



Office of the Executive Director

**MEMORANDUM NO. 2023-038**

27 January 2023

TO : **ALL CONCERNED STAFF**

FROM :   
**JOHN C. DE LEON**  
Executive Director

SUBJECT : **Designation as DA-PhilRice Freedom of Information (FOI) Officers**

In the interest of the services and in view of the recent staff movements, the following shall constitute the new set of DA-PhilRice FOI Officers:

Receiving Officers : Guadalupe C. Miranda, *OIC, Records Office*

Decision Maker : Hazel Jane M. Orge, *OIC, Administrative Support Division*

Central Appeals and Review Committee

Designation	Name	Position Title/Designation
Chairperson	Sophia T. Borja	OIC, Office of the Deputy Executive Director (DED) for Administrative Services and Finance
Members	Karen Eloisa T. Barroga	DED for Development
	Flordeliza H. Bordey	RCEF-PMO, Director
	Eduardo Jimmy P. Quilang	OIC, Office of the DED for Research

Accordingly, your terms of reference are as follows:

**Receiving Officer:**

1. Receive on behalf of DA-PhilRice and conduct the initial evaluation of all requests for information;
2. Endorse to Decision Maker (DM) for approval of the request, or its denial based on any of the following: a) that the form is incomplete; b) that the information is already disclosed in DA-PhilRice official website, philrice.gov.ph or at data.gov.ph; c) DA-PhilRice does not have the information requested; d) the information requested contains sensitive personal information protected by the Data Privacy Act of 2012; e) the information requested falls under the list of exemptions to FOI; and f) the request is an unreasonable subsequent identical or substantially similar



requests from the same requesting party whose request has already been previously granted or denied by DA-PhilRice;

3. Notify the requesting party once approved/disapproved the requests;
4. Coordinate the concerned division/office who has custody of the record, if may be deemed necessary;
5. Monitor all FOI requests and appeals;
6. Provide assistance and support to the public and staff with regards to FOI;
7. Compile statistical information as required; and
8. Prepare and submit reports as required by the Presidential Communications Operations Office (PCOO), and other authorities.

**Decision Maker:**

1. Make appropriate action on the endorsement of the RO; and
2. Serve as focal person on FOI matters.

**Central Appeals and Review Committee**

1. The vote of the majority is required to render a decision;
2. Dispose the FOI appeals in accordance with the process as the Chair may determine with due regard to the objects, spirit, intents of the FOI Manual, all relevant laws, rules, regulations, the rights of any person which may be involved, especially those pertaining to privacy and confidentiality, universally accepted practices, and such other consideration that may aid in the judicious resolution of FOI appeals; and
3. Evaluate and review of decisions of the DM on FOI requests, as well as provide expert advise to the Executive Director.

This designation shall be on top of your current responsibilities and shall be without additional compensation.

This memorandum shall take immediately and shall supersede all issuances inconsistent herewith.

For your guidance and compliance.