



Republic of the Philippines
**OVERSEAS WORKERS WELFARE
ADMINISTRATION**

"OWWA Cares"

FREEDOM OF INFORMATION MANUAL

As of SEPTEMBER 2018

Executive Order No. 02 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 Thereof.

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SECTION 1: OVERVIEW

1. **Purpose:** The purpose of this Freedom of Information Manual (FOI Manual) is to provide procedures and policies to guide and assist the Overseas Workers Welfare Administration (OWWA), including its Regional Welfare Offices (RWOs) and Overseas Welfare Offices (OWOs) in dealing with requests for information received under Executive Order (E.O.) No. 2 on Freedom of Information (FOI). (**Annex "A"**)
2. **Structure of the Manual:** This Manual shall set out the rules and procedures to be followed by the OWWA, and its RWOs and OWOs, when a request for information is received. The OWWA Administrator is responsible for all actions carried out under this Manual and may delegate this responsibility to the Deputy Administrators and the respective Heads of the RWOs and OWOs. The Administrator, the Deputy Administrators or the respective Heads, may delegate a specific officer to act as the Decision Maker (DM) and shall have overall responsibility for the initial decision on FOI requests, (i.e. to decide whether to release all the records, partially release the records or deny access).
3. **Coverage of the Manual:** The Manual shall cover all requests for information directed to OWWA and all its RWOs and OWOs.
4. **FOI Receiving Officer:** There shall be an FOI Receiving Officer (FRO) designated at OWWA. The FRO shall hold office at the Records Management Division, Rm. 302, 3rd Floor OWWA Center, 7th St. corner F.B. Harrison, Pasay City, and all its RWOs and OWOs.

The functions of the FRO shall include:

- receiving on behalf of OWWA, all requests for information and forwarding the same to the appropriate office that has custody of the records;
- monitor all FOI requests and appeals; provide assistance to the FOI Decision Maker;
- provide assistance and support to the public and staff with regard to FOI;
- compile statistical information, for reporting and reference; and
- conduct initial evaluation of the request and advise the requesting party whether the request will be forwarded to the FOI Decision Maker for further evaluation, or deny the request based on:
 - a. That the form is incomplete; or
 - b. That the information is already disclosed in the DEPARTMENT's Official Website or at data.gov.ph.

RWOs and OWOs shall assign their respective FROs. (**Annex "B"**)

5. **FOI Decision Maker:** There shall be an FOI Decision Maker (FDM), designated by the Administrator, with a rank of not lower than a Director or its equivalent, who shall conduct evaluation of requests for information and has the authority to grant the request, or deny it based on the following:
 - a. OWWA does not have the information requested;
 - b. Information requested contains sensitive personal information protected by under the R.A. No. 10173 or the Data Privacy Act of 2012;
 - c. Information requested falls under the list of exceptions to FOI; or
 - d. 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 OWWA.
6. **Approval and Denial of Request to Information:** The FOI Decision Maker shall approve or deny all requests for information. In case where the Decision Maker is on official leave, the Administrator may delegate such authority to the Officer in Charge of the Decision Maker.
7. **Central Appeals and Review Committee:** There shall be a central appeals and review committee composed of three (3) officials with a rank not lower than Director II, designated by the Administrator to review and analyze the grant or denial of request of

information. The Committee shall also provide expert advice to the Administrator on the denial of such request.

Appeals from a denial of a request for information received by RWOs and OWOs shall be submitted to Central Appeals and Review Committee, for consideration and disposition pursuant to section 7 of this guide.

SECTION 2: DEFINITION OF TERMS

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.

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.

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 to government websites, such as data.gov.ph, without need for written requests from the public.

OFFICIAL RECORD/S. 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.

OPEN DATA. Refers to publicly available data structured in a way that enables the data to be fully discoverable and usable by end users.

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.

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

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 been 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.

SECTION 3. GLOSSARY OF TERMS

ADMINISTRATIVE FOI APPEAL. An independent review of the initial determination made in response to a FOI request. Requesting parties who are dissatisfied with the response made on their initial request have a right to appeal that initial determination to an office within the agency, which will then conduct an independent review.

ANNUAL FOI REPORT. A report to be filed each year with the Presidential Communications Operations Office (PCOO) 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 a "consultation."

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 (FOI). 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 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. Info 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 OWWA or any of its offices 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.

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.

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.

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.

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."

SIMPLE REQUEST. A FOI request that an agency anticipates will involve a small volume of material or which will be able to be processed relatively quickly.

SECTION 4. PROMOTION OF OPENNESS IN GOVERNMENT

1. Duty to Publish Information. The OWWA shall regularly update, 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
- i. influence the formulation of policy or the exercise of its powers.

2. Accessibility of Language and Form. OWWA shall endeavor to translate key information into the Filipino language and present it in popular form and means.

3. Keeping of Records. OWWA 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 5. PROTECTION OF PRIVACY

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

- a. 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. 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 OWWA, shall not disclose that information except as authorized by existing laws.

SECTION 6. STANDARD PROCEDURE *(See Annex "D" for flowchart)*

1. Receipt of Request for Information.

1.1 The FOI Receiving Officer (FRO) shall receive the request for information from the requesting party and check compliance of 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")

The request can be made through email, provided that the requesting party shall attach in the email a scanned copy of the FOI application request, 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 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 OWWA or any of its RWOs and OWOs must respond to requests promptly by way of any medium (e.g. Email, fax, post, courier, etc.) appropriate, within the fifteenth (15) working days 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 it receives the required clarification from the requesting party.

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 office under OWWA:** If a request for information is received which requires to be complied with, of different RWOs and OWOs, the FRO shall forward such request to the said office concerned and ensure that it is well coordinated and monitor its compliance. The FRO shall also clear with the respective FROs of RWOs and OWOs will only provide the specific information that relates to their offices.
- 2.2. Requested information is not in the custody of OWWA or any of its RWOs and OWOs:** If the requested information is not in the custody of OWWA or any of its RWOs and OWOs, 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. 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:** Should the information being requested is already posted and publicly available in the OWWA website, data.gov.ph or foi.gov.ph, the FRO shall inform the requesting party of the said fact and provide them with 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 three (3) working days 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 FRO within 10 working days upon receipt of such request.

The FRO shall note the date and time of receipt of the information from the FDM and report to OWWA Administrator in case the submission is beyond the 10 working day period.

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

If the FDM determines that a record contains information of interest to another office, the FDM shall consult with the agency concerned on the disclosability of the records before making any final determination.
- 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 OWWA Administrator or the designated Directors/heads concerned and ensure the transmittal

of such to the requesting party within 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 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 approval or denial, shall pass through the OWWA Administrator or any of his designated Director IV 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 fees, 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 OWWA Administrator or to his designated Director IV.

SECTION 7. REMEDIES IN CASE OF DENIAL

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 OWWA Central Appeals and Review Committee:** 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.
 - a. Denial of the Appeal by the Heads of OWWA offices and RWOs and OWOs may be appealed by filing a written appeal to the OWWA Central 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 OWWA Administrator upon the recommendation of the Central Appeals and Review Committee within thirty (30) working days from the filing of said written appeal. Failure to decide within the 30-day period shall be deemed a denial of the appeal.
 - c. The denial of the Appeal by the OWWA Administrator or the lapse of the period to respond to the request may be appealed to the Secretary of the Department of Labor and Employment.
2. Upon exhaustion of administrative FOI appeal remedies, the requesting party may file the appropriate action in accordance with the law as jurisprudence.

SECTION 8. FEES

1. **No Request Fee.** OWWA shall not charge any fee for accepting requests for access to information.

- 2. Reasonable Cost of Reproduction and Copying of the Information:** The FRO shall immediately notify the requesting party in case there shall be a reproduction and copying fee in order to provide the information. Such fee shall be the actual amount spent by OWWA in providing the information to the requesting party. The schedule of fees shall be posted by OWWA in its website.
- 3. Exemption from Fees:** OWWA may exempt any requesting party from payment of fees, upon request stating the valid reason why such requesting party shall not pay the fee.

SECTION 9. 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 Cases I 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 agency, which provides for more stringent penalties.

SECTION 10. POSTING AND EFFECTIVITY

This Manual shall be posted on the OWWA website upon its approval by the Administrator and shall take effect fifteen (15) days from the date of filing at the Presidential Communications Operations Office, Freedom of Information-Project Management Office.


HANS LEO J. CACDAC
Administrator

ANNEX "A"

**MALACAÑAN PALACE
MANILA**

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 02

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

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

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

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

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

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

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

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

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

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

(b) "Official record/records" shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.

(c) "Public record/records" shall include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.

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

SECTION 3. Access to information. Every Filipino shall have access 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 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 8 of this Order.
- (d) The standard forms for the submission of requests and for the proper acknowledgment of requests;
- (e) The process for the disposition of requests;
- (f) The procedure for the administrative appeal of any denial for access to information; and
- (g) The schedule of applicable fees.

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

- (a) Any person who requests access to information shall submit a written request to the government office concerned. The request shall state the name and contact information of the requesting party, provide valid proof of his identification or authorization, reasonably describe the information requested, and the reason for, or purpose of, the request for information: *Provided*, that no request shall be denied or refused acceptance unless the reason for the request is contrary to law, existing rules and regulations or it is one of the exceptions contained in the inventory or updated inventory of exception as hereinabove provided.
- (b) The public official receiving the request shall provide reasonable assistance, free of charge, to enable, to enable all requesting parties and particularly those with special needs, to comply with the request requirements under this Section.
- (c) The request shall be stamped by the government office, indicating the date and time of receipt and the name, rank, title and position of the receiving public officer or employee with the corresponding signature, and a copy thereof furnished to the requesting party. Each government office shall establish a system to trace the status of all requests for information received by it.
- (d) The government office shall respond to a request fully compliant with requirements of sub-section (a) hereof as soon as practicable but not exceeding fifteen (15) working days from the receipt thereof. The response mentioned above refers to the decision of the agency or office concerned to grant or deny access to the information requested.
- (e) The period to respond may be extended whenever the information requested requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.
- (f) Once a decision is made to grant the request, the person making the request shall be notified of such decision and directed to pay any applicable fees.

SECTION 10. Fees. Government offices shall not charge any fee for accepting requests for access to information. They may, however, charge a reasonable fee to reimburse necessary costs, including actual costs of reproduction and copying of the information required, subject to existing rules and regulations. In no case shall the applicable fees be so onerous as to defeat the purpose of this Order.

SECTION 11. Identical or Substantially Similar Requests. The government office shall not be required to act upon an unreasonable subsequent identical or substantially similar request from the same requesting party whose request 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 7 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 "B"

FOI Receiving Officers of OWWA

Name of Office / Unit	Location of FOI Receiving Office	Contact Details	Assigned FOI Receiving Officer
Central Office			
Records Management Division	RM 302, 3rd Floor OWWA Center Pasay City	(+632) 551-6649 or 8917-601 loc. 5614 records@owwa.gov.ph	Aurea E. Rivero
Advocacy and Social Media Division	RM 603, 6rd Floor OWWA Center Pasay City	(+632) 891-7741 or 8917-601 loc. 5414 asmd07@owwa.gov.ph	Florencio D. Teves III
Management Information System Division	RM 601, 6rd Floor OWWA Center Pasay City	(+632) 834-0134 or 8917-601 loc. 5605 misd@owwa.gov.ph	Rosanna G. Siray

Name of Office / Unit	Location of FOI Receiving Office	Contact Details	Assigned FOI Receiving Officer
Regional Welfare Office's			
Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)	RWO ARMM, 2nd Flr. Mags Audio Accessories Bldg., 039 Quezon Avenue, Cotabato City	armm@owwa.gov.ph	Uga L. Sulaiman
Cordillera Administrative Region (CAR)	RWO CAR, 17 RM. Bldg., Private Road, Magsaysay Ave. Baguio City	car@owwa.gov.ph	Manuela N. Peña
CARAGA - North Eastern Mindanao	RWO CARAGA, Nimfa Tiu Building II, J.P. Rosales Avenue, Butuan City	caraga@owwa.gov.ph	Ma. Ireen C. Cambaling
National Capital Region (NCR)	RWO Ncr, 2/F OWWA Center, F.B. Harrison cor. 7th Street,	ncr@owwa.gov.ph	Atty. Edelyn A. Dungan-Claustro
Region I - (Ilocos Region)	RWO I, 2/F Kenny Plaza, Quezon Ave., San Fernando, La Union	region1@owwa.gov.ph	Gerardo C. Rimorin
Region II - (Cagayan Valley)	RWO II, #13 Dalan na Pavvuluran, Regional Government Center, Carig Sur, Tuguegarao City	region2@owwa.gov.ph	Luzviminda G. Tumaliuan
Region III - (Central Luzon)	RWO III, 4th Flr. Ascorp Bldg., Dolores H-way, City of San Fernando, Pampanga	region3@owwa.gov.ph	Esperanza C. Cobarrubias
Region IVA - (CALABARZON)	RWO IV-A, Unit 1-3, Penthouse Bldg., Chipeco Ave., Brgy Halang, Calamba, Laguna	region4a@owwa.gov.ph	Ma. Luisa S. Reyes
Region IVB - (MIMAROPA)	RWO IV - B 9th floor, Marc 2000 tower 1973 taft ave., cor. San Andres St., Malate, Manila	region4b@owwa.gov.ph	Jose C. Capa
Region V - (Bicol Region)	RWO V, 3rd Flr. ANST Bldg., Washington Drive, Legazpi City	region5@owwa.gov.ph	Henry I. Miraflor
Region VI - (Western Visayas)	RWO VI, Robinsons Land Corporation , Level 3-156 to 164A, Quezon corner De Leon Sts., Iloilo City	region6@owwa.gov.ph	Connie H. Binarao
Region VII - (Central Visayas)	RWO VII, 2/F DOLE Bldg., Gorondo Ave. cor Gen Maxillon Ave., Cebu City	region7@owwa.gov.ph	Mae D. Codilla

Name of Office / Unit	Location of FOI Receiving Office	Contact Details	Assigned FOI Receiving Officer
Region VIII - (Eastern Visayas)	OWWA RWO 8 Trese Martinez St., DOLE Compound, Tacloban City, Leyte 8500	region8@owwa.gov.ph	Sergio B. Borgueta, Jr.
Region IX - (Zamboanga Peninsula)	RWO IX, 3/F Goodwill Center, Mayor Jaldon St., Canelar, Zamboanga City	region9@owwa.gov.ph	Priscilla Pamella M. Flores
Region X - (Northern Mindanao)	RWO X, 2/F Trinidad Bldg., Corrales-Yacapin Street, Cagayan de Oro City	region10@owwa.gov.ph	Petrona M. Bergado
Region XI - (Davao Region)	RWO XI, Doors 31 E-G G.B. Cam Bldg., Monteverde St., Davao City	region11@owwa.gov.ph	Ron Lionel M. Bartolome
Region XII - (SOCCSKSARGEN)	RWO XII, Ilao Bldg., Judge Alba St., Zone 3, Koronadal City	region12@owwa.gov.ph	Kristine Marie H. Sison

Name of Office / Unit	Location of FOI Receiving Office	Contact Details	Assigned FOI Receiving Officer
Overseas Welfare Office's			
Asia Pacific			
BRUNEI	Philippine Overseas Labor Officer, Simpang 336-17, Diplomatic Enclave, kampong kianggeh Jalan Kebangsaan, Bandar Seri Begawan, Brunei Darussalam	brunei@owwa.gov.ph	Anuar L. Ampang
JAPAN	Philippine Embassy, Philippine Overseas Labor Office, 5-15-5 Roppongi, Minato-ku, Tokyo, 106-8537 Japan	japan@owwa.gov.ph	Amy B. Crisostomo
HONGKONG -SAR	Philippine Overseas Consulate General, Philippine Overseas Labor Office, A 16th Flr., Mass Mutual Tower, 33 Lockhart Road, Wan Chai Hongkong - Special Administrative Region	hongkong@owwa.gov.ph	Virsie B. Tamayo Marivic C. Clarin
MACAU - SAR	Philippine Overseas Consulate General, Philippine Overseas Labor Office, Uinit 1406, 14/F AIA Tower, 251-A 301, Avenida Commercial de Macau Macau-Special Administrative Region	macau@owwa.gov.ph	Zosima Maria P. Santos
MALAYSIA	Philippine Embassy, Philippine Overseas Labor Office, No. 1 Changkat Kia Peng, 50450 Kuala Lumpur, Malaysia	malaysia@owwa.gov.ph	Leonor C. Mabagal
SINGAPORE	Philippine Embassy, Philippine Overseas Labor Office, 20 Nassim Road, Singapore 258395	singapore@owwa.gov.ph	Aniceta G. Cataran
SOUTH KOREA	Philippine Embassy, 2nd Flr., 5-19 Itaewon-dong, Yongsan-Gu, Seoul Republic of Korea	southkorea@owwa.gov.ph	Aniceta G. Deuna

Name of Office / Unit	Location of FOI Receiving Office	Contact Details	Assigned FOI Receiving Officer
TAIWAN - KAOHSIUNG	Manila Economic and Cultural Office, MECO Labor Affairs, 9f-3, No. 80 Grand 50 Tower. Min Tzu 1st Road, San Min District Kaohsiung City, Taiwan	kaohsiung@owwa.gov.ph	Eduardo Y. Mendoza, Jr.
TAIWAN - TAICHUNG	Manila Economic and Cultural Office, Philippine Labor Center - Taichung, 2- A Cathay Insurance Chung Gang Building, Suite 2-A, 4th Floor No. 239 Min Chuan Road, West District, Taichung City, Taiwan 40341	taichung@owwa.gov.ph	Rosario C. Burayag
TAIWAN - TAIPEI	Manila Economic and Cultural Office, 55 & 57 Zhouzi Street, Neihu Distric, Taipei City, Taiwan	taipei@owwa.gov.ph	Dayang Dayang Sittie G. Jaafar

Name of Office / Unit	Location of FOI Receiving Office	Contact Details	Assigned FOI Receiving Officer
Overseas Welfare Office's			
Middle East			
BAHRAIN	Embassy of the Philippines, Villa No. 939, Road 3220, Block 334 Mahooz, Manama, Bahrain	bahrain@owwa.gov.ph	Redina C. Manlapaz
ISRAEL	Embassy of the Philippines, Philippine Overseas Labor Office, 18 Rehov Bnei Dan Street 62260, Tel Aviv, Israel	israel@owwa.gov.ph	Dina C. Ponciano
JORDAN	Embassy of the Philippines, Philippine Overseas Labor Office, 113, Kaled Yassin Al Tahone St., Al manar Bldg., Wadi Alseer Hay Al- Diyar, Dhei Ghabar, Amman, Jordan	jordan@owwa.gov.ph	Harry B. Borres Berna P. Del Castillo
KINGDOM OF AL KHOBAR (ERO)	c/o Embassy of the Philippines, D3 Collector Road C. Diplomatic Quarter, P.O Box 94366, Riyadh 11693, Kingdom of Saudi Arabia	alkhobar@owwa.gov.ph	Levin Reynald T. Gabutan
KINGDOM OF SAUDI ARABIA - RIYADH and UNAIZAH (CRO)	Embassy of the Philippines, No. 10 Abi Al Maali Al Zaki Street, Sulaimaniyah District, Riyadh P.O. Box 94366, Riyadh 11693	riyadh@owwa.gov.ph	Mayolito B. David Benny I. Reyes Racquel L. Llagas-Kunting Amelito Adel
KINGDOM OF SAUDI ARABIA - JEDDAH	Philippine Consulate General, 4663 Al Fajr St., Al-Rehab District 6, Jeddah 21412, Kingdom of Saudi Arabia	jeddah@owwa.gov.ph	James B. Mendiola Yolanda U. Penaranda Marlyn E. Jamero Habib G. Malik
KUWAIT	Embassy of the Philippines, Bldg. 816, Block 1 St. 101, Al Siddeeq Road, South Surra, State of Kuwait	kuwait@owwa.gov.ph	Eduardo E. Bellido Llewelyn D. Perez Genevieve C. Aguilar-Ardiente

Name of Office / Unit	Location of FOI Receiving Office	Contact Details	Assigned FOI Receiving Officer
LEBANON	Embassy of the Philippines, W Building, Rue Mar Gerjes, Haddath Baabda, Mount Lebanon , Republic of Lebanon	lebanon@owwa.gov.ph	Mary Catherine O. Pastor
OMAN	Embassy of the Philippines Building No. 1041/1043, Way No. 3015, Al-Kharjiyad St., Shatti Al-Qurum	oman@owwa.gov.ph	Marilou M. Sumalinog
UNITED ARAB EMIRATES - ABU DHABI	Embassy of the Philippines, Philippine Overseas Labor Office, W-48, Street No. 8, Sector 2-23, Plot No. 51 Al Qubaisat, Abu Dhabi United Arab Emirates	abudhabi@owwa.gov.ph	Julia F. Fabian Melvin Casada
UNITED ARAB EMIRATES - DUBAI	Philippine Consulate General, Philippine Overseas Labor Office, No. 35A Beirut St., Community 234, Al Qusais 3, P.O. Box 4960. Dubai United Arab Emirates	dubai@owwa.gov.ph	Ma. Evangelina V. Filamor Danilo P. Flores
QATAR	Embassy of the Philippines, Philippine Overseas Labor Office, Al Furat Corner Al Qaisoum Streets Zone 66, Onaiza Area, Al Dafna Doha, State of Qatar	brunei@owwa.gov.ph	Evelyn C. Laranang

Name of Office / Unit	Location of FOI Receiving Office	Contact Details	Assigned FOI Receiving Officer
Overseas Welfare Office's			
Europe & Americas			
GREECE	Embassy of the Philippines, Philippine Overseas Labor Office, 10 Fthiotidos St., 11523 Ambelokipi, Athens Greece	greece@owwa.gov.ph	Gemma G. Dio
ITALY - MILAN	Philippine Consulate General, Viale Stelvio 71-Via Bernina 18, 20159 Milan, Italy	milan@owwa.gov.ph	Ruth Roselyn C. Vibar
ITALY - ROME	Embassy of the Philippines, Vialle Delle Medaglie D' Oro 112-114, 00136 Rome, Italy	rome@owwa.gov.ph	Norlita P. Lugtu
SPAIN	EMBAJADA DE FILIPINAS OFFICINA LABOR, Calle Alcala 149,2B 28009, Madrid, Spain	spain@owwa.gov.ph	Maria Corazon Sangco
UNITED KINGDOM	Embassy of the Philippines, 6 Suffolk St., London, SW1Y 4HG	london@owwa.gov.ph	Maria Consolacion C. Marquez
U.S.A.	Embassy of the Philippines, 1600 Massachusetts Ave. NW, Washington, DC 20036, United State of America	washington@owwa.gov.ph	Josephine S. Tobia

ANNEX "C"

LIST OF EXCEPTIONS

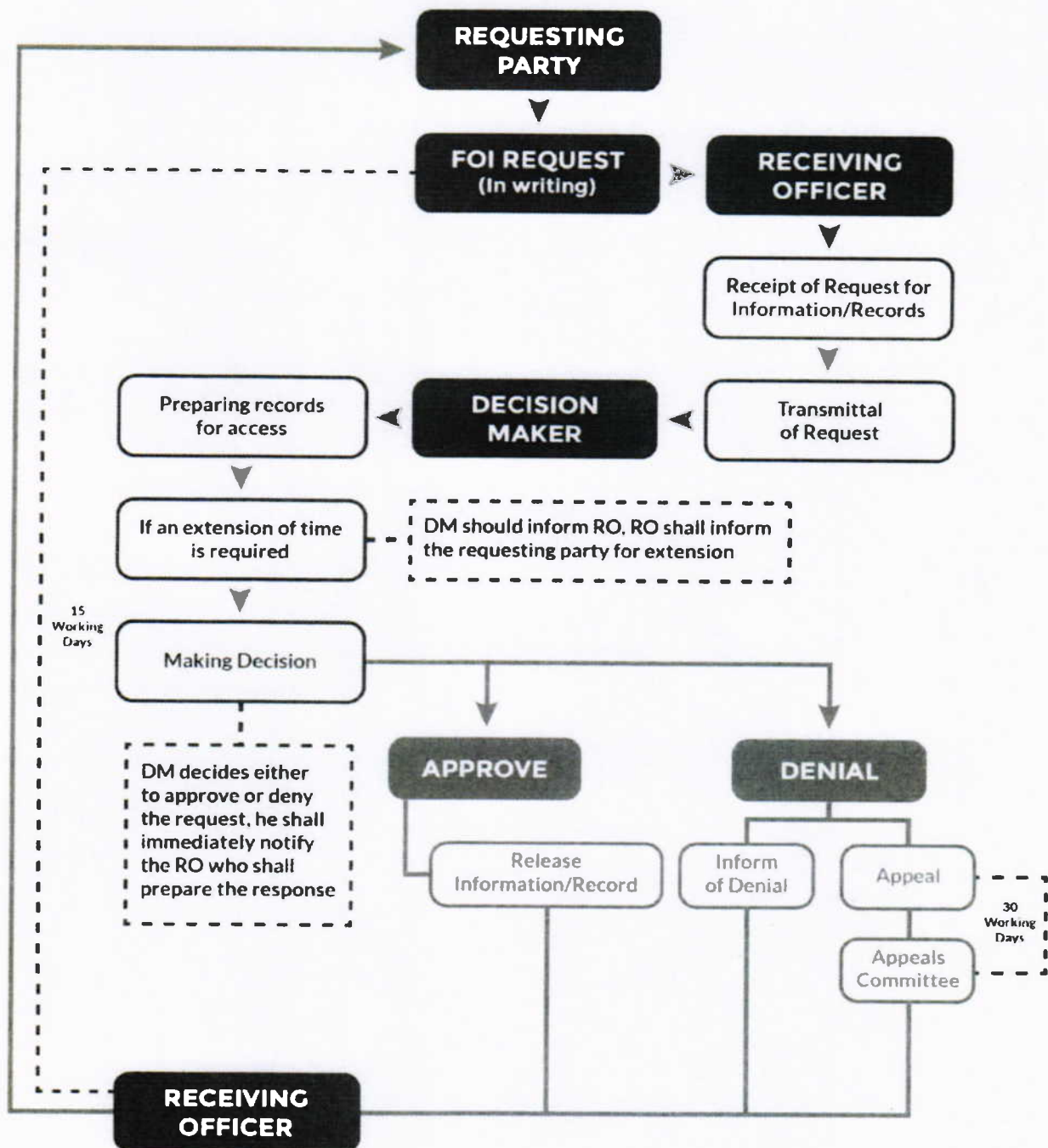
1. Data Privacy Act of 2010 (RA 10173)

2. FOI List of Exceptions:

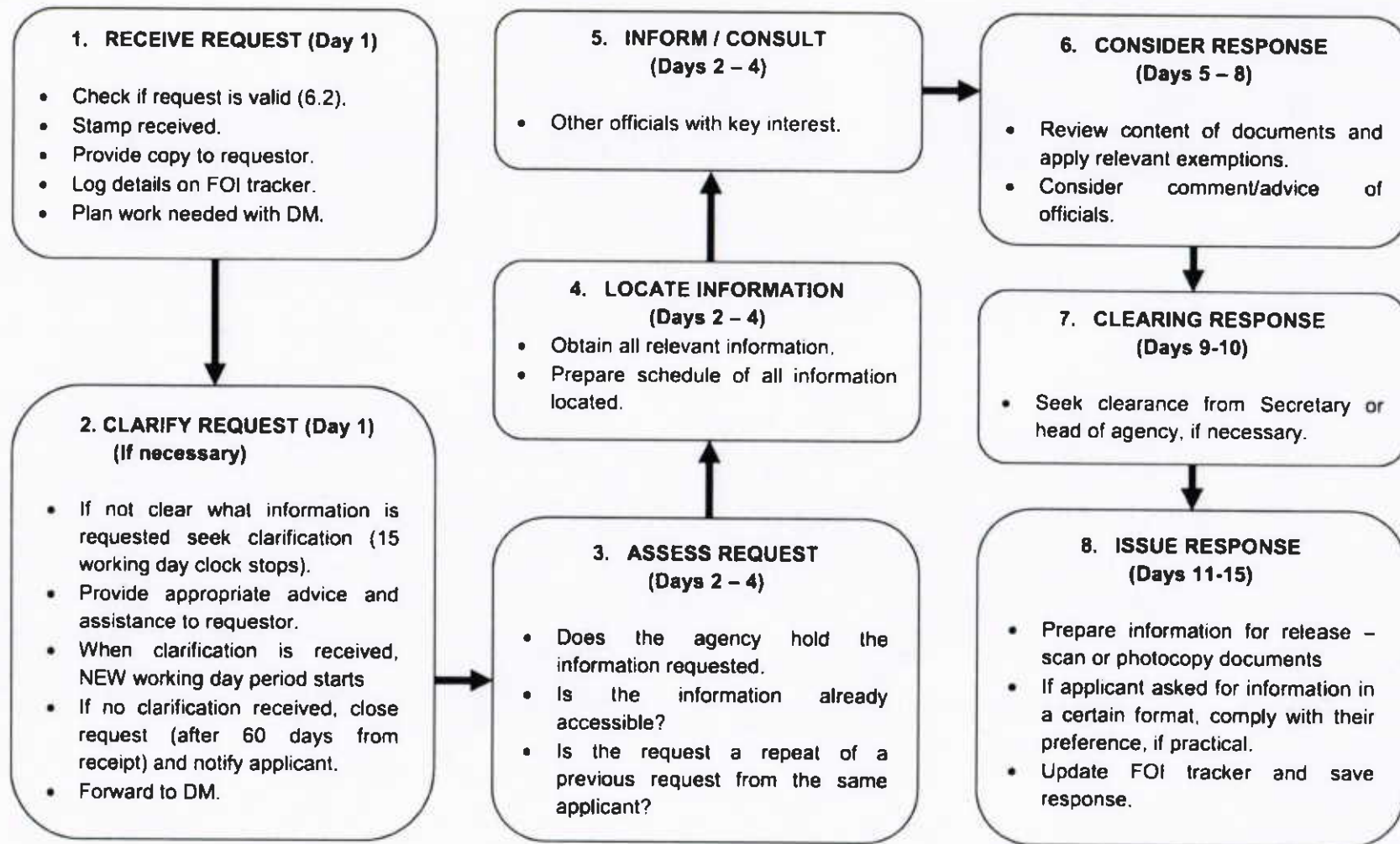
- Information covered by Executive privilege;
- Privileged information relating to national security, defense or international relations;
- Information concerning law enforcement and protection of public and personal safety;
- Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims or crimes, or the accused;
- 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;
- Prejudicial premature disclosure;
- Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged;
- Matters considered confidential under banking and finance laws, and their amendatory laws; and
- Other exceptions to the right to information under laws, jurisprudence, rules and regulations.

ANNEX "D"

Flow Chart



DETAILED FOI REQUEST PROCESS



ANNEX "E"

FOI Request Form



Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
Department of Labor and Employment



PORMULARYO NG KAHILINGAN (FOI)

FOI Request Form

TITULO NG DOKUMENTO / (Title of the Document): _____

MGA TAON/PANAHONG SAKLAW / (Year): _____

LAYUNIN / (Purpose): Paki-detalye paggagamitan ng hinihinging impormasyon. Please discuss the basis of requested information.

PANGALAN / (Name): _____

LAGDA / (Signature): _____

TIRAHAN / (Address): _____

**PARAAN NG PAGTANGGAP NG IMPORMASYON O
KASAGUTAN (How would you like to receive the information?)**

- ☐ Email _____
☐ Fax _____
☐ Postal Address _____
☐ Text Message _____
☐ Pick-up (Office hours) _____

**CELL/LANDLINE
Nos.** _____

PETSA / (Date): _____

KATIBAYAN NG PAGKAKILANLAN / (Proof of Identity):

Passport No. _____
Driver's License _____
Other government issued ID, specify _____

Gawaing itinalaga kay:

(Submitted to)

(Lumagda sa ibaba ng pangalang nakalimbag)

Petsa/Oras ng Pagkatalaga:

(Date / Time of Submission)

Taong nagpapatunay ng Gawaing Natapos:

(Certified by)

(Lumagda sa ibaba ng pangalang nakalimbag)

Uri ng isinagawang aksiyon:

(Type of action conducted)

Iniskedyul ni / (Received by):

FOI Receiving Officer

Remarks:

ANNEX "F"



Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
7th St. corner F.B. Harrison St, Pasay City



FOI ROUTE SLIP

FOI Tracking Number:			
# OWWA			
Title of FOI Request:			
Date of FOI Request Received:			
Description of the attached documents:			
Origin:			
Date/Time Received	From	To	Action Required/Remarks
Date FOI Request Finished:			



Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
Department of Labor and Employment



OWWA Secretariat

Special Order 272

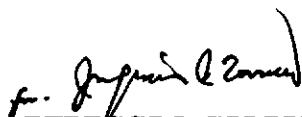
Series of 2016

In accordance with Special Order No. 260, series of 2016, regarding the "Creation of Records Management and Information Committee (RMIC)", and in view of E.O. No. 2 dated 23 July 2016, the following officers / employees are hereby designated as the permanent representatives to the RMIC:

1. Atty. Llewelyn D. Perez
2. Mr. Danilo Flores
3. Mr. Alex Gelloano
4. Mr. John Carlo Traquiña
5. Ms. Marisol Ebron
6. Mr. Lex Pineda
7. Ms. Daylene Ala
8. Ms. Ma. Victoria Demingoy
9. Ms. Joyce Dalisay
10. Ms. Ma. Cynthia DM. Erum
11. Mr. Marcial Tumibay
12. Ms. Lorraine Raymundo

The permanent representatives to the RMIC shall establish OWWA's Freedom of Information Manual and other related guides to be compliant with the requirements of the order and relevant laws and statutes.

For strict compliance.


REBECCA J. CALZADO
Administrator

23 September 2016