



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

FOI - MC No. 01, s. 2020

**FREEDOM OF INFORMATION
MEMORANDUM CIRCULAR**

FOR : **ALL GOVERNMENT OFFICES UNDER THE EXECUTIVE BRANCH, INCLUDING BUT NOT LIMITED TO THE NATIONAL GOVERNMENT AND ALL ITS OFFICES, DEPARTMENTS, BUREAUS, OFFICES, AND INSTRUMENTALITIES, INCLUDING GOVERNMENT-OWNED OR – CONTROLLED CORPORATIONS, AND STATE UNIVERSITIES AND COLLEGES**

SUBJECT : **DEVELOPMENT OF A ONE-PAGE FOI MANUAL**

DATE : **22 APRIL 2020**

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

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

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

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

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

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

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

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

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


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

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

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

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

Section 5. Compliance. For your guidance and compliance.


JOSE RUPERTO MARTIN M. ANDANAR
Secretary and FOI Champion

Freedom of Information Program

Agency: **PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE**

Receiving Officer: Ms. Ma. Danica Orcullo

Designation: Project Development Officer

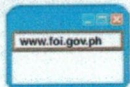
Office: Office of the Assistant Secretary for Policy and Special Concerns

Receiving Office: FOI-Project Management Office, Unit 103, BFB Bldg,
1575 J.P. Laurel St. cor. Matienza St., San Miguel Manila

Contact Nos: (8) 588-0691 Email: foi@pco.gov.ph

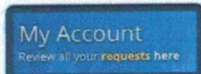
Step 1

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



Step 3

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



Step 5

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



Step 7

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



Step 2

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



Step 4

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



Step 6

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



Mode of request

Standard Request



Submit request form with ID and other necessary documents

or

eFOI Request



FOI Appeals

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



**FREEDOM OF INFORMATION
PHILIPPINES**

Be **informed**. Be **engaged**. Know your government better.