

Republic of the Philippines
DONSOL WATER DISTRICT
National Road, Barangay Rawis, Donsol, Sorsogon 4715



**FREEDOM OF INFORMATION
PEOPLE'S MANUAL**

Pursuant to Executive Order No. 2, s. 2016, “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”, the **DONSOL Water District (DON-WD)** hereby publishes its approved **FREEDOM OF INFORMATION PEOPLE’S MANUAL**.

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SECTION I. OVERVIEW

1. **Purpose:** The purpose of this FOI Manual is to provide the process to guide and assist the DONSOL WATER DISTRICT (Donsol WD) in dealing with request of information received under Executive Order (E.O.) No. 02, s. 2016 to operationalize the People's Constitutional Right to Information and the Safety Policies to full public disclosure and transparency in the public service on Freedom of Information (FOI) (Annex "B")
2. **Structure of the Manual:** This Manual shall set out the rules and procedures to be followed by the Donsol WD when a request for access for information is received. The General Manager is responsible for all actions carried out under this Manual and may delegate this responsibility to key personnel of the Donsol WD as maybe designated from to time and as approved by the Board of Directors. The General Manager may likewise delegate specific officers to act as a Decision Makers (DMs), who shall have overall responsibility for the initial decision on FOI requests, (i.e. to decide whether to release all records, partially release the records or Deny access).
3. **Coverage of the Manual:** The Manual shall cover all requests for information directed to the Donsol WD.
4. **FOI Receiving Officer:** There shall be an FOI Receiving Officer (FRO) designated at the Donsol WD Office. The FRO shall preferably come from the Public Assistance and Complaint Desk (PACD), or its equivalent, of the Donsol WD

The functions of the FRO shall include receiving on behalf of the Donsol WD all requests for information and forwarding the same to the appropriate office which has custody of the records; monitoring all FOI requests and appeals; providing assistance to the FOI Decision Maker; providing assistance and support to the public and staff with regard to FOI; compiling statistical information as required; and conducting initial evaluation of the request and advising the requesting party whether the request will be forwarded to the FOI Decision Maker for further evaluation, or denied the request based on the following grounds:

- a. That the form is incomplete; or
 - b. That the information is already disclosed in the Donsol WD's Official Website, foi.gov.ph or at data.gov.ph
5. **FOI Decision Maker:** There shall be FOI Decision Makers (FDM's) designated by the Board of Directors and General Manager, with a rank of not lower than a Technical Division or its equivalent, who shall conduct evaluation of the request for information and have the authority to grant the request, or deny it based on the following:
 - a. The Donsol WD does not have the information requested;
 - b. The information requested contains sensitive personal information protected by the Data Privacy Act of 2012;

- c. The information requested falls under the list of exceptions of FOI (Annex “D”); or
 - d. The request is an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the Donsol WD.
6. **Appeals and Review Committee:** There shall be an appeals and Review Committee composed of three (3) members of the Board of Directors designated by the Chairman of the Board to review and analyze the grant or denial of request of information. The Committee shall also provide expert advice to the General Manager or the denial of such request.
7. **Approval and Denial Request to Information:** The General Manager shall approve or deny all request of information. In case where the Decision Maker is on official leave, the General Manager may delegate such authority to the designated officer-in-charge of the district.

SECTION II. GLOSSARY AND DEFINITION OF TERMS

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

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

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

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

FREEDOM OF INFORMATION (FOI) The Executive Branch recognizes the right of the people to on matters of public concerns, and adopts and implements a policy of full public disclosure of all its transaction involving public interest, subject to the procedures and limitations provided in Executive Order No. 02. This right is indispensable to the exercise of the right of the people and their organizations to effective and reasonable participation at all levels of social, political and economic decision-making.

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

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

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

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

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

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

INFORMATION shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, any other like or similar data or material 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 and executive order, rules and regulations or in connection with the performance or transaction of official business by any government office.

INFORMATION FOR DISCLOSURE Information promoting the awareness and understanding of policies, programs, activities, rules, 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 of written requests from the public.

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

OFFICIAL RECORD/RECORDS shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity 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 usable by end users.

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

PENDING REQUEST 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.

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, or when put together with other information would directly, and certainly identify an individual.

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

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

PUBLIC RECORDS. 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.

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

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

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

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

SIMPLE REQUEST. An FOI request that an agency anticipates will involve a small volume material or which it will be able to process relatively quickly.

SECTION III. PROTECTION OF PRIVACY

- 1. Duty to Publish Information.** The DON-WD shall regularly publish, print, and disseminate at no cost to the public and in an accessible form, in conjunction with Republic Act 9485, or the Anti-Red Tape Act of 2007, and through their website, timely, true, accurate and updated key information including, but not limited to:
 - a. A description of its mandate, structure, powers, functions, duties and decision-making processes;
 - b. A description of the frontline services it delivers and the procedure and length of time by which they may be availed of;
 - c. The names of its key officials, their powers, functions and responsibilities, and their profiles and curriculum vitae.
 - d. Work programs, development plans, investment plans, projects, performance targets and accomplishments, and budgets, revenue allotments and expenditures.
 - e. Important rules and regulations, orders, or decisions.
 - f. Current and important database and statistics that it generates.
 - g. Bidding processes and requirements; and
 - h. Mechanisms or procedures by which the public may participate in or otherwise influence the formulation of policy or the exercise of its powers.
- 2. Accessibility of Language and Form.** The DON-WD shall endeavor to translate key information into major Filipino languages and present them in popular form and means.
- 3. Keeping of Records.** The DON-WD shall create and/or maintain in appropriate formats, accurate and reasonably complete documentation or records, policies, transactions, decisions, resolutions, enactments, actions, procedures, operations, activities, communications, and documents received or filed with them and the data generated or collected.

SECTION IV. REQUIREMENTS, TIME, AND PLACE TO FILE REQUEST

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

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

SECTION V. STANDARD OPERATING PROCEDURE *(See Annex “E” for the Flow Chart)*

1 Receipt of request for information

1.1 DON-WD 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 state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization; and
- c. The request shall reasonably describe the information requested, and the reason for, or purpose of, the request for information. (See Annex “F” for request form)
- d. The request can be made through email, provided that the requesting party shall attach in the email a scanned copy of the FOI request form, and a copy of a duly recognized government ID with photo.

1.2 In case the requesting party is unable to make a written request, because of illiteracy or due to being a person with disability, he or she make an oral request, and the FRO shall reduce it in writing.

1.3 The request shall be stamped received by the FRO, indicating the date and time of the receipt of the written request, and the name, rank, title and position of the officer who actually received it, with a corresponding signature and a copy, furnished to the requesting party. In case of email requests, the email shall be printed out and shall follow the procedure mentioned below, and be acknowledged by electronic mail. The FRO shall input the details of the request on the Request Tracking System and allocate a reference number.

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

The date of receipt of the request will be either:

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

An exception to this will be where the request has been emailed to an absent member of staff, and this has generated an ‘out of office’ message with instructions on how to re-

direct the message to another contact. Where this is the case, the date of receipt will be the day the request arrives in the inbox of that contact.

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

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

2.1 Request relating to more than one division under Donsol WD: if a request for information is received which requires to be complied with, of different divisions, the FRO shall forward such request to the said division concerned and ensure that it is well coordinated and monitor its compliance. The FRO also clear with the respective FROs of such division that they will only provide the specific information that relates to their division.

2.2 Requested information is not in the custody of the Donsol WD or any of its division: if the requested information is not in the custody of the Donsol WD or any of its division, following referral and discussions with the FDM, the FRO shall undertake the following steps:

If the records requested refer to another AGENCY, the request will be immediately transferred to such appropriate AGENCY through the most expeditious manner and the transferring office must inform the requesting party that the information is not held within the 15-working day limit. The 15-working day requirement for the receiving office commences the day after it receives the request.

If the records refer to an office not within the coverage of E.O. No. 02, the requesting party shall be advised accordingly and provided with the contact details of that office, if known.

2.3 Requested information is already posted and available on-line: Should the information being requested is already posted and publicly available in the Donsol WD website, data.gov.ph, the FRO shall inform the requesting party of the said fact and provide them the website link where the information is posted.

2.4 Requested information is substantially similar or identical to the previous request: should the requested information be substantially similar or identical to a previous request by the same requester, the request shall be denied. However, the FRO shall inform the applicant of the reason of such denial.

3 Transmittal of Request by the FRO to the FDM. After receipt of the request for information, the FRO shall evaluate the information being requested, and notify the FDM of such request. The copy of the request shall be forwarded to such FDM within one (1) day from receipt of the written request. The FRO shall record the date, time and name of the FDM who received the request in a record book with the corresponding signature of acknowledgement of receipt of the request.

4 Role of FDM in processing the request. Upon receipt of the request for information from the FRO, the FDM shall assess and clarify the request if necessary. He or she shall make all necessary steps to locate and retrieve the information requested. The FDM shall ensure that the complete information requested be submitted to the General Manager within ten (10) days upon receipt of such request. he shall recommend to the General Manager for approval or denial of the request.

The FRO shall note the date and time of receipt of the information from the FDM and report to the General Manager or the designated officer, in case the submission is beyond the ten (10)-day period.

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 fifteen (15)-working day period and will commence the day after it receives the required clarification from the requesting party.

5 Role of FRO to transmit the information to the requesting party. Upon receipt of the requested information from the FDM, the FRO shall collate and ensure that the information is complete. He shall attach a cover/transmittal letter signed by the General Manager or the designated officer and ensure the transmittal of such to the requesting party within fifteen (15) working days upon receipt of the request for information.

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

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

7 Notice to the Requesting Party of the Approval/Denial of the Request. Once the FDM approved or denied the request, he or she shall immediately notify the FRO who shall prepare the response to the requesting party either in writing or by email. All actions for FOI requests, whether approval or denial, shall pass through the General Manager or his designated officer for final approval.

- 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 fess, 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 Office of the General Manager or to his designated officer.

SECTION VI. REMEDIES IN CASE OF DENIAL OF REQUEST

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 Donsol WD Appeals and Review Committee.** Provided, that the written appeal must be filed by the same requesting party within fifteen (15) working days from the notice of denial or from the lapse of the period to respond to the request.
 - a. Denial of a request may be appealed by filing a written appeal to Donsol WD Appeals and Review Committee within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.
 - b. The appeal shall be decided by the General Manager upon the recommendation of the Appeals and Review Committee within thirty (30) working days from the filing of said written appeal. Failure to decide within the thirty (30) day period shall be deemed a denial of the appeal.
- 2 Upon exhaustion of administrative FOI appeal remedies.** the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

SECTION VII. REQUEST TRACKING SYSTEM

The Donsol WD 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 VIII. FEES

- 1. No Request Fee.** The Donsol WD shall not charge any fee for accepting requests for access to information.
- 2. Reasonable Cost of Reproduction, Copying, and/or Delivery of the Information.** The FRO shall immediately notify the requesting party in case there be a reproduction, copying and/or delivery fee in order to provide the information. Such fee shall be the actual amount spent by Donsol WD in providing the information to the requesting party. The schedule of fees shall be posted by Donsol WD.

SCHEDULE OF FEES

| Service | Cost |
|--|--|
| Reproduction or Photocopy | Php 2.00 per page (either short or long) |
| Retrieval Fee | a. For documents retrieval within one (1) day – Php 50.00 b. For documents retrieval for more than one (1) day to one (1) week – Php 100.00 c. For documents requiring more than one (1) week – Php 150.00 |
| Delivery charge (in case of registered mail) | Sixty pesos (Php 60.00) |
| Appeal of notice of denial (covers for administrative expenses and research fee) | One hundred pesos (Php 100.00) |

(Note: Subject to approval of the Board of Directors)

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

SECTION IX. ADMINISTRATIVE LIABILITY

1. **Non-compliance with FOI.** Failure to comply with the provisions of this Manual shall be a ground for the following administrative penalties:
 - a. 1st Offense -Reprimand
 - b. 2nd Offense -Suspension of one (1) to thirty (30) days; and
 - c. 3rd Offense -Dismissal from the service
2. **Procedure.** The Revised Rules on Administrative Case in the Civil Service shall be applicable in the disposition of cases under this Manual.
3. **Provision for More Stringent Laws, Rules and Regulations.** Nothing in this Manual shall be construed to derogate from any law, any rules, or regulated prescribed by anybody or agency, which provides for more stringent penalties.

ANNEX “A”

FOI FREQUENTLY ASKED QUESTIONS

1 What is FOI?

Freedom of Information (FOI) is the government’s response to the call for transparency and full public disclosure of information. FOI is a government mechanism which allows Filipino Citizens to request any information about the government transactions and operations, provided that it shall not put into jeopardy privacy and matters of national security. The FOI mechanism for the Executive Branch is enabled via Executive Order No. 2, series of 2016.

2 What is Executive Order No. 02 S-2016?

Executive Order No.02 is the enabling order for FOI. EO 2 operationalizes in the Executive Branch the People’s Constitutional right to information. EO 2 also provides the state policies to full public disclosure and transparency in the public service.

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

3 Who oversees the implementation of E.O. 2?

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

MAKING A REQUEST

4 Who can make an FOI request?

Any Filipino Citizen can make an FOI Request. as a matter of policy, requestors are required to present proof of identification.

5 What can I ask for under EO on FOI?

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

6 What agencies can we ask information?

An FOI request under EO 2 can be made before all government offices under the Executive Branch, including Government Owned or Controlled Corporation (GOCC), and State Universities and Colleges (SUC’s).

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

7 How do I make an FOI Request?

- a. The requestor is to fill up a request form and submits to the Agency’s Receiving Officer. The Receiving Officer shall validate the request and logs it accordingly on the FOI tracker.
- b. If deemed necessary, the Receiving Officer may clarify the request on the same day it was filed, such as specifying the information requested, and providing other assistance needed by the Requestor.

- c. The request is forwarded to the Decision Maker for proper assessment. The Decision Maker shall check if the agency holds the information requested, if it is already accessible, or if the request is a repeat of any previous request.
- d. The request shall be forwarded to the officials involved to locate the requested information.
- e. Once all relevant information is retrieved, officials will check if any exemptions apply, and will recommend appropriate response to the request.
- f. If necessary, the head of the agency shall provide clearance to the response.
- g. The agency shall prepare the information to release, based on the desired format of the requestor. It shall be sent to the Requestor depending on the receipt preference.

8 How much does it cost to make an FOI Request?

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

9 What will I receive in response to an FOI Request?

You will be receiving a response either granting or denying your request. If the request is granted, the information required will be attached, using a format that you specified. Otherwise, the agency will explain why the request was denied.

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

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

11 What if I never get a response?

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

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

12 What will happen if my request is not granted?

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

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

ANNEX “B”

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 FULLPUBLIC 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 AGENCYS, 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, AGENCYS, 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 AGENCY of Justice and the Office of the Solicitor General are directed to update the inventory of exceptions as the need to do so arises, for circularization as hereinabove stated.

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

SECTION 6. Application and Interpretation. There shall be a legal presumption in favor of access to information, public records and official records. No request for information shall be denied unless it clearly falls under any of the exceptions listed in the inventory or updated inventory of exceptions circularized by the Office of the President provided in the preceding section.

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

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

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

- (a) Each government office per Section 2 hereof shall ensure that personal information in its custody or under its control is disclosed or released only if it is material or relevant to the subject matter of the request and its disclosure is permissible under this order or existing law, rules or regulations;
- (b) Each government office must protect personal information in its custody or control by making reasonable security arrangements against leaks or premature disclosure of personal information, which unduly exposes the individual, whose personal information is requested, to vilification, harassment, or any other wrongful acts.

- (c) Any employee, official or director of a government office per Section 2 hereof who has access, authorized or unauthorized, to personal information in the custody of the office, must not disclose that information except when authorized under this order or *pursuant to* existing laws, rules or regulation.

SECTION 8. People's Freedom to Information (FOI) Manual. For the effective implementation of this Order, every government office is directed to prepare within one hundred twenty (120) calendar days from the effectivity of this Order, its own People's FOI Manual, which shall include among others the following provisions:

- (a) The location and contact information of the head, regional, provincial, and field offices, and other established places where the public can obtain information or submit requests;
- (b) The person or office responsible for receiving requests for information;
- (c) The procedure for the filing and processing of the request as specified in the succeeding section 9 of this Order.
- (d) The standard forms for the submission of requests and for the proper acknowledgment of requests;
- (e) The process for the disposition of requests;
- (f) The procedure for the administrative appeal of any denial for access to information; and
- (g) The schedule of applicable fees.

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

- (a) Any person who requests access to information shall submit a written request to the government office concerned. The request shall state the name and contact information of the requesting party, provide valid proof of his identification or authorization, reasonably describe the information requested, and the reason for, or purpose of, the request for information:
Provided, that no request shall be denied or refused acceptance unless the reason for the request is contrary to law, existing rules and regulations or it is one of the exceptions contained in the inventory or updated inventory of exception as hereinabove provided.
- (b) The public official receiving the request shall provide reasonable assistance, free of charge, to enable, 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 subsection (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 9 of this Order: Provided, that the written appeal must be filed by the same person making the request within fifteen (15) working days from the notice of denial or from the lapse of the relevant period to respond to the request.

(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

ANNEX “C”**Designated Personnel for FOI Implementation**

| FOI Designation | Name of Employee | Contact Information |
|---|--------------------------------|---|
| FOI Receiving Officer for Administrative and General Services | PAMELA CLAIRE B. FRAGA | (056) 211-0149 donsolwaterdistrict49@yahoo.com |
| FOI Receiving Officer for Finance and Commercial | KENNETH P. MADRONERO | (056) 211-0149 donsolwaterdistrict49@yahoo.com |
| FOI Decision Maker for Planning, Construction, Operation and Maintenance | Ar. RICHARD M. CALMANTE | (056) 211-0149 donsolwaterdistrict49@yahoo.com |
| FOI Appeals and Review Committee | DAISY B. JESORO | (056) 211-0149 donsolwaterdistrict49@yahoo.com |

ANNEX “D”

LIST OF EXCEPTIONS

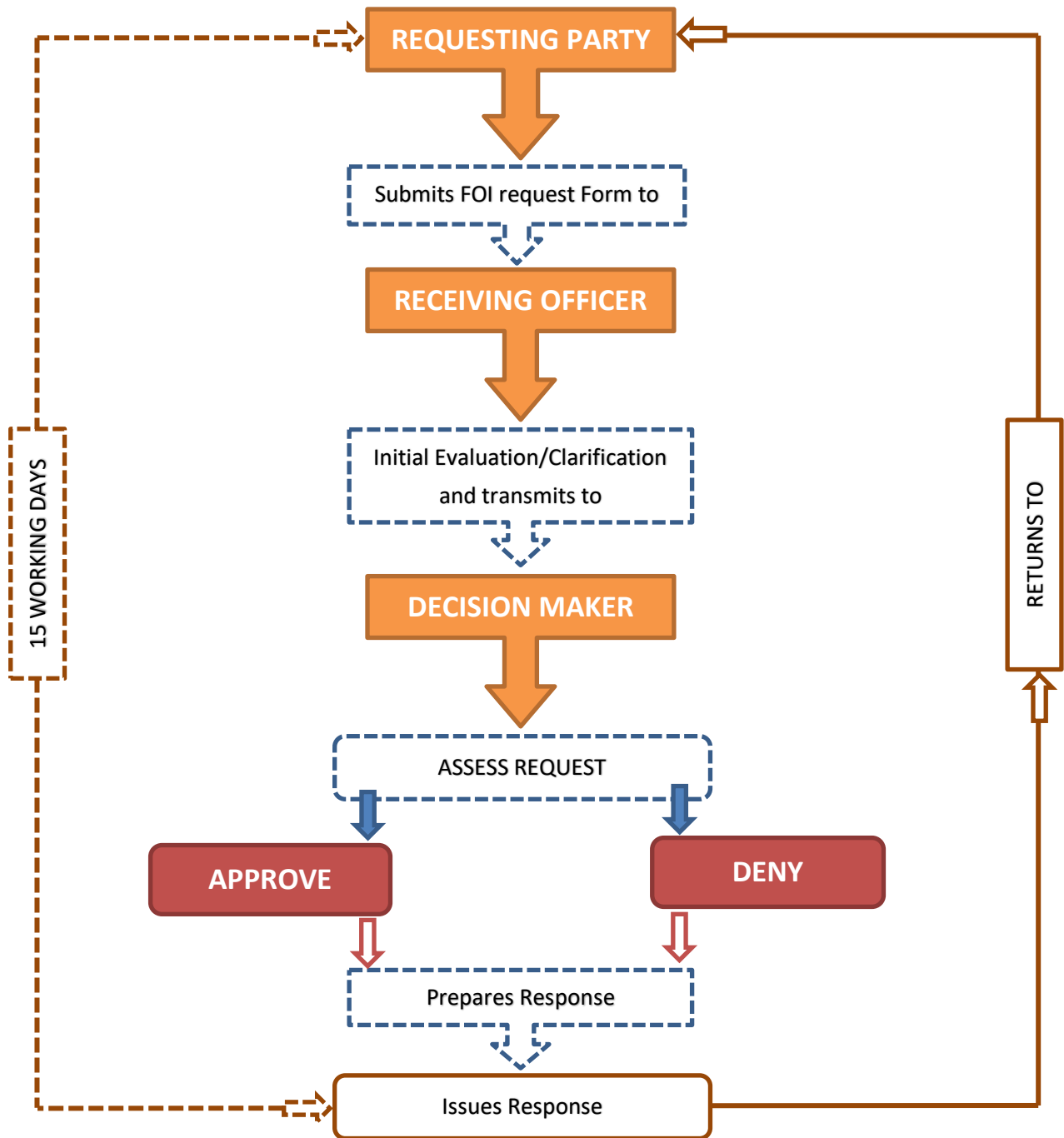
For the guidance of all government offices covered by Executive Order no. 2 (s. 2016) and the general public, the following are the exceptions to the right of access to information, as recognized by the Constitution, existing laws, or jurisprudence:

1. 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 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 and boards or officers, in relation to the performance of their functions or to inquires 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, and rules and regulations.

Pursuant to Section 4 of E.O. 2, this list 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 list of exceptions as the need to do so arises, for circulation.

ANNEX "E"

FLOW CHART



ANNEX "F"



DONSOL WATER DISTRICT

National Road, Rawis, Donsol, Sorsogon
Email Address: donsolwaterdistrict49@yahoo.com
Website: <http://donsolwd.gov.ph/>

FOI-01

FOI Request Form No: _____

Division: _____

FREEDOM OF INFORMATION REQUEST FORM

(Pursuant to Executive Order No. 02, s-2016)

A. Requesting Party

Name: _____

Request: Written ☐

Name of Office/Agency/School: _____

Electronic ☐

Complete Address: _____

Landline/Fax No.: _____

Date Filed: _____

Mobile No.: _____

Email: _____

Proof of ID Presented: _____

Preferred Mode of Communication: ☐ Landline ☒ Email

☐ Mobile No. ☐ Postal Address

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

B. Requested Information

Title of Document/Record: _____

Requested (Please be detailed as possible): _____

Date of Period (DD/MM/YY): _____

Purpose: _____

C. Declaration

I understand that your office must respond to my request within fifteen (15) working days after it is received. Your office may grant or deny all or a portion of my request, or issue a notice of extension not beyond twenty (20) working days on top of the mandated fifteen (15) working days to act on the request, unless exceptional circumstances warrant a longer period.

Should the record/s and information requested be used other than what is stated above I shall be legally held liable.

Signature over printed name

Date Accomplished

D. DON-WD FOI Receiving Officer (INTERNAL USE ONLY)

Name: _____

The request is recommended to be: ☐ Approved

☐ Denied

If denied, please check the reason for the denial:

☐ Invalid request ☐ Incomplete ☐ Data already available online

Signature _____

Date Signed _____

ANNEX "G"



DONSOL WATER DISTRICT

National Road, Rawis, Donsol, Sorsogon

Email Address: donsolwaterdistrict49@yahoo.com

Website: <http://donsolwd.gov.ph/>

FOI-02

FOI NOA Request No: _____

NOTICE OF APPROVAL OF REQUEST

Dear Sir/Madam:

Your request dated _____ regarding the following record(s) _____ has been approved.

The Donsol Water District has reviewed the request and has determined that the estimated cost to comply with your entire request would be _____. the following is a breakdown on how the costs were determined.

| Service | Cost |
|--|--|
| Reproduction or Photocopy | Php 2.00 per page (either short or long) |
| Retrieval Fee | a. For documents retrieval within (one) 1 day to one (1) week – Php 100.00 |
| Delivery charge (in case of registered mail. | Sixty Pesos (Php 60.00) |
| Total Cost | Php |

Very truly yours,

FOI Receiving Officer

ANNEX "H"



DONSOL WATER DISTRICT

National Road, Rawis, Donsol, Sorsogon
Email Address: donsolwaterdistrict49@yahoo.com
Website: <http://donsolwd.gov.ph/>

FOI-03

NOTICE OF EXTENSION

FOI NOE No: _____

Date Request Received: _____

Check if received via: ☐ E-mail ☐ Fax ☐ Other Electronic Method

| | |
|-------------------|---------|
| Name: | Phone: |
| Name of Agency: | Fax: |
| Complete Address: | E-mail: |

Request for: ☐ Copy ☐ Certified copy ☐ Subscription to record issued on regular basis

Delivery Method: ☐ Will pick up ☐ Mail to the address above ☐ Email to the address above

Record(s) you requested: (Listed here or see attached copy of request)

We are extending the date to respond until _____.
(This date can be no more than 20 working days from the date of the original request was received)

If you have any questions regarding this extension, contact _____ at _____

Reason for Extension

- ☐ The District needs to search for collect or examine voluminous public records pursuant to your request.
- ☐ The District needs to collect the requested public records from the different divisions.
- ☐ Others _____

Signature of FOI Receiving Officer: _____

Date Signed: _____

ANNEX "I"



DONSOL WATER DISTRICT

National Road, Rawis, Donsol, Sorsogon
Email Address: donsolwaterdistrict49@yahoo.com
Website: <http://donsolwd.gov.ph/>

FOI-04

NOTICE OF DENIAL

FOI NOD No: _____

Date Request Received: _____

Check if received via: ☐ E-mail ☐ Fax ☐ Other Electronic Method

| | |
|-------------------|---------|
| Name: | Phone: |
| Name of Agency: | Fax: |
| Complete Address: | E-mail: |

Request for: ☐ Copy ☐ Certified copy ☐ Subscription to record issued on regular basis

Delivery Method: ☐ Will pick up ☐ Mail to the address above ☐ Email to the address above

Record(s) you requested: (Listed here or see attached copy of request)

☐ All or ☐ Part of your request has been denied

Reason for Denial:

- ☐ 1. Exempt from Disclosure: This item is exempt from disclosure under FOI Order (E.O. No. 02, Sec. 4) because: _____
- ☐ 2. Information is available on our website (<http://donsolwd.gov.ph/>)
- ☐ 3. Identical or substantially similar request (E.O. No. 02, Sec. 11)
- ☐ 4. Protection of Privacy (E.O. No. 02, Sec. 7)
- ☐ 5. Other reason: _____

Note: You are entitled under Section 13 of EO No. 02 Freedom of Information Order to appeal this denial to DONSOL WD Appeals and Review Committee or commence an action in accordance with Rules of Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure.

Signature of FOI Receiving Officer _____

Date Signed _____

ANNEX “J”



DONSOL WATER DISTRICT

National Road, Rawis, Donsol, Sorsogon
Email Address: donsolwaterdistrict49@yahoo.com
Website: <http://donsolwd.gov.ph/>

FOI-05

MEMORANDUM

TO: (Name of Division)

SUBJECT: Freedom of Information Request

The attached request was made under the Freedom of Information Order and concerns records which we believe to be in the custody of your (area/division).

Please review the request and conduct a search for the records.

Your response to this request should be forwarded to me, to be received on or before (date), and should include:

1. Legible copies of the records.
2. An indication of the number of photocopies made in response to this request and a tally of the person/hours spent searching for the record(s), and
3. Your written recommendation regarding disclosure.

If the records are not in the custody of your area/division, please provide a “nonexistent” response. It should be noted that “nonexistent” response may require a certification at a later date, therefore, please note:

- the date, time and location of the searches conducted
- the names and positions of the personnel involved in the search
- the type and location of files searched
- how the search was conducted?
- information about the result of the search

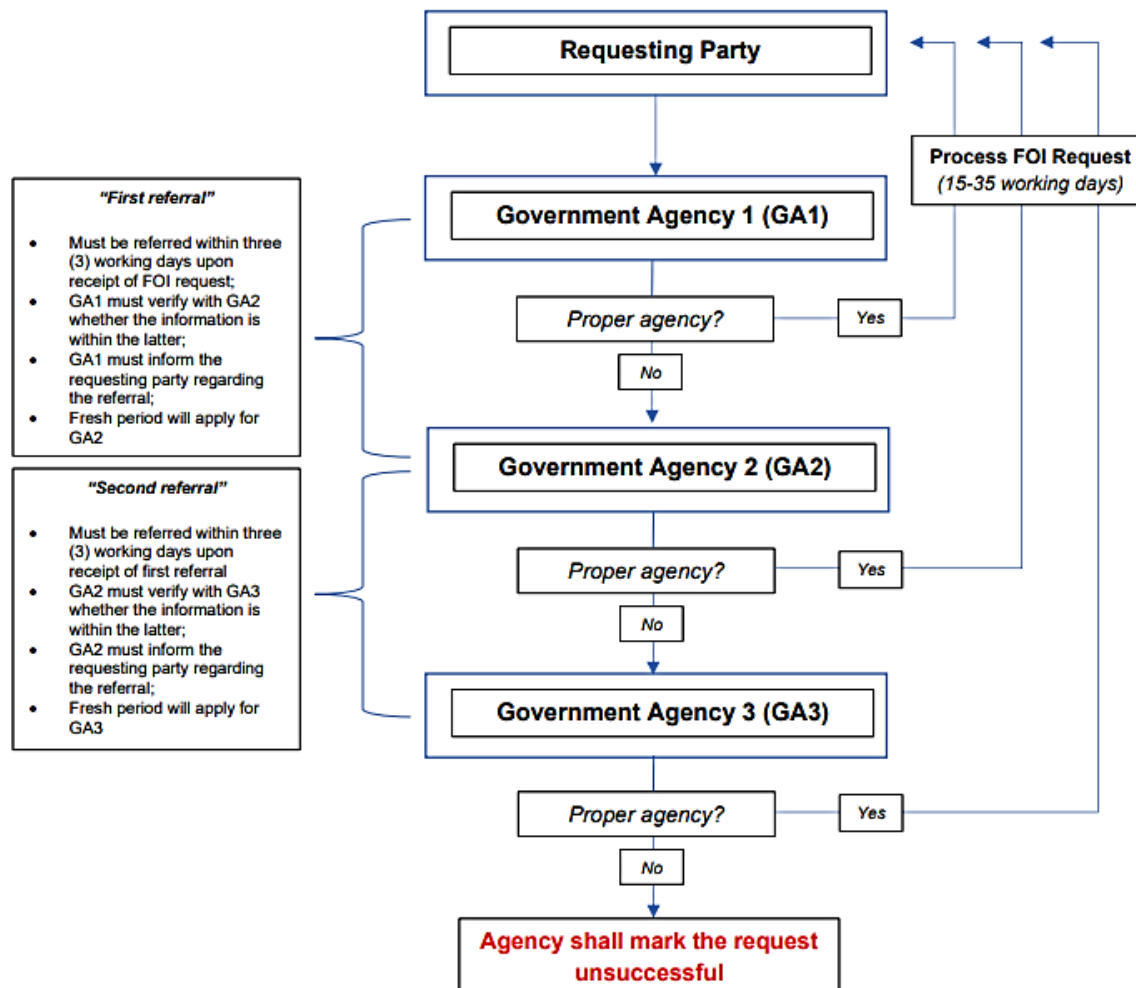
Upon receipt of your reply, I will forward your findings and requested records to the General Manager for her review and decision.

If you have any questions, please call me at _____.

Thank you,

ANNEX "K"

NO WRONG DOOR POLICY FLOWCHART




NOTE:

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

FOI MANUAL APPROVAL

This FOI Manual is hereby approved on January 16, 2018 at DONSOL Water District, Donsol, Sorsogon, Philippines.

Approved:


DAISY B. JESORO
General Manager D

Revision Status

This list identifies the revisions made in this manual.

| REVISION NO. | PAGES | PARTICULAR | ISSUANCE AND EFFECTIVITY |
|--------------|----------|-------------------------------------|--------------------------|
| | 29 | First Issuance of FOI Agency Manual | 2018 |
| 1 | 22,23,24 | Annex-C, Annex-D, Annex-E | November 20, 2019 |
| 2 | 1, 22 | FOI Cover, Annex-C | January 5, 2023 |
| 3 | 30 | Addition of No Wrong Door Policy | May 8, 2023 |
| | | | |