

REC-2811



Philippine Rice Research Institute
Central Experiment Station
Maligaya, Science City of Muñoz, 3119 Nueva Ecija

Quality Rice. Quality Life.



PEOPLE'S FREEDOM OF INFORMATION (FOI) MANUAL (as of November 14, 2022)

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PREFACE

In response to the public demand for access to and freedom of information, President Rodrigo Roa Duterte on 23 July 2016 issued Executive Order (EO) No. 2 that operationalizes in the Executive Branch the people's Constitutional right to information and the State Policies on full public disclosure and transparency in public service.

EO No. 2 intends to promote openness in the bureaucracy by providing a clear, uniform and speedy procedure for access to information. The EO's Section 8 directs all government offices in the Executive Branch like DA-PhilRice to prepare their respective People's Freedom of Information (FOI) Manual taking into consideration their mandates and the nature of information in their custody and control.

Established in November 1985, the Philippine Rice Research Institute (PhilRice) is a chartered government corporate entity under the Department of Agriculture, mandated to develop a national rice research program so as to sustain and further improve the gains already made in rice production; improve the income and economic condition of small rice farmers; expand employment opportunities in the rural areas; and ultimately promote the general welfare of the people through self-sufficiency in rice production.

In compliance with the said directive, DA-PhilRice came up with this updated Manual to set a definite guidepost as it supports the right of its clientele to have access to the official records, transactions, and decisions of the Institute.

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I. OVERVIEW

1. **Purpose:** This FOI Manual provides the process to guide the public and assist DA-PhilRice in dealing with requests for information received under Executive Order (E.O.) No. 2, Series of 2016, on Freedom of Information (FOI), a copy of which is hereto attached as **Annex "A"**.
2. **Structure:** This Manual sets out the rules and procedures to be followed by the DA-PhilRice when it receives a request for access to information. Its Executive Director (ED) is responsible for all actions carried out under this Manual but may delegate authority to a Deputy ED. The ED may designate a Division Head (DH) to act as the FOI Decision Maker (FDM), who shall have overall accountability for the decision on FOI requests (i.e. to decide whether to release all or partial records, or deny access to information).
3. **Coverage:** This Manual shall cover all requests for information directed to DA-PhilRice Central Experiment Station, all its branch stations, and liaison office as follows:

- | | |
|---------------------|----------------------------|
| a. PhilRice Agusan | e. PhilRice Los Baños |
| a. PhilRice Batac | f. PhilRice Midsayap |
| a. PhilRice Bicol | g. PhilRice Negros |
| a. PhilRice Isabela | h. PhilRice Liaison Office |

4. **FOI Receiving Officer (FRO):** The Records Officer of DA-PhilRice is designated as FRO, who shall hold office at the Central Experiment Station.

The FRO at CES shall receive all requests for information; evaluate the request before forwarding it to the FDM; monitor all FOI requests and appeals; provide assistance to the public and staff pertaining to FOI; compile statistical information as required; and advise the requesting party on the action of the FDM.

All branch stations shall designate their respective FOI Coordinators (as enumerated in **Annex "B"**).

5. **FOI Decision Maker (FDM):** The Administrative Support Division Head is designated as FDM, who shall evaluate the request for information, and has the authority to grant or deny it, based on the following:
 - a. DA-PhilRice does not have the information requested;
 - b. The information requested contains sensitive personal details protected by the Data Privacy Act of 2012;
 - c. The information requested falls under the list of exceptions to FOI as shown in **Annex "C"**; or
 - d. The request is a repetition.

6. **DA-PhilRice Central Appeals and Review Committee (PCARC):** The PCARC shall be composed of three (3) officials with a rank not lower than a DH or its equivalent, designated by the PhilRice ED to review and analyze the grant or denial of request for information. The Committee shall also provide expert advice to PhilRice ED on the denial of such request.
7. **Approval and Denial of Request for Information:** The FDM shall approve or deny all requests for information. If the FDM is on official leave/travel, the OIC can act on the matter.

II. DEFINITION OF TERMS

ADMINISTRATIVE FOI APPEAL. An independent review of the initial determination made in response to FOI requests. Requesting parties who are dissatisfied with the response have the right to appeal.

ANNUAL FOI REPORT. A report to be filed each year with the Freedom of Information-Project Management Office (FOI-PMO) by all government agencies detailing the administration of the FOI. Annual FOI Reports contain detailed statistics on the number of FOI requests and appeals received, processed, and pending at each government office.

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

foi.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 the 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 or jurisprudence.

FREEDOM OF INFORMATION. The Executive Branch recognizes the right of the people to information on matters of public concern, and adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to the procedures and limitations provided in Executive Order No. 2. This right is

indispensable to the exercise of the right of the people and their organizations to effective and reasonable participation in all levels of social, political and economic decision-making.

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

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

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

FREQUENTLY REQUESTED INFORMATION. Receiving Officer and the Decision Maker will determine if the records requested will repeatedly be the subject of a request in the future.

FULL DENIAL. When the government office cannot release any records in response to an FOI request, because the requested information is exempted from disclosure in its entirety or no records could be located.

FULL GRANT. When a government office fully discloses all records in response to an FOI request.

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

INFORMATION FOR DISCLOSURE. Information promoting the awareness and understanding of policies, programs, activities, rules or revisions affecting the public, government agencies, and the community and economy. It also includes information encouraging familiarity with the general operations, thrusts, and programs of the government. In line with the concept of proactive disclosure and open data, these types of information can already be posted on government websites, such as data.gov.ph, without need for 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 are placed in another track. Requests in each track are processed on a first in/first out basis.

OFFICIAL RECORD(S). Information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.

OPEN DATA. 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 an 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. It captures anything that is open at a given time including requests that are well within the statutory response time.

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

PERSONAL INFORMATION. Any information, whether recorded in a material form or not, from which the identify of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.

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 a government office 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.

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

REFERRAL. When a government office locates a record that originated from, 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 refer to personal information:

- (1) About an individual race, ethnic origin, marital status, age, color, and

religious philosophical or political affiliations;

- (2) About an individual health, education, genetic or sexual life of a person, or to any proceedings for any offense committed or alleged to have committed by such person, the disposal of such proceedings or the sentence of any court in such proceedings;
- (3) 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
- (4) Specifically established by an executive order or an act of Congress to be kept classified.

SIMPLE REQUEST. An FOI request that a government office anticipates will involve a small volume of material or which will be able to be processed relatively quickly.

III. PROTECTION OF PRIVACY

While providing access to information, DA-PhilRice shall protect a person's right to privacy, as follows:

- a. DA-PhilRice shall ensure that sensitive personal information in its custody or under its control is disclosed only as permitted by existing laws;
- b. DA-PhilRice 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 PhilRice, shall not disclose that information except as authorized by existing laws.

IV. STANDARD PROCEDURE (See Annex "D")

1. Receipt of Request for Information

- 1.1** The FRO shall receive the request for information from the requesting party and check compliance with the following requirements:
 - The request must be in writing;
 - The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization; and
 - The request shall reasonably describe the information requested, and the reason for, or purpose of, the request for information. (See **Annex "E"** for request form)

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 and signature.

- 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/she may 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 public 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 above, and be acknowledged by electronic mail. The FRO shall input the details of the request on the Request-Tracking System and allocate a reference number.
- 1.4 PhilRice or any of its office and branch stations must respond to requests promptly, within the fifteenth (15th) working day following the date of receipt of the request. A working day is any day other than Saturday, Sunday or a day which is declared a national public holiday in the Philippines. In computing for the period, Art. 13 of the New Civil Code shall be observed.

The date of receipt of the request will be either:

- a. The day on which the request is physically or electronically delivered to the government office, or directly into the email inbox of a staff; or
- a. If the FRO will ask the requesting party for further details to identify and locate the requested information, the date of receipt shall be the date on which the specific 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. In this case, the date of receipt will be the day the request appears in the inbox of that contact. Should the requested information need further details to be identified or located, the 15 working days will commence the day after it receives the additional 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. Upon receipt of the request for information, the FRO shall evaluate the contents of the request.

2.1 Request relating to more than one office under DA-PhilRice: If a request for information is received which requires to be complied with by different offices, the FRO shall forward the request to the said office concerned and ensure that it is well coordinated and monitor their compliance.

2.2 Requested information is not in the custody of DA-PhilRice or any of its offices: After referral and discussions with the FDM, the FRO shall undertake the following steps:

- If the records requested refer to another government office, the request will be immediately transferred to such appropriate government office through the most expeditious manner and the transferring office must inform the requesting party that the information is not subject to the 15-working-day limit. The 15-working-day requirement for the receiving office commences on the following day after it receives the request.
- If the records refer to an office not within the coverage of E.O. No. 2, the requesting party shall be advised accordingly and provided with the contact details of that office, if known.

2.3 Requested information is already posted and available on-line:

If the information being requested is publicly available in the DA-PhilRice website, data.gov.ph or foi.gov.ph, the FRO shall inform the requesting party of the said fact and provide them the website link where the information is already posted.

2.4 Requested information is substantially similar or identical to the previous request by the same requester: Such request shall be denied. The FRO shall inform the requester of the reason for such denial.

3.0 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 the 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.

4.0 Role of FDM in processing the FOI request:

Upon receipt of the request for information from the FRO, the FDM shall assess and clarify the request if necessary. He/She shall make all necessary steps to locate and retrieve the information requested.

The FRO shall note the date and time of receipt of the approval/denial of the FDM and report to the DA-PhilRice ED or the designated officer, in case the request was not acted upon immediately.

If the FDM determines that a record contains information of interest to another office, the FDM shall consult with the office concerned on the disclosability of the records before making any final determination.

If the FDM needs further details to identify or locate the information, he/she shall seek clarification from the requesting party. The clarification will stop the running of the 15- working-day period and will commence the day after it receives the required clarification from the requesting party.

5.0 Role of FRO to transmit the information to the requesting party:

The FRO shall collate and ensure that the information is complete. He/she shall attach a cover/transmittal letter signed by the DA-PhilRice ED, or the designated officer, and ensure the transmittal of such to the requesting party within 15 working days upon receipt of the request for information.

6.0 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 FRO should inform the FMD.

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.

7.0 Notice to the Requesting Party of the Approval/Denial of the Request:

Once the FDM approved or denied the request, he/she shall immediately notify the FRO who shall prepare the response to the requesting party either in writing or by email. All actions on FOI requests, whether approved or denied, shall pass through the DA-PhilRice ED or any of his/her designated officer for final approval.

8.0 Approval of Request: In case of approval, the FRO shall ensure that all records that have been retrieved and considered be checked by FMD, prior to actual release. The FRO shall prepare the letter or email informing the requesting party within the prescribed period that the request was granted and be directed to pay the applicable fees, if any.

9.0 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(s) for denial and the circumstances on which the denial is based. All denials on FOI requests shall pass through the Office of the DA-PhilRice ED or the designated officer.

V. E-FOI MODE OF REQUEST

Requests shall go through the following steps:

1. All requests shall be lodged at www.foi.gov.ph/login
2. The client shall sign up and provide all the required details; a valid ID shall be attached to create an account.
3. The client shall be directed to the FOI dashboard that contains all the FOI Requests
4. The client shall click a Request Button and select the agency source of requested information
5. The client shall be directed to the Make a Request Page and fill all fields
6. The PhilRice FRO/FDM shall evaluate the request and will notify client within fifteen (15) working days
7. PhilRice will prepare/gather the relevant information for release to the requesting party

VI. REFERRAL OF REQUESTED INFORMATION TO APPROPRIATE GOVERNMENT AGENCY (GA) OTHERWISE KNOWN AS THE "NO WRONG DOOR POLICY FOR FOI"

Process of Referral: In case the requested information is not in the possession of the government agency (GA1), but is available in another source or government agency (GA2) under the Executive Branch, the request shall be referred by PhilRice (GA1) to the identified GA2. This shall be considered as the "First Referral" not exceeding three (3) working days from the receipt of the request.

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

The requesting party shall be notified of the referral and must be provided with the reason thereof, and contact details of the GA2.

VII. REMEDIES IN CASE OF DENIAL OF REQUEST

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

1. Administrative FOI Appeal to the PCARC: Provided, that the written appeal must be filed by the same requesting party within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.
 - I. Denial of a request may be appealed by filing a written appeal to the PCARC within fifteen (15) calendar days from the notice of denial or

from the lapse of the period to respond to the request.

- II. The appeal shall be decided by the DA-PhilRice ED upon the recommendation of the PCARC within thirty (30) working days from the filing of said written appeal. Failure to decide within the 30-day period shall be deemed a confirmed 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.

VIII. FOI APPEALS

If the requesting party is not satisfied with the response, he/she may ask to carry out an internal review of the response by writing to PhilRice email address: foi@philrice.gov.ph.

The review request should explain the reason for dissatisfaction with the response provided and should be made within 15 calendar days from the date the response was received. PhilRice shall complete the review and inform the requesting party of the result within 30 calendar days from the date the notice of appeal was received.

IX. REQUEST-TRACKING SYSTEM

DA-PhilRice, through the FRO, shall establish a system to trace the status of all requests for information received, which may be paper-based, on-line or both.

X. FEES

1. **No Request Fee.** DA-PhilRice 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 shall be expenses incurred in the reproduction, copying and/or delivery in order to provide the information. Such fee shall be the actual amount spent by DA-PhilRice in providing the information to the requesting party.

Schedule of Fees:

Printing cost	:	₱5.00 per page
Photocopying	:	₱3.00 per page (B&W)
Photocopying	:	₱5.00 per page (colored)
Courier Service Delivery	:	Prevailing rates

3. **Exemption from Fees:** DA-PhilRice may exempt any requesting party from payment of fees, upon request, stating the valid reason why such requesting party

shall not pay the fee.

XI. 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;
 - a. 2nd Offense - Suspension of one (1) to thirty (30) days;
 - a. 3rd Offense - Dismissal from the service
- 2. Procedure.** The Revised Rules on Administrative Cases in the Civil Service shall be applicable in the disposition of cases under this Manual.
- 3. Provisions for More Stringent Laws, Rules and Regulations.** Nothing in this Manual shall be construed to derogate from any law, any rules, or regulation prescribed by anybody or DA-PhilRice, which provides for more stringent penalties.


JOHN C. DE LEON 
Executive Director
Date: 14 November 2022

ANNEX "A"

**MALACANAN PALACE MANILA
BY THE PRESIDENT OF THE PHILIPPINES
EXECUTIVE ORDER NO. 02**

**OPERATIONALIZING IN THE EXECUTIVE BRANCH THE PEOPLE'S
CONSTITUTIONAL RIGHT TO INFORMATION AND THE STATE POLICIES TO FULL
PUBLIC DISCLOSURE AND TRANSPARENCY IN THE PUBLIC SERVICE AND
PROVIDING GUIDELINES THEREFOR**

WHEREAS, pursuant to Section 28, Article II of the 1987 Constitution, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law;

WHEREAS, Section 7, Article III of the Constitution guarantees the right of the people to information on matters of public concern;

WHEREAS, the incorporation of this right in the Constitution is a recognition of the fundamental role of free and open exchange of information in a democracy, meant to enhance transparency and accountability in government official acts, transactions, or decisions;

WHEREAS, the Executive Branch recognizes the urgent need to operationalize these Constitutional provisions;

WHEREAS, the President, under Section 17, Article VII of the Constitution, has control over all executive departments, bureaus and offices, and the duty to ensure that the laws be faithfully executed;

WHEREAS, the Data Privacy Act of 2012 (R.A. 10173), including its implementing Rules and Regulations, strengthens the fundamental human right of privacy, and of communication while ensuring the free flow of information to promote innovation and growth;

NOW, THEREFORE, I, RODRIGO ROA DUTERTE, President of the Philippines, by virtue of the powers vested in me by the Constitution and existing laws, do hereby order:

SECTION 1. Definition. For the purpose of this Executive Order, the following terms shall mean:

- (a) "Information" shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever

format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.

- (b) "Official record/records" shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.
- (c) "Public record/records" shall include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.

SECTION 2. Coverage. This order shall cover all government offices under the Executive Branch, including but not limited to the national government and all its offices, departments, bureaus, offices, and instrumentalities, including government-owned or -controlled corporations, and state universities and colleges. Local government units (LGUs) are encouraged to observe and be guided by this Order.

SECTION 3. Access to information. Every Filipino shall have access to information, official records, public records and to documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development.

SECTION 4. Exception. Access to information shall be denied when the information falls under any of the exceptions enshrined in the Constitution, existing law or jurisprudence.

The Department of Justice and the Office of the Solicitor General are hereby directed to prepare an inventory of such exceptions and submit the same to the Office of the President within thirty (30) calendar days from the date of effectivity of this Order.

The Office of the President shall thereafter, immediately circularize the inventory of exceptions for the guidance of all government offices and instrumentalities covered by this Order and the general public.

Said inventory of exceptions shall periodically be updated to properly reflect any change in existing law and jurisprudence and the Department of Justice and the Office of the Solicitor General are directed to update the inventory of exceptions as the need to do so arises, for circularization as hereinabove stated.

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

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

SECTION 8. People's Freedom of 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 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 PhilRice 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) calendar 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 "B"

FOI RECEIVING OFFICER AND FOI COORDINATORS OF PHILRICE

Receiving Officer of DA-PhilRice	Location of FOI Receiving Officer (FRO)	Designated FRO/FOI Coordinators	Contact Details
PhilRice Central Experiment Station (CES)	Records Office, CES, Maligaya, Science City of Muñoz, Nueva Ecija	Guadalupe C. Miranda	gcmiranda@exchange.philrice.gov.ph Mobile No.: 0908-8661763
	FOI Decision Maker	Sophia T. Borja	stborja@philrice.gov.ph Mobile No: 0999-8844057
Branch Stations FOI Coordinators			
DA-PhilRice Agusan	Basilisa, RTRomualdez, 8611 Agusan del Norte	Rochelle Marie P. Bondad	rmpbondad@exchange.philrice.gov.ph Mobile No.: 0919-9985463
DA-PhilRice Batac	MMSU Campus, Batac City, 2906 Ilocos Norte	Rosanna Sabella O. Ganotisi	rsoganotisi@exchange.philrice.gov.ph Mobile No.: 0926-7076054
DA-PhilRice Bicol	Batang, Ligao City, 4504 Albay	Gideon F. Dela Cruz	dfdelacruz@exchange.philrice.gov.ph Mobile No.: 0928-7212308
DA-PhilRice Isabela	Malasin, San Mateo, 3318 Isabela	Hiyasmin R. Mandac	hrmandac@exchange.philrice.gov.ph Mobile No.: 0999-8893027
DA-PhilRice Los Baños	UPLB Campus, Los Baños, 4030 Laguna	Kristofferson C. De Guzman	kcdeguzman@exchange.philrice.gov.ph Mobile No.: 0928-3291800
DA-PhilRice Midsayap	Bual Norte, Midsayap, 9410 North Cotabato	Marifel A. Astillo	maastillo@exchange.philrice.gov.ph Mobile No.: 0929-6187434
DA-PhilRice Negros	Cansilayan, Murcia, 6129 Negros Occidental	Maricris S. Cabanayan	mscabanayan@exchange.philrice.gov.ph Mobile No. 0916-5518299
DA-PhilRice Liaison Office	BSWM Ground Floor, Elliptical Road Diliman, Quezon City	Ligaya V. Olo	lv.olo@mail.philrice.gov.ph Mobile No. 0928-9159628

ANNEX "C"

LIST OF EXCEPTIONS

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 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. 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.

ANNEX "D"

FOI ONE-PAGE MANUAL

Freedom of Information Program

Agency: Philippine Rice Research Institute

Receiving Officer: Guadalupe C. Miranda

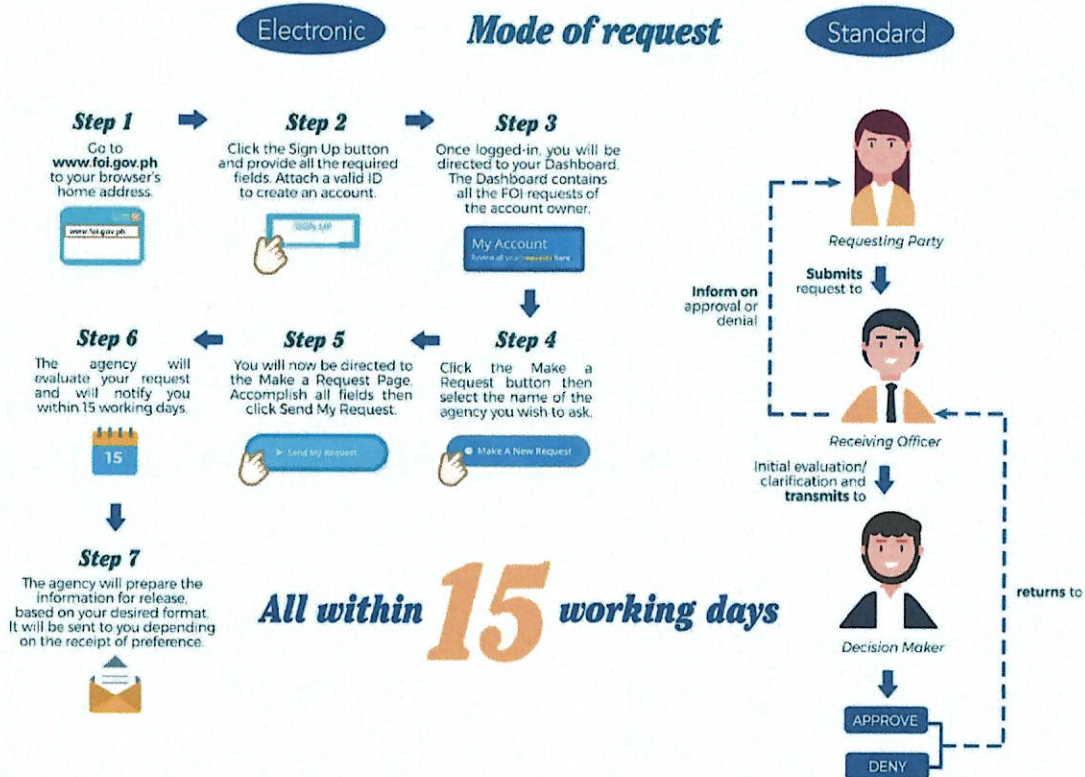
Designation: Administrative Officer IV

Office: Records Office

Receiving Office: Records Office, Ground Floor, Main Laboratory Building,
PhilRice Central Experiment Station, Maligaya,
Science City of Muñoz, Nueva Ecija

Contact Nos.: 0908 866 1763

Email: foi@philrice.gov.ph



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.

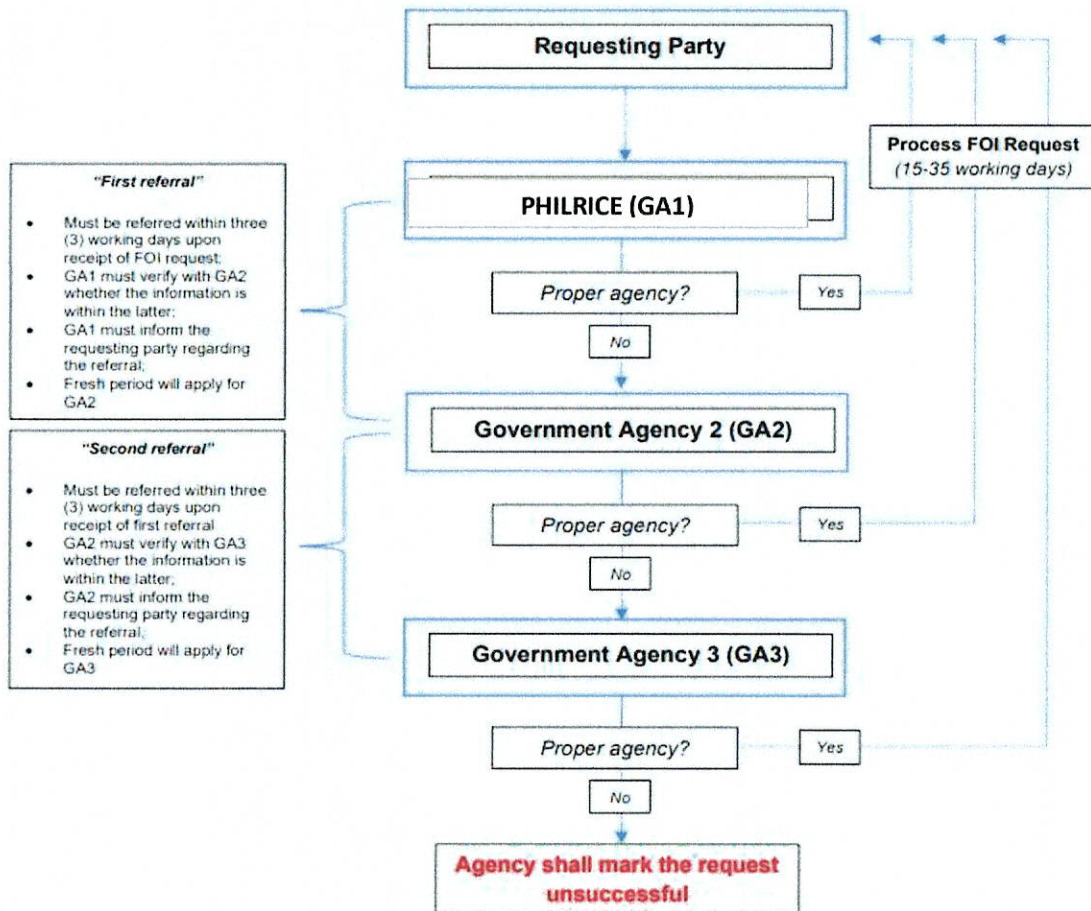


**FREEDOM OF INFORMATION
PHILIPPINES**

Be informed. Be engaged. Know your government better.

ANNEX "E"

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.



Philippine Rice Research Institute

Central Experiment Station

Maligaya, Science City of Muñoz, 3119 Nueva Ecija

Quality Rice. Quality Life.

ANNEX "F"

Philippine Rice Research Institute
Central Experiment Station
Maligaya, Science City of Muñoz, Nueva Ecija

FOI REQUEST FORM

A. To be filled-up by the Requesting Party	
Requesting Party: (Surname, First Name, Middle Name) _____ Date: _____	
Address: _____	Contact No. _____
Office Name: _____	Office Address: _____
B. Information/Documents/Records Requested	C. Specific Purpose
D. Desired mode of receiving the information/document/record requested <input type="checkbox"/> To be picked-up <input type="checkbox"/> Through mail/private courier (payment required) <input type="checkbox"/> Other mode (Please specify) _____	E. I hereby certify that the above information is true and correct. (Printed Name and Signature of Requesting Party) _____ Date: _____
F. To be filled-up by the processor:	
FOI Receiving Officer: _____ (Name and Signature)	Action Taken: Issued Certification <input type="checkbox"/> Issued Certified Copy <input type="checkbox"/> No. of copies <input type="checkbox"/> Total no. of pages <input type="checkbox"/> Provided Photocopy only <input type="checkbox"/> Assessed Fee: _____
Action Officer: _____ (Name and Signature)	
Status of Document: Already Disposed <input type="checkbox"/> Available Record <input type="checkbox"/> No Record Maintained by RS <input type="checkbox"/>	
G. To be accomplished by the Processor:	H. To be accomplished by the Records Section Head
The Request is recommended to be denied due to the following: _____	Request Approved <input type="checkbox"/> /Disapproved <input type="checkbox"/> (Printed Name and Signature) _____
I. The Requesting Party presented the original of at least two (2) of the following valid IDs (Photocopies must be attached hereto)	
<input type="checkbox"/> GSIS/SSS ID <input type="checkbox"/> <input type="checkbox"/> Voter's ID <input type="checkbox"/> <input type="checkbox"/> Passport <input type="checkbox"/> <input type="checkbox"/> Driver's License <input type="checkbox"/>	<input type="checkbox"/> IBP ID <input type="checkbox"/> <input type="checkbox"/> PRC ID <input type="checkbox"/> <input type="checkbox"/> Company ID <input type="checkbox"/> <input type="checkbox"/> Senior Citizen's ID <input type="checkbox"/> <input type="checkbox"/> Postal ID <input type="checkbox"/> <input type="checkbox"/> PhilHealth ID <input type="checkbox"/>
J. Release of Request:	
Document/Record received by/released to: _____ (Printed Name and Signature of Requesting Party)	IDs presented: _____ Date of Release: _____ Amount Paid: _____ O.R. No. _____ O.R. Date: _____