the FOI website, www.foi.gov.ph, and a copy of a valid government ID with photo (e.g. driver's license, PRC license, GSIS, SSS, Senior Citizen or Voter's ID).

Department of Science and Technology
Finance, Administrative & Legal Affairs (OASECFALA)
OASECFALA-17-00298
14 June 2017 3:03:58 pm

Head Office: Gen. Santos Ave., Bicutan, Taguig City
Website: www.dost.gov.ph

Postal Address: P.O. Box 3596 Manila
Tel. No. 837-2071 to 82 / 837-3171 to 89

The FOI request form can be accessed online or physically accessed at the DOST Central Office.

2. The FRO shall stamp "RECEIVED" on the request form and indicate the date and time of the receipt of the written request, the full name of the FRO, rank, title and position, with a corresponding signature. A copy thereof shall be furnished to the requesting party.

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

3. The FRO shall input the details of the request on the Request Tracking System and allocate a reference number.

4. The FRO shall make an initial evaluation on the request.

   i. If the FRO finds the request for information sufficient in form and substance, the FRO shall forward to the FOI Decision Maker (FDM) such request within three (3) working days 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.

   ii. If the information being requested is in the possession of several/different agencies, institutes, councils or offices, the FRO shall forward such request within three (3) working days from receipt of such to the concerned agency, institute, council or office for action, indicating the portion of the request which pertains to the respective agency, institute, council or office. Their respective action on the request shall be treated separately from each other, in accordance with the procedure set forth in paragraph 4.i.

   Should the FRO fail to transmit the original request to a second (2nd) party agency, institute, council or office within three (3) working days from receipt of

such request, the original receiving agency, institute, council or office shall assume full accountability and responsibility in the handling of such request.

For Provincial S&T Centers (PSTCs), requests shall be forwarded to their respective Regional Offices within three (3) working days from receipt of the same.

iii. If the requested information is not in the custody of the agency, institute, council or office, the request will be immediately transferred to such appropriate agency, institute, council or office within three (3) working days from the receipt of request by the FRO.

Should the agency, institute, council or office to which the request is subsequently transferred also decide that the request pertains to information in the possession of another agency, institute, council or office, the former is also given a period of three (3) working days within which to transfer the request to the latter. The transferring agency, institute, council or office must act on the request in accordance with the procedure set forth in paragraph 4.i.

In case of the inability to determine office jurisdiction or, if the request has been previously transferred from one agency, institute, council or office to another and the requested information is not in the custody of the third (3rd) agency, institute, council or office which received it, the same shall be referred by the latter to the DOST-Central Office within three (3) working days from its receipt of the request. The DOST-Central Office, in turn, shall determine within three (3) working days from receipt of such referral, to which agency, institute, council or office the request properly pertains, with the assistance of the Office of the Assistant Secretary for Legal Affairs.

Upon final determination by the DOST-Central Office, the request shall be forwarded to the concerned agency, institute, council or office which shall act on the request in accordance with the procedure set forth in paragraph 4.i.

iv. If the request refers to an information not in the possession of the Department, its attached agencies, institutes, councils or offices, the requesting party shall be advised accordingly.

v. If the information requested is already posted and publicly available in the appropriate website, the FRO shall inform the requesting party of the said fact and provide the requesting party with the website link where the information is posted.

vi. Should the requested information be substantially similar or identical to a previous request by the same requester, the request shall be immediately DENIED. The FRO shall inform the applicant of the reason of such denial.

II. FOI DECISION MAKER (FDM)

The Heads of each agency, institute, council or office or their respective Officers-in-Charge (OICs) are hereby designated as FOI Decision Makers (FDMs) of their respective agencies/ offices. They shall conduct the evaluation of the request for information and provide initial decision thereto on whether to grant or deny or partially deny the request.

Procedure

1. Upon receipt of the request for information from the FRO, the FDM shall assess the same and ensure that the complete information requested is submitted to the FRO within ten (10) working days upon receipt of such request.

2. If the FDM needs further details to identify or locate the information, he or she shall, through the FRO, seek clarification from the requesting party. The clarification shall stop the running of the ten (10) working day period and will commence the day after it receives the required clarification from the requesting party.

3. The FDM shall likewise initially determine if the requested information falls under the following exceptions:

   i. Information covered by executive privilege;
   ii. Privileged information relating to national security, defense or international relations;
   iii. Information concerning law enforcement and protection of public and personal safety;
   iv. Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims of crimes, of the accused;
   v. 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;
   vi. Prejudicial premature disclosure;
   vii. Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged;
   viii. Matters considered confidential under banking and finance laws, and their amendatory laws; and
   ix. Other exceptions to the right to information under laws, jurisprudence, rules and regulations.

   Should the requested information fall under any of the foregoing exceptions, the request shall be immediately denied. The FRO shall inform the applicant of the reason of such denial.

4. It is the policy of the Department that all data received as per FOI request shall not be used for commercial purposes and shall not be transferred to third parties without the express written consent of the Department. In this regard, the Department reserves the right to determine as to which matters are to be deemed commercial in nature.

5. If the request is granted, the FRO shall prepare the letter or email informing the requesting party, within fifteen (15) working days from receipt of request for information, that the request was granted. The FRO shall require the requesting party to sign

conforme that said party has been informed of and agrees to the policies of the Department as stated herein. The requesting party may be directed to pay the applicable fees, if any.

6. If the request is denied, wholly or partially, the FRO shall, within fifteen (15) working days from receipt of request for information, notify the requesting party of the denial in writing. The notice shall clearly set forth the ground for denial and the legal basis thereof.

7. 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.

8. The agency, institute, council or office shall respond to the request within the period provided for by this Order. The said period may be extended on valid grounds and the FRO shall inform the requesting party of the said extension, setting forth the reasons for such. In no case shall the extension exceed twenty (20) working days, unless exceptional circumstances warrant a longer period.

9. All communication involving FOI requests shall be copy furnished the Office of the Secretary and the Office of the Assistant Secretary for Legal Affairs.

III. APPEALS AND REVIEW COMMITTEE

A person whose request for access to information has been denied may file a written appeal to the Department Central Appeals and Review Committee within fifteen (15) working calendar days from the notice of denial or from the lapse of the period to respond to the request. In this regard, the following Executive Officials are hereby designated as the Appeals and Review Committee for all DOST-attached agencies, institutes, councils or offices:

Chairperson	:	Assistant Secretary for Finance and Legal Affairs
Vice-Chairperson	:	Assistant Secretary for International Cooperation
Member	:	Director, Planning and Evaluation Service

1. The Central Appeals and Review Committee ("Committee") shall, within fifteen (15) working days from the filing of said written appeal, submit its recommendation to the Office of the Secretary.

2. The appeal shall be decided by the Department Secretary within fifteen (15) working days upon the recommendation of the Committee. The Department Secretary shall furnish the Committee of a copy of its final decision. Should there be a failure to decide the appeal within the total thirty (30) day period, this shall be deemed as a denial of the appeal.

3. The denial of the Appeal by the Department Secretary or the lapse of the period to respond to the request may be appealed further to the Office of the President pursuant to Administrative Order No. 22, s. 2011.

IV. GENERAL PROVISIONS

1. In the event of amendment in the appointment of FRO by the agency, institute, council or office, the office of the Assistant Secretary for Finance and Legal Affairs shall be informed of the said amendment within ten (10) calendar days therefrom.

2. All DOST agencies, institutes, councils and offices are instructed to submit, within ten (10) days from receipt hereof, the names of their designated receiving officer and decision maker to the Office of the Secretary copy furnished the Office of the Assistant Secretary for Finance and Legal Affairs.

3. The Assistant Secretary in charge of Legal Affairs shall serve as the focal person and coordinating officer for FOI implementation. He is instructed to conduct training of, monitor and ensure compliance by all concerned FOI officers of this AO in order to properly implement the same. He is likewise instructed to submit to the Office of the Secretary a listing of all FROs and FDMs for all DOST agencies, institutes, councils and offices within ten (10) days from complete receipt of designated officers as above-stated, and keep the same updated.

4. All FOI Manuals and their Implementing Details previously submitted by DOST agencies, institutes, councils and offices shall be deemed as suppletory, if applicable. In case of conflict, this Administrative Order shall prevail.

5. This Order shall take effect immediately.

FORTUNATO T. DE LA PEÑA
Secretary

Annex "C"

FOI PERSONALITIES

1. FOI Receiving Officer	Administrative Officer II Human Resource & Records Management Section
2. FOI Decision Maker	Director IV
3. FOI Appeals & Review Committee	Division Chief FAD, TSD, RDD
4. FOI Central Appeals & Review Committee (DOST)	Assistant Secretary for Finance and Legal Affairs Assistant Secretary for International Cooperation Director, Planning and Evaluation Service

ANNEX "D"

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

FOi RECEIVING OFFICERS

Name of Agency	Location of FOi Receiving Officer	Contact Details	Assigned FOi Receiving Officer
PTRI-DOST	Room 314, 3F, PTRI Main Bldg., Bicutan, Taguig City	ptrirecords@gmail.com	Herson Dumaya Jr., FRO
PTRI-DOST	Room 314, 3F, PTRI Main Bldg., Bicutan, Taguig City	ptrirecords@gmail.com	Richard Apuyan, Alternate FRO

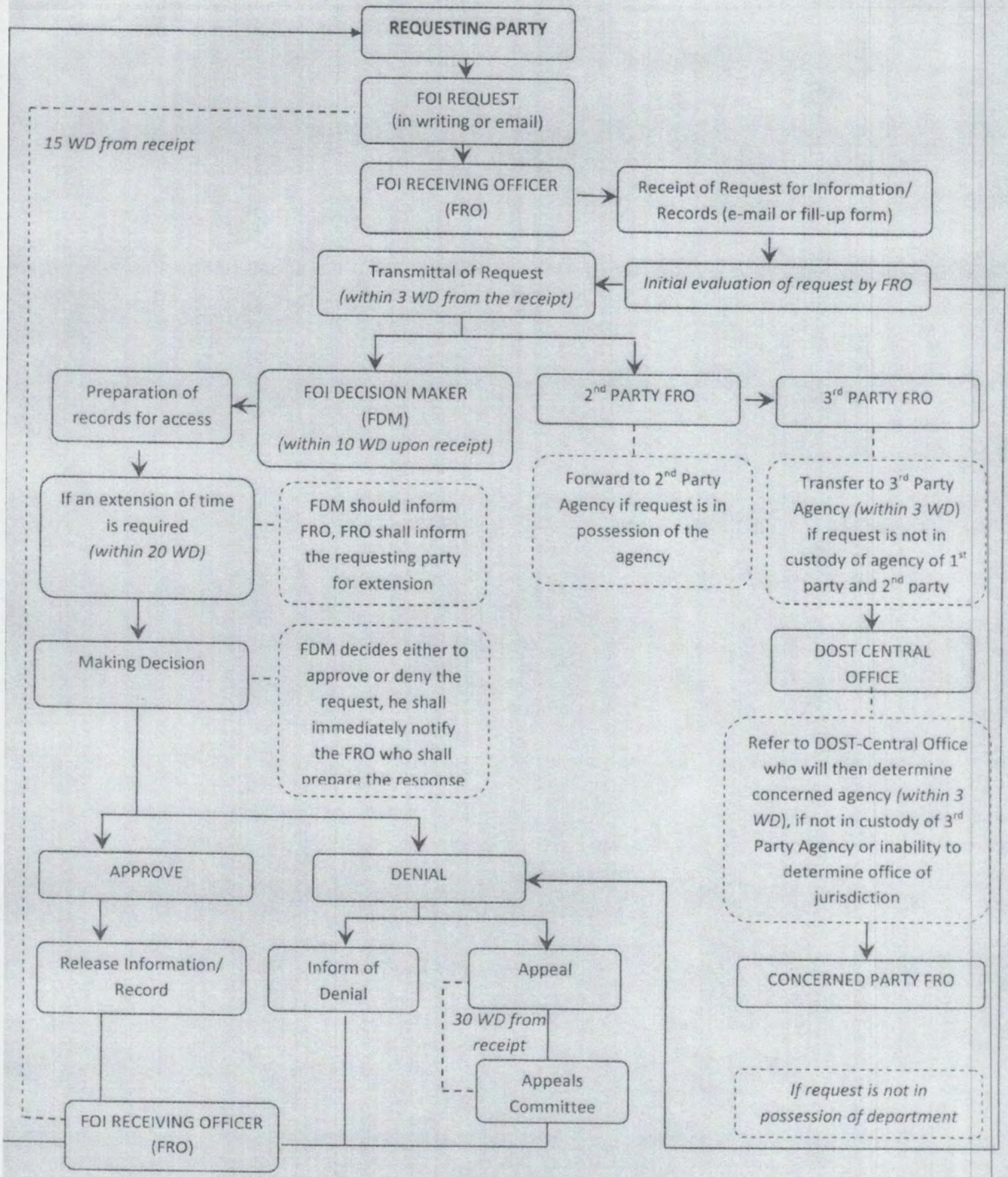
ANNEX "E"

LIST OF EXCEPTIONS

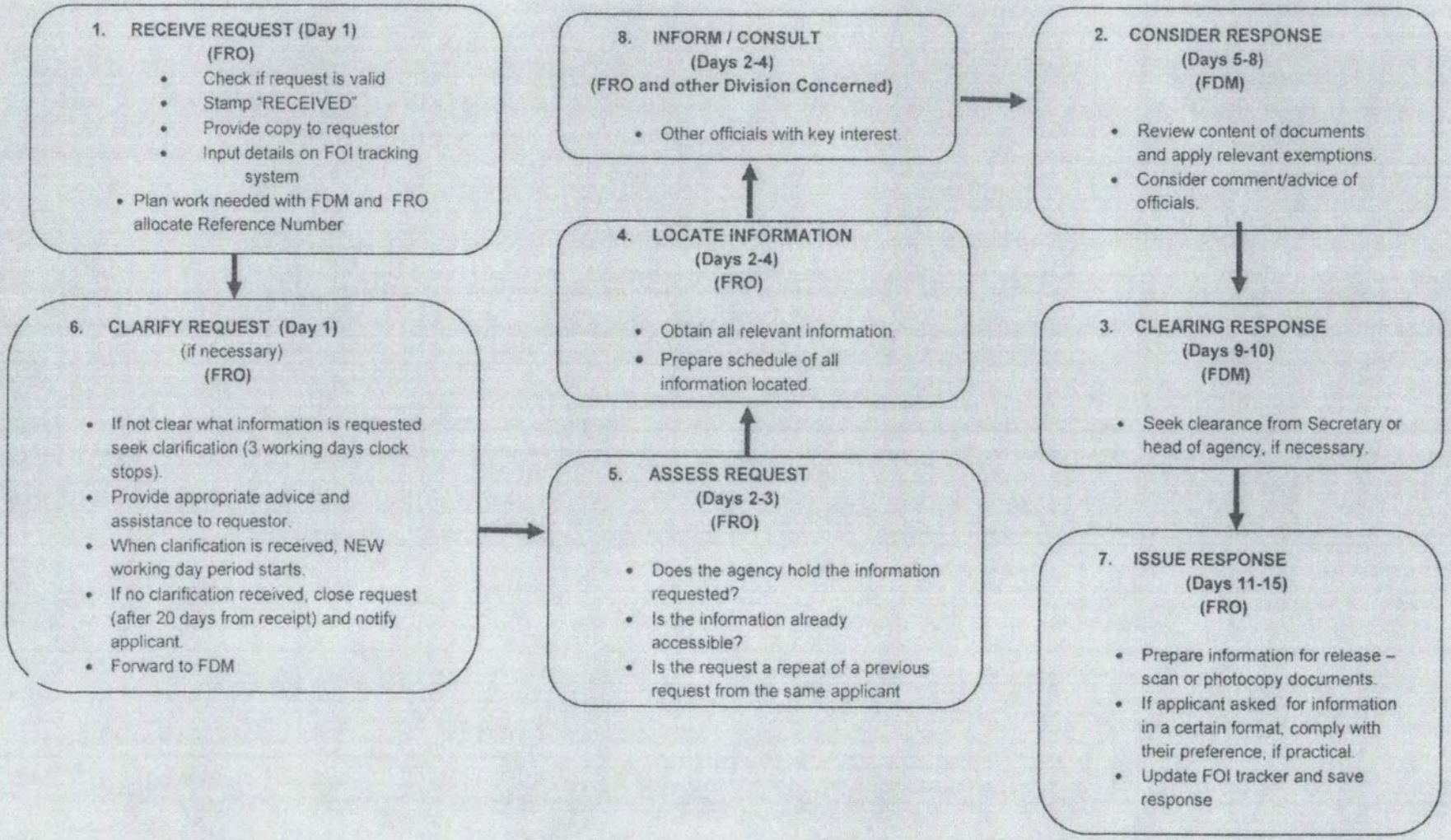
1. Laboratory Test Results and Test Reports
2. Memorandum of Agreement (MOA) Disclosure
3. Administrative/Criminal/Civil Case (On-going & Closed)
4. Results of On-going/Completed researches/technologies not yet disclosed for Intellectual Property (IP)

FOI Request Flow Chart

ANNEX "F-1"



DETAILED FOI REQUEST PROCESS



ANNEX F - 3

FOI REQUEST PROCESS IN DAYS

Day 1	Days 2 - 4	Days 5 - 8	Days 9 - 10	Days 11 - 15
RECEIVE REQUEST • Check if the request is valid • Stamp received • Provide copy to requestor • Log details on FOI tracker • Plan work needed with FDM **CLASSIFY REQUEST (if necessary)** • If not what information is requested seek clarification (15 working day clock stops) • Provide appropriate advice and assistance to requestor • When classification is received, NEW working day period starts If no clarification received, close request (after 60 days from receipt) and notify applicant • Forward to FDM.	**ASSESS REQUEST** • Does the agency hold the information requested • Is the information already accessible? • Is the request a repeat of a previous request from the same applicant? **LOCATE INFORMATION** • Obtain all relevant information • Prepare schedule of all information located **INFORM / CONSULT** • Other officials with key interest	**CONSIDER RESPONSE** • Review content of documents and apply relevant exemptions • Consider comment/advice of officials	**CLEARING RESPONSE** • Seek clearance from Secretary or Head of the Agency, if necessary	**ISSUE RESPONSE** • Prepare information for release - scan or photocopy documents • If applicant asked for information in a certain format, comply with their preference, if practical • Update FOI tracker and save response

FOI Form No. 1

PHILIPPINE TEXTILE RESEARCH INSTITUTE

Gen. Santos Avenue, Bicutan, Taguig City

PORMULARYO NG KAHILINGAN

FOI Request Form

TITULO NG DOKUMENTO *(Title of the Document)* _____

MGA TAON/PANAHONG SAKLAW *(Year)* _____

LAYUNIN *(Purpose)*

_____

_____

_____

PANGALAN / *(Name)* _____

LAGDA / *(Signature)* _____

TIRAHAN / *(Address)* _____

CONTACT Nos. _____

PETSA *(Date)* _____

KATIBAYAN NG PAGKAKAKILANLAN *(Proof of Identity)*

Passport No. _____

Driver's License _____

Other _____

PARAAN NG PAGTANGGAP NG MGA IMPORMASYON

(How would you like to receive the information?)

- ☐ Email _____
- ☐ Fax _____
- ☐ Postal Address _____
- ☐ Pick-up *(Office hours)* _____

Gawaing itinalaga kay:
(Submitted to) _____
(Lumagda sa ibaba ng pangalang nakalimbag)

Petsa / Oras ng Pagkatalaga:
(Date / Time of Submission) _____

Taong nagpapatunay ng Gawaing Natapos:
(Certified by) _____
(Lumagda sa ibaba ng pangalang nakalimbag)

Uri ng isinagawang aksiyon:
(Type of Action Conducted) _____

Iniskedyul ni *(Received by):*

_____
FOI Receiving Officer

Remarks:

_____

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

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

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 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 Director and postal / email address>*. Your review request should explain why you are dissatisfied with this response and should be made within fifteen (15) calendar days from the date you received this letter. We will complete the review and tell you the result, within thirty (30) calendar days from the date when we receive you review request.

If you are not satisfied with the result 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

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 the 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 fifteen (15) calendar days from the date you received this letter. We will complete the review and tell you the result, within thirty (30) calendar days from the date when we receive your review request.

If you are not satisfied with the result review, you then have the right to appeal to the DOST Appeal and Review Committee headed by Assistant Secretary for Finance and Legal Affairs under DOST Administrative Order No. 002 (s. 2017).

Thank you.

Respectfully,

_____

FOI Receiving Officer

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 it is 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 fifteen (15) calendar days from the date you received this letter. We will complete the review and tell you the result, within thirty (30) calendar days from the date when we receive you review request.

If you are not satisfied with the result review, you then have the right to appeal to the DOST Appeal and Review Committee headed by Assistant Secretary for Finance and Legal Affairs under DOST Administrative Order No. 002 (s. 2017).

Thank you.

Respectfully,

_____

FOI Receiving Officer

Republic of the Philippines
Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE
General Santos Avenue, Bicutan, Taguig City, Metro Manila
Tel Nos (632)837-2071 to 82 loc. 2360 to 2379 Telefax (632)837-1325
http://www.ptri.dost.gov.ph email: ptri@ptri.dost.gov.ph | ptridost47@gmail.com

TÜVRheinland CERTIFIED
ISO 9001:2015
Cert No. 01 100 127458

22 January 2021

PTRI Administrative Order No. 014-21
Series of 2021

SUBJECT: **Reconstitution of PTRI People's Freedom of Information (FOI) Committee**

In the exigency of the service and in compliance with Executive Order No. 02, *"Operationalizing in the Executive Branch the People's Constitutional Right to information and the State Policies of full public disclosure and transparency in the public service and providing guidelines therefor"*, the PTRI **People's Freedom of Information (FOI) Committee** is reconstituted to be composed of the following:

Chairperson	: **MATT ANTHONY M. PAREJA** Administrative Officer V, FAD
Members	: **ROSE MARTHY B. BONGON** Administrative Officer IV, OD
	: **KIMBERLY P. VIRON** Science Research Specialist II, RDD
	: **CYRA BEA DV. EVANGELISTA** Science Research Specialist I, TSD
	: **BOBBY E. AGANG** Science Research Analyst, PICTS
	: **HERSON D. DUMAYA JR.** Administrative Officer II/eFOI RO, FAD
Secretariat	: **CYRIL ANN S. CANONCE** Administrative Aide VI, FAD

As such the committee shall create and/or update a manual based on Section 8 and 9 of the aforementioned Executive Order.

This Order shall take effect immediately.

CELIA B. ELUMBA
Director IV