



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
Regional Field Office-I  
Aguila Road, Sevilla, City of San Fernando, La Union  
Tel. No. (072)-242-1045 to 1046 connecting all operating units

# **Freedom Of Information (FOI) Manual**

**In compliance with Executive Order No. 02, s. 2016, Implementing the  
Provisions of the Freedom Of Information Bill in the  
Department of Agriculture Regional Field Office-I**

## Foreword

*The Department of Agriculture Regional Field Office-I supports the right of the public to access government information and recognizes this as an integral part of the fundamental right of freedom of expression. We firmly believe that all information generated within our agency is crucial and necessary to realize our mission for a modernized and globally-competitive agriculture as long as these are responsibly accessed and used for the intended purpose.*

*Giving the public the right to access records in the DA RFO-I helps in making government transactions transparent including the accountabilities that go along with such transactions. In fact, disclosure of public documents in some cases in the past paved the way in exposing corruption and other misconducts in the government service along with unraveling threats to public health and safety.*

*While we truly support Freedom Of Information, we should also recognize and respect the limits that are set in enjoying this freedom. The FOI certainly does not warrant free access to all government documents. There are protocols and exemptions that aim to protect national security and personal privacy, among others.*

*I personally laud the joint efforts of our personnel behind the crafting of the FOI Manual for our agency in pursuit of our unified goal for a more responsive and dynamic agriculture sector in the Ilocos Region, in particular and in the Philippines, in general.*

*Providing information to the customers of the agriculture sector has long been a part of our process even before President Rodrigo Roa Duterte signed Executive Order No. 02, series 2016 or the Freedom Of Information Bill. The agency has been actively sharing, through various media, relevant information specifically related to our programs, projects, activities and services to the general public.*

*Hence, through this Freedom Of Information Manual, we hope our customers will utilize all accessible information in the Department of Agriculture for a meaningful and fruitful purpose, achieving certain levels of empowerment.*

*To God Be All the Glory and Honor.*



**LUCRECIO R. ALVIAR JR., CESO III**  
Regional Executive Director

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## **Section 1. OVERVIEW**

### **1.1 Background**

Article II, Section 28 of the 1987 Constitution provides: “the State shall adopt and implement a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law. Further, Section 7 of Article III also of the Constitution, guarantees the right of the people to information on matters of public concern.

Executive Order No. 2, s. 2016, issued by His Excellency President Rodrigo Roa Duterte on 23 July 2016 directs each and every office of the government to prepare its own Freedom of Information (FOI) Manual in order to implement the aforesaid provisions in the Constitution.

The executive order took effect upon compliance with the statutory requirement of its publication.

### **1.2 Purpose**

Guided by the provisions of EO No. 2, s. 2016 and cognizant to the fundamental human right of privacy as well as free and open exchange of information and to assure the public that government transactions and all its official acts vis-à-vis, the Department of Agriculture Regional Field Office-I hereby adopts and implements systems and procedures that exemplify a more transparent government. Thus, this FOI Manual, which is crafted to:

1. Make easier for the public to access information in the most efficient and expeditious manner consonant with the procedural requirement;
2. Promote transparency in the Department of Agriculture Regional Field Office-I (DA RFO-I) as it performs its mandate and functions;
3. Serve as basis for the personnel of DA RFO-I including those in its Research & Experiment Centers, Laboratories and Other Facilities on how to respond to its publics on their requests for data, information, official records, and documents.

## **Section 2. The DEPARTMENT OF AGRICULTURE REGIONAL FIELD OFFICE-I**

### **2.1. Existence**

The Department of Agriculture (DA) has undergone several changes since its creation in 1898 during the presidency of Emilio Aguinaldo. In 1978, during the time of Arturo R. Tanco, Jr., as Secretary, the regional offices of the DA were established. Changes continued to take place in the department as a result of executive decisions that have also transformed its mandate, mission, and structure among others, including Executive Order No. 292 which reorganized the entire Executive Branch during the reign of Her Excellency President Corazon C. Aquino, renaming DA regional offices into regional field offices, thus, the Department of Agriculture Regional Field Office-I. The latest to gain foothold in the changes in the department is Executive Order No. 366, or the Rationalization Plan in 2014.

### **2.2. Mandate**

The DA RFO-I is mandated to promote agricultural development by providing the policy framework, public investments, and support services needed for domestic and export-oriented business enterprises.

Its primary concerns are food security and improvement of farm income through the generation of work opportunities for farmers, fishermen, and other rural workers. To effectively carry these out, people's participation in the formulation of policies, plans and programs for agricultural development is ensured through their representation in policy-making bodies.

It is mandated to ensure that there is social justice, equity, productivity, and sustainability on the production and consumption including the exploration, development and utilization of agricultural resources.

### **2.3. Vision**

. . . a prime-mover towards a modernized agriculture sector

### **2.4. Mission**

To provide sustainable, timely and innovative interventions for a sustainable and vibrant agriculture in the Ilocos.

## 2.5. Core Values

In achieving its goals of helping to develop and empower agri-based communities through the provision of the right kind of production inputs and technical assistance, the DA RFO-I is guided by these Core Values:

**D**edication. *Serving with a heart.*

**R**esiliency. *Overcoming challenges.*

**I**ntegrity. *Valuing public trust.*

**V**igilance. *Responding to customer's needs.*

**E**xcellence. *Raising the bar.*

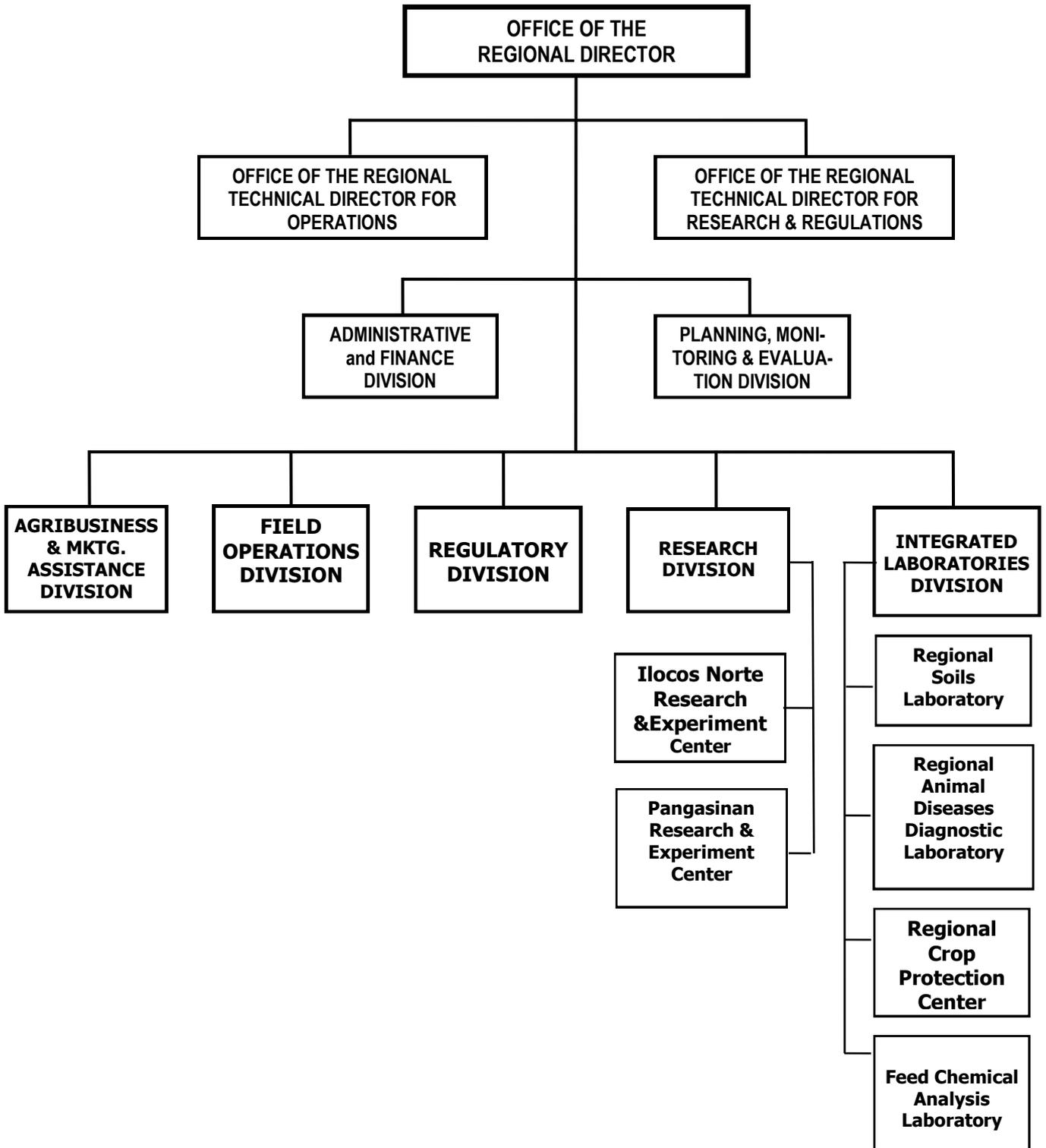
## 2.6. Functions

The DA RFO-I has the following functions:

1. Provide integrated services to farmers, fishermen, and other food producers on production, utilization, conservation and disposition of agricultural and fishery resources;
2. Be responsible for the planning, formulation, execution, regulation, and monitoring of programs and activities relating to agriculture, food production and supply;
3. Promulgate and enforce all laws, rules, and regulations governing the conservation and proper utilization of agricultural and fishery resources;
4. Establish appropriate information systems to serve the production, marketing and financing data requirements of farmers as well as domestic and foreign investors in agribusiness ventures;
5. Provide comprehensive and effective extension services and training to farmers and other agricultural entrepreneurs on production, marketing and financing aspects of agricultural enterprises;
6. Conduct, coordinate, and disseminate research studies to generate appropriate technologies for the improvement and development of agricultural crops, livestock, and fisheries;
7. Provide the mechanism for the participation of farmers, fishermen, and entrepreneurs at all levels of policy-making, planning and program formulation;
8. Coordinate with and enlist other public and private agencies for cooperation, public and private partnership (PPP) and assistance on matters affecting the policies, plans and programs of the region.

## 2.7. DA RFO-I Organizational Chart

Executive Order No. 366 or the Act Rationalizing Positions in the Executive Branch, the DA RFO-I adopted the department-wide standard configuration of the organizational chart for all Regional Field Offices as follows:



## **2.8. DA RFO-I Directory of Key Officials**

LUCRECIO R. ALVIAR JR., CESO III – Director IV  
Regional Executive Director  
redalviar.darfo1@gmail.com

ORLANDO J. LORENZANA – Director III  
Regional Technical Director for Research & Regulations  
rtd\_rnd\_region1@yahoo.com

ERLINDA F. MANIPON – Chief Administrative Officer  
OIC Regional Technical Director for Operations  
efmanipon@yahoo.com

GLORIA C. PARONG – Supervising Science Research Specialist  
Chief of Staff  
cos.ored.darfo1@yahoo.com

DORIS JOY C. GARCIA – Project Evaluation Officer V  
Chief – Planning, Monitoring & Evaluation Division  
dorisjoyg@yahoo.com

ANNIE Q. BARES, DVM – Development Management Officer V  
Development Management Officer V  
Chief – Field Operations Division  
anniebares@yahoo.com

JOVITA M. DATUIN, Ph. D. – Chief Science Research Specialist  
Chief – Research Division  
jovitamdatuin@gmail.com

WILHELMINA P. CASTAÑEDA – Chief Agriculturist  
Chief – Agribusiness & Marketing Assistance Division  
inpcenter@yahoo.com

FLORENTINO A. ADAME, DVM – Chief Agriculturist  
Chief, Regulatory Division  
florentinoadame@yahoo.com

CONSUELO N. BELARMINO – Chief Agriculturist  
Chief, Integrated Laboratories Division  
ild\_ro1@yahoo.com

JOEL G. MACONOCIDO – Accountant III  
OIC – Administrative and Finance Division  
jgmaconocido12@yahoo.com

## 2.9. Composition of the FOI Implementation Task Force

FOI Task Force Leader	:	Vida V. Cacal	
FOI Task Force Assistant Leader	:	Eva C. Agustin	
FOI Request Evaluator	:	Joel G. Maconocido	
FOI Decision-Maker	:	RTD Erlinda F. Manipon	
FOI Receiving/Releasing Officer	:	Ma. Leah Lyn U. Ronduen	(Primary)
		Berna F. Palaganas	(Alternate)
M & E Unit Coordinator	:	Mildred F. Rapanut	(Primary)
		Rosemarie P. Villanueva	(Alternate)
Operations Unit Coordinator	:	Josephine M. Cabanban	(Primary)
		Karen F. Paningbatan	(Alternate)
		Charise C. Suguitan	(Alternate)
Administrative Unit Coordinator	:	Jacinta Marissa D. Olalan	(Primary)
		Aileen Joan L. Roque	(Alternate)
Finance Unit Coordinator	:	Arnold T. Ebreo	(Primary)
		Kimberlyn Anne N. Onido	(Alternate)
Research Unit Coordinator	:	Cathy B. Pastor	(Primary)
		Editha C. Estacio	(Alternate)
Regulatory Unit Coordinator	:	Teresita R. Fortes	(Primary)
		Maria Cristina R. Rarogal	(Alternate)
Integrated Lab. Coordinator	:	Grace S. Villanueva	(Primary)
		Eunice B. Aquino	(Alternate)
INREC Unit Coordinator	:	Wilma A. Ibea	(Primary)
		Juliet V. Sabas	(Alternate)
PREC Unit Coordinator	:	Constancia R. Diaz, DVM	(Primary)
		Debbie Aloha Z. Abalos	(Alternate)

## 2.10. Composition of the Appeals and Review Committee

Chairperson	:	Gloria C. Parong
Vice-Chairperson	:	Fema B. Casil-Pelayo
Members	:	Roosevelt B. Peralta
	:	Mark Harry G. Pastor
	:	Rufino D. Gagni III
	:	Mark Ariel L. Agresor

## Section 3. COVERAGE

This Manual shall cover each and every request for data, information, official records and documents directed at the Department of Agriculture Regional Field Office-I, its Research and Experiment Centers, Laboratories, and Other Facilities.

**3.1. Definition of Terms Used, What they Mean or Stand For as Adopted from Pertinent Provisions of EO No. 2, s. 2016 (Freedom of Information Bill), and RA 10173 (The Data Privacy Act)**

- a. **Information.** Any collection of data, records, documents, papers, reports, letters, contracts, minutes of official/special meetings, maps, books, photographs, data, research materials, films, sound and video recording in whatever medium, electronic- or computer-stored data, any other similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are kept in or under the control and custody of any government office pursuant to law, executive order, rules and regulations or in connection with the performance or transaction of official business by any government office
- b. **Official 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 Records.** Shall include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.
- d. **Privileged Information** refers to any and all forms of data which under the Rules of Court and other pertinent laws constitute privileged communication.
- e. **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.
- f. **Sensitive Personal Information** refers to personal information pertain to an individual's race, ethnic origin, marital status, age, color, and religion, philosophical affiliations; 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 or the proceedings resulting from such cases or the sentence of any court in such proceedings; or any other information available from government issuances peculiar to an individual such as GSIS or SSS numbers; health records, licenses, income tax returns and the like.

- g. **Records.** Shall refer to information, whether in its original form or otherwise, including documents, signatures, seals, texts, images, sounds, speeches, or data compiled, recorded or stored.
- h. **FOI Receiving Officer (FRO).** Refers to the DA RFO-I employee who stewards the agency's records management program who at the same time receives request for the access to official data, information, records or documents. Also referred to as FOI Releasing Officer.

For purposes of this manual, the FRO or in his/her absence, the Alternate FRO shall, using a FOI Request Form (Annex "A"), be in charge of all requests for information, records or documents, and performs the following:

1. receive, act on, facilitate and/or monitor all requests filed with the DA RFO-I;
  2. review requested information, document, or records for their accuracy and completeness upon retrieval and before their release;
  3. forward the request to the FOI REQUEST EVALUATOR after preliminary assessment of the same;
  4. route the request to the concerned coordinator of the operating unit that has custody of the requested information;
  5. maintain an inventory of information available for public access and perform periodic update of these information;
  6. maintain a record of FOI requests and the corresponding responses/actions taken thereon and releases the same to the requestor.
- i. **FOI Request Evaluator.** Refers to the DA RFO-I personnel who evaluates the request and forwards the same to the FOI Decision-maker who shall decide whether the request for official data, information, record or document, through his/her recommendation, will be approved or denied by the Regional Executive Director.
  - j. **FOI Requesting Party (Requestor).** Any individual group or groups of individuals, civil society organizations, entity, or party seeking access to certain information within the limits of pertinent provisions of the Constitution as well as the guidelines provided in the Freedom Of Information Bill, the Data Privacy Act and this Manual.
  - k. **Valid Identification Card.** A card showing the identity as to name, address, contact number (if any) of the requestor,

containing a clear photo of the requestor and which shall not have expired.

### **3.2. Adoption of and Observance of certain provisions including Limitations under Republic Act No. 10173 or the "Data Privacy Act of 2012"**

3.2.1. *Section 2. Definition of Terms*

3.2.2. *Section 12. Criteria for Lawful Processing of Personal Information*

3.2.3. *Section 13. Sensitive personal Information and Privileged Information*

3.2.4. *Section 14. Subcontract of Personal Information*

3.2.5. *Section 16. Rights of the Data Subject*

3.2.6. *Section 18. Right to Data Portability*

3.2.7. *Section 20. Security of Personal Information*

3.2.8. *Section 21. Principle of Accountability*

3.2.9. *Section 22. Responsibility of Heads of Agencies*

3.2.10. *Section 26. Requirements Relating to Access by Agency Personnel to Sensitive Personal Information*

## **Section 4. ACCESSING OFFICIAL DATA, INFORMATION, RECORDS AND DOCUMENTS OF THE RFO-I**

Pursuant to Section 3 of Executive Order No. 02 dated 23 July 2016, information, official records, public records and documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development are accessible to every Filipino.

### **4.1. Documents of DA RFO-I open for access by the public**

- 4.1.1. List of All Personnel of DA RFO-I
- 4.1.2. Memorandum Circulars Issued by Head of Office
- 4.1.3. Memorandum for Specific Individuals and Purpose
- 4.1.4. Special Orders and Other Issuances by the Regional Executive Director
- 4.1.5. General Memorandum Orders/Special Orders/Other Issuances from the Office of the DA Secretary
- 4.1.6. Travel Authority/Travel Orders
- 4.1.7. Documentation of Meetings of
  - a. Management Review

- b. Regional Management Council (RMC)
- d. Bids and Awards Committee (BAC) including Pre-procurement and Pre-Bid Conferences, Opening of Bids
- 4.1.8. Job Order/Purchase Request
- 4.1.9. Property Acknowledgement Receipt
- 4.1.10. Project Procurement Management Plan/Annual Procurement Plan (PPMP/APP)
- 4.1.11. Qualification Standards of Positions
- 4.1.12. System of Ranking Positions
- 4.1.13. Plantilla of Personnel
- 4.1.14. Publication of Vacant Positions
- 4.1.15. Line-up of Personnel for Appointment/Promotion
- 4.1.16. List of newly-appointed/promoted personnel
- 4.1.17. Statement of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interests and Relatives in the Government
- 4.1.18. Collective Negotiation Agreement (CNA)
- 4.1.19. Training Proposals, Training Modules, Training Reports
- 4.1.20. Work and Financial Plan
- 4.1.21. Agency Office Performance & Commitment Review (OPCR)/Individual Performance & Commitment Review (IPCR)
- 4.1.22. GAD Report
- 4.1.23. Annual Report
- 4.1.24. Acknowledgement Receipt for Equipment
- 4.1.25. Inventory of Property, Plant and Equipment
- 4.1.26. Inventory of Machineries, Equipment, Post-harvest Facilities
- 4.1.27. List of Project Beneficiaries
- 4.1.28. Contracts of Service
- 4.1.29. List of Projects including geo-tagged photos

#### **4.2. Documents of DA RFO-I Restricted to be Accessed**

- 4.2.1. All financial documents, including copies of financial claims of whatever nature of DA RFO-I personnel, copies of payroll and checks issued
- 4.2.2. All personnel records and documents of DA RFO-I officers and staff, including 201 files and documents contained therein
- 4.2.3. All accounting, financial and budget documents under all operating units

#### **4.3. Exceptions:**

Access to data, information, official records and public records in the custody of the DA RFO-I **shall not be allowed** in the following cases:

- 4.3.1. Those listed in the **Inventory of Exceptions** issued by the Department of Justice and the Office of the Solicitor General, as circularized by the Office of the President. (Executive Order No. 2, dated 23 July 2016);
- 4.3.2. Those covered by RA 6713 particularly on the provisions pertaining to invasion of personal privacy;
- 4.2.3. Those whose purpose can be deduced as fishing expedition to build-up a case against certain personnel of the DA RFO-I
- 4.2.4. Top Secret, Secret, Confidential Documents and Restricted Matters;
- 4.2.5. Personal Communication and correspondence; (Section 3, Article III, 1987 Philippine Constitution; Article 26, Civil Code);
- 4.2.6. Documents whose nature can be considered as premature disclosure.

## **Section 5. PROCEDURE**

### **5.1. Filing and Receipt of Request For Information**

- 5.1.1. In compliance with Section 9 (a) of EO No. 2, the FOI Receiving Officer(FRO) shall receive the request for information from the requesting party and check compliance with the following requirements:
  - a. The request must be in writing;
  - b. The request shall contain the name and contact information of the requesting party with valid proof of identification or authorization;
  - c. Description of the information requested; and
  - d. The reasons for, or purposes for which the information is requested.
- 5.1.2. The FRO shall provide a Request Form to the requestor or authorized representative. The requestor/representative shall duly accomplish the Request Form.

In cases where the requesting party is unable to personally make the written request, because of difficulty or disability, the requestor can orally describe the request with the FRO filling up the Request Form on behalf of the requestor.

- 5.1.3. Requests can be made through e-mail provided that the requesting party attaches in the e-mail a scanned copy of the Request Form, and a copy of a valid identification card.

- 5.1.4. The FRO stamps "Received" on the letter and Request Form, and indicate the date and time of receipt, his/her name, designation, and signature.
- 5.1.5. If upon initial assessment, the FRO finds that the requested information, data, record, or document is available in other operating units, shall forward the Request Form and the letter request accompanied by a Routing Slip to the FOI coordinator of the concerned operating unit;
- 5.1.6. If upon initial assessment, the FRO finds that the requested information, data, record, or document is not available; or if the information is the same and was already previously provided to the same requestor; or when the information is already available in the DA RFO-I website, the FRO shall immediately accomplish the Action Taken on Request Form ticking the appropriate box or boxes corresponding to the circumstances resulting from the initial assessment. The FRO then brings the form for countersignature by the FOI Request Evaluator and Decision-maker before forwarding the same to the Regional Executive Director for the affixing of signature thereon.

**5.2. Evaluation of Request.** Upon receipt, the FRO shall initially evaluate the information being requested, identify the responsible unit/division, whether the information requested falls under those that can be or cannot be accessed or those falling under the exceptions. Other considerations:

- 5.2.1. **Availability of the requested information in the DA RFO-I website.** In case the information requested is already posted in the DA RFO-I website through its Transparency Seal, the FRO shall within the day of request, inform the requesting party and instruct the same on how to access the link where the information is posted.
- 5.2.2. **Determination of similarity of information to previous requests by the same requesting party.** Pursuant to Section 11 of EO No. 2, the FRO shall check against available records whether the request is identical or substantially similar from the same requesting party whose request has already been previously granted or denied by the DA RFO-I. The FRO can deny the request and thereafter within the day shall inform the applicant of the denial and the reason/s thereof.
- 5.2.3. **Requested information is on-file with the Records Office.** The FRO shall determine availability of information

requested and act upon the request immediately, whether approval or denial.

- 5.2.4. **Requested information not available in the Records Office but in the custody of other operating units.** The FRO shall coordinate with other operating units about such request and at the same advise the requesting party that the requested information is available only in the concerned operating unit.
- 5.2.5 **Action by the FOI Request Evaluator.** The FRO, after having initially evaluated the request, shall forward the same to the FOI Request Evaluator for appropriate action.

### **5.3. Roles of the FOI Receiving Officer (FRO)**

- 5.3.1 The FRO shall compile and update office inventory of information available for public access and release; maintain a record of responses/actions taken on FOI requests using the standard FOI request form; prepare and submit quarterly report of FOI implementation and accomplishment.
- 5.3.2. Upon receipt of the request for information, the FRO shall assess and clarify the request if necessary. If request can be granted, the FRO shall make all necessary steps to locate and retrieve the information requested so that by the time the request is approved, the requested official data, information, record or document will be released outright.
- 5.3.3. The FRO shall coordinate with concerned operating unit/s to facilitate the handling of requests and retrieval of requested information in their custody.
- 5.3.4. The concerned operating unit shall advise the FRO of its decision on the request who shall in turn inform such advice to the FOI Decision-maker. Release of approved requests or issuance of denied request letter shall be done by the FRO. As such, the FRO shall monitor all requests for information.
- 5.3.5. The concerned operating unit shall collate and ensure that the information is complete prior to releasing the same to the FRO. The FRO shall prepare a covering memorandum for the FOI Request Evaluator to recommend and countersign the recommendations thereon for signature by the Regional Executive Director. Approved or denied requests are released by the FRO after having them appropriately recorded in log books for the purpose.

## **5.4. Time Within Which to Respond/Act on Requests**

- 5.4.1. **Approval and Release.** Section 9 (d) of EO No. 2 provides that request for information shall be acted upon within fifteen (15) working days from the date of receipt of the request, or the day on which the request is physically or electronically delivered to the government office.
- 5.4.2. **Request for Extension of Time.** If the FRO finds that the time within which to complete the information requested takes longer-than-normal period as the same needs exhaustive search from among voluminous records, the FRO shall advise the requesting party immediately of the need to extend the time to fifteen (15) working days more. Pursuant to Section 9 (e) of the EO No. 2, in no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.
- 5.4.3. **Approval and Release of Request.** The DA RFO-I shall ensure that all records have been retrieved and checked for possible exceptions, prior to actual release. The FRO shall inform the requestor that the request was favorably granted.

For purposes of this Manual, only requests whose reasons for the request of information are specific or adequately and sufficiently described shall be granted.

- 5.4.3.1. For information in the custody of other operating units, in instances where the request can be favorably granted, the FRO shall inform the requestor of the retrieval and release of such information in the custody of that particular operating unit. The concerned staff of the operating units shall inform the FRO when the information is retrieved and ready for claiming.
- 5.4.3.2. Claiming of requested information shall not exceed thirty (30) working days from the due date of release. Information/record not claimed within thirty (30) working days of the release date shall be disposed of accordingly. Unclaimed requests, upon prior approval of the agency head, can be uploaded in the DA RFO-I website and will also be included by the FRO in the inventory of information.

**5.5 Denial of Requests.** In case of denial of the request, the FRO shall, within two (2) working days from receipt or the concerned operating unit to which the request was routed forward, notify the requesting party of the denial in writing. The notice, signed by the Regional Executive Director and countersigned by the FOI Request Evaluator and Decision-maker, shall clearly indicate the reason(s) for denial and the circumstances upon which the denial is based.

For purposes of this Manual, requests for information shall be denied outright if the reasons for the purpose of requesting information is not specified. Purposes stated in general terms such as "for information", "for research", "for legal purposes" or other purposes similarly worded shall not be considered to have met the requirements of specificity, thus, denial of the request.

**5.6 Remedies in Case of Denial.** A requestor whose request has been denied may avail of the remedy as follows:

5.6.1. A written appeal must be filed by the requestor within fifteen (15) working days to the Appeals and Review Committee through the DA RFO-I FRO;

5.6.2. The FRO shall transmit immediately the appeal to the Appeals and Review Committee within three (3) days from receipt of the appeal;

5.6.3. The Appeals and Review Committee shall have fifteen (15) working days from receipt of the appeal, to submit its recommendation to the Regional Executive Director of DA RFO-I;

5.6.4. Within three (3) working days from receipt of the recommendation, the Regional Executive Director shall issue a decision. The party requesting for the appeal shall be informed by the DA RFO-I FRO of the decision within five (5) working days from date of decision.

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

## **Section 6. APPLICABLE FEES**

6.1. The DA RFO-I shall not charge any fee for accepting requests for access to information.

6.2. While the DA RFO-I shall not charge any fees for requests for Access to Information but when substantial costs of reproducing

the requested information will be incurred, the FRO shall immediately notify the requesting party of such costs in order that the requested information could be provided. Such costs shall be the actual amount incurred by the DA RFO-I in the reproduction of documents to be provided to the requesting party.

6.3. The requestor, in case of incurrence of costs resulting from the reproduction of documents shall:

6.3.1 Secure Order of Payment from the Accounting Section;

6.3.2 Pay the required amount of fee to the Cashier with the Cashier issuing the appropriate Official Receipt for such payment.

## **Section 7. ADMINISTRATIVE LIABILITY**

7.1. DA RFO-I personnel who fail to comply with the provisions of this Manual shall be administratively liable and meted with penalties as follows:

- a. 1<sup>st</sup> offense – Reprimand;
- b. 2<sup>nd</sup> offense - Suspension of one (1) to thirty (30) days; and
- c. 3<sup>rd</sup> offense - Dismissal from the service.

7.2. The Revised Rules on Administrative Cases in the Civil Service shall be applicable in the disposition of cases under this Manual;

7.3. Penalties, as provided in Chapter VIII of Republic Act No. 10173 or the "Data Privacy Act of 2012."

## **Section 8. ANNEXES**

**Annex "A"** – FOI Request Form (Template)

**Annex "B"** – FOI Process Flow

**Annex "C"** – FOI Routing Slip (Template)

**Annex "D"** – Action Taken on FOI Request (Template)

**Annex "E"** – Full Text of EO No. 2, s. 2016 (FOI Bill)

**Annex "F"** – DOJ List of Exceptions to EO No. 2, series of 2016



Republic of the Philippines  
 Department of Agriculture Regional Field Office-I  
 Aguila Road, Sevilla, City of San Fernando, La Union

**FOI Request Form**

**PART I. INFORMATION ABOUT THE REQUESTING PARTY**

**A. Title**  Mr.  Mrs.  Miss  Ms.

**B. Full Name**  
 Surname \_\_\_\_\_ First Name \_\_\_\_\_ M. I. \_\_\_\_\_

**C. Complete Address**  
 Apt./House No./Street: \_\_\_\_\_  
 Barangay/District: \_\_\_\_\_  
 City/Municipality \_\_\_\_\_  
 Province \_\_\_\_\_

**D. Company/School/Organization and Position**  
 \_\_\_\_\_

**E. Valid ID Shown (with photograph and signature)**  
 Passport  Driver's License  PRC License  
 Postal ID  Voter's ID  Others (specify) \_\_\_\_\_

**F. Contact Details**  
 Landline: Country Code \_\_\_\_\_ Area Code \_\_\_\_\_ Number \_\_\_\_\_  
 Fax No. \_\_\_\_\_  
 Mobile: \_\_\_\_\_  
 e-Mail Address \_\_\_\_\_

**G. Preferred Mode of Communication** Check Box  
 Landline  Fax  e-Mail  
 Mobile  Residence/Postal Address

**H. Preferred Mode of Reply/Response** Check Box  
 Pick-up  Fax  e-Mail  
 Ordinary Mail  Registered Mail

**I. Name of Representative/Guardian**  
 Surname \_\_\_\_\_  
 First Name \_\_\_\_\_ M.I. \_\_\_\_\_

**J. ID of Representative** \_\_\_\_\_

**K. Proof of Authority** \_\_\_\_\_

**PART II. THE INFORMATION REQUESTED**

**L. Title of Document/Record Requested** \_\_\_\_\_

**M. Date of Document (mm/dd/yyyy)** \_\_\_\_\_

(Please check box on the kind of document copy desired. For any other details use the space provided.)  
 Photocopy  Certified Photocopy  Certified True Copy

\_\_\_\_\_

**N. Purpose of the Request (Please specify the purposes for which the information requested will be used.)**  
 \_\_\_\_\_

**O. Other particulars:** \_\_\_\_\_

I DECLARE AND CERTIFY that the information provided hereinabove is complete and correct; fully aware that giving false or misleading information or using forged documents is a criminal offense, binding myself/ and the organization I belong to use the requested information only for the specific purpose stated. I understand that the Department of Agriculture Regional Field Office-I may collect, use and disclose personal information contained in this request in accordance with law.

**P. Signature of Requesting Party or Representative**

\_\_\_\_\_  
 SIGNATURE OVER PRINTED NAME

FOR FOLLOW-UPS, PLEASE CALL (072)-242-10-45; (072)-242-10-46 TRUNKLINE CONNECTING ALL OPERATING UNITS

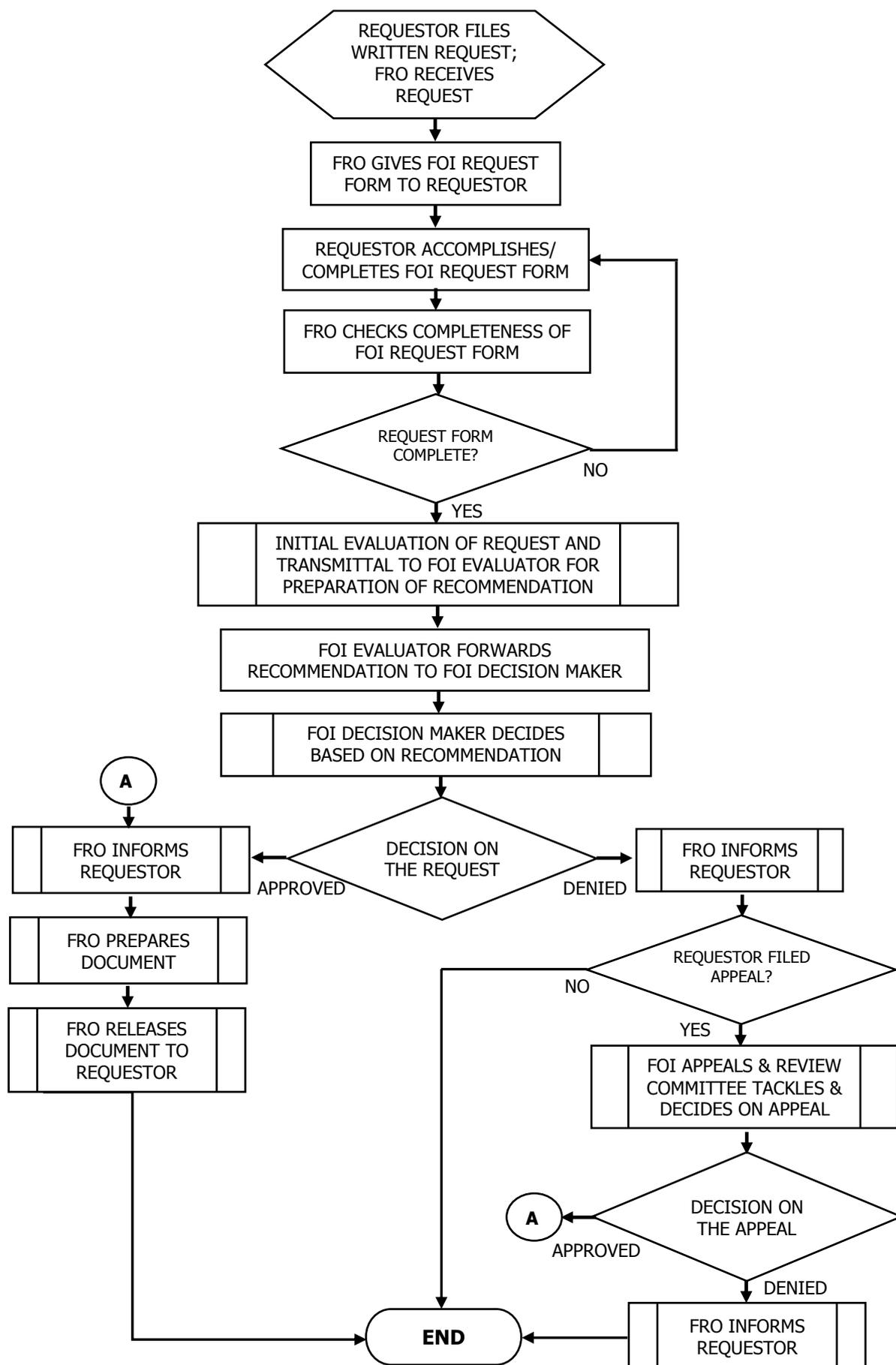
DATE (mm/dd/yyyy) \_\_\_\_\_

**FOR DA RFO-I FOI RECEIVER USE ONLY**

Received: \_\_\_\_\_  
 Date \_\_\_\_\_ Time \_\_\_\_\_

By: \_\_\_\_\_  
 SIGNATURE OVER PRINTED NAME

REMARKS \_\_\_\_\_





Republic of the Philippines  
 Department of Agriculture  
 Regional Field Office-I  
 Aguila Road, Sevilla, City of San Fernando, La Union

**FOI Request for Information  
 ROUTING SLIP**

Date Forwarded		Date Received	
Operating Unit		Time Received	
Subject		Received by	
		_____ SIGNATURE OVER PRINTED NAME	
<b>ACTION NEEDED</b>			
<input type="checkbox"/> Provide ASAP <input type="checkbox"/> For Review <input type="checkbox"/> For Comments <input type="checkbox"/> For Information <input type="checkbox"/> For Initial <input type="checkbox"/> For Signature <input type="checkbox"/> Others _____ _____ _____ _____			
Attachments/ Remarks	1. _____ 2. _____ 3. _____ 4. _____ 5. _____		



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
Regional Field Office-I  
Aguila Road, Sevilla, City of San Fernando, La Union

**ACTION TAKEN ON FOI REQUEST**

\_\_\_\_\_ Date

Mr. \_\_\_\_\_  
Mrs. \_\_\_\_\_  
Ms. \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**Subject: Action Taken on FOI Request for Information on the Matter of:**  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_,

Your request for information on the above-cited subject dated \_\_\_\_\_ was

APPROVED

The requested information is enclosed herewith. Please limit only to yourself or to the association you had represented in your request, the utilization of the information provided you in accordance only with the purpose indicated in the FOI Request Form you accomplished and not for other purposes.

DENIED due to the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Should you wish to appeal for approval of your request, please file within fifteen (15) working days a written appeal to the FOI Receiving Officer (FRO) so that the same would be furnished to the Appeals and Review Committee for its appropriate action.

Requested information **not** available.  Similar information already granted in previous request.

Requested information is already posted in the DA RFO-I website at <http://ilocos.da.gov.ph>

Thank you.

Very truly yours,

**LUCRECIO R. ALVIAR JR., CESO III**  
Regional Executive Director

NOT VALID  
WITHOUT  
OFFICIAL  
DRY SEAL

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 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, official records, public records and to documents and papers pertaining to official acts, transactions or decisions, as well as to government research 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 NetWorth (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 Section 4 hereof.

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 law, 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 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 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 person whose request for access to information has been denied may avail himself of the remedies set forth below:

- (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 shall 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 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

**DOJ LIST OF EXCEPTIONS**

to the Right of Access to Information per EO No. 2, series 2016  
as recognized by the Constitution, existing laws, or jurisprudence

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.

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.