FREEDOM OF INFORMATION
PEOPLE'S MANUAL

PHILIPPINE RECLAMATION AUTHORITY
(Public Estates Authority)
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SECTION 1: OVERVIEW

1. **Purpose:** The Purpose of the PRA's FOI People's Manual is to provide the guidelines, process and procedures in dealing with requests for information received under Executive Order (E.O.) No. 02 on Freedom of Information (FOI). Annex ("A")

2. **Structure of Manual:** The Manual shall set out the rules and procedures to be followed by the PRA when a request for access to information is received. The PRA General Manager and CEO is responsible for all actions carried out under this Manual and may delegate this responsibility to anyone of the PRA's Assistant General Managers (AGM) who 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 the PRA.

4. The PRA's Records Section (RS) shall be in charge of receiving all requests for information and forward the same to the FOI officer who shall conduct initial screening of the request for information to find out whether or not the requested information falls within the exception of EO No. 2, copy attached as Annex ("B") which list of exceptions is not yet final as of August 27, 2016, and he/she shall thereafter forward the request to the Office of the General Manager and CEO (OGM), for assignment/referral to the office of the concerned Assistant General Manager (AGM) who has custody of the records. The FOI officer shall monitor all FOI requests and appeals.

5. **FOI Decision Maker:** The General Manager and CEO upon the recommendation of the concerned Assistant General Manager or the FOI officer shall be the Decision Maker, who shall decide on whether to grant or deny such request.

6. **Approval or Denial of Request for Information:** The General Manager and CEO shall approve or deny all requests for information. In case where the General Manager and CEO is on official leave, he/she may delegate such authority to the Assistant General Manager who may be designated as Officer-in-Charge during the period of official leave of the General Manager and CEO.

7. The denial of the request for information may be appealed to the PRA Board of Directors and thereafter to the DENR Secretary in accordance with the procedures outlined under Section 4 hereof.
SECTION 2: DEFINITION OF TERMS

INFORMATION. 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 and executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.

OFFICIAL RECORDS. 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.

PUBLIC RECORDS: Include information required by laws, executive orders, rules or regulations to be entered, kept, and made publicly available by a government office.

OPEN DATA. Refers to publicly available data structured in a way that enables the data to be fully discoverable and usable by end users. It is consistent with the following principles of Public, Accessible, Described, Reusable, Complete, Timely and Managed Post-Release.

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 the 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, this type of information can already be posted to government websites without need for written requests from the public.

CONFIDENTIAL INFORMATION. Information which could potentially undermine public interest and privacy and integrity of personal information and includes the following:

a. Information affecting the reputation of individuals or organizations related to the PRA or the DENR or the Agency to which the PRA is attached.

b. Communications of the PRA, the DENR or the OP or other government offices like directives and other information whereby policy formation is still in progress.

c. Information for general disclosure but not yet completed or contingent upon the accomplishment of other actions or the existence of certain conditions.

All information that falls under the list of exceptions submitted by the Office of the Solicitor General and the Department of Justice shall be considered confidential information (Annex "B") although this list of exceptions is still under consideration by the Office of the President as of November 25, 2016.
SECTION 3: STANDARD OPERATING PROCEDURES (See Annex “C” for the flowchart)

1. Receipt of request for information: The PRA’s Records Section (RS) 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;
- The request shall reasonably describe the information requested, and the reason for, or purpose of, the request for information (See Annex “D”).

In case the request is not compliant with the requirements, the RS shall provide reasonable assistance to enable the requesting party to comply with the foregoing requirements.

The request shall be stamped received by the RS, 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 thereof furnished to the requesting party.

The RS shall input the details of the request on the Electronic Document Action Tracking System (EDATS) and allocate a document number.

1A. Requested information is not in the custody of the PRA: If the requested information is not in the custody of PRA, the GM or the concerned AGM 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 requesting party shall be advised accordingly.
- If the records refer to an office not within the coverage of E.O. No. 02, the requesting party shall be advised accordingly and shall be provided with the contact details of that office.

1B. Requested information is already posted in the PRA Website: Should the information being requested is already uploaded in the PRA Website, the requesting party shall be informed of the said fact and shall be given the website link where the information is posted.

1C. Requested information is substantially similar or identical to the previous request: The PRA through its GM upon the recommendation of the FOI officer and/or the concerned AGM shall deny an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied and that the applicant shall be informed of the reason for such denial.
2. Transmittal Request by the RS to the FOI officer and the GM and CEO: After receipt of the request for information, the copy of the request shall be forwarded by the RS to the FOI officer within one (1) working day from receipt of the request. The RS shall record the date, time of referral to the FOI officer. The FOI officer shall on the same day transmit the request to the OGM. The FOI officer shall record the date, time and name of the OGM personnel who received the request in a record book with the corresponding signature of acknowledgement of receipt of the request.

3. Role of the AGM in processing the request: Upon receipt of the request for information from the OGM, the AGM shall make all necessary steps to locate and retrieve the information requested. The AGM shall ensure that the complete information requested be submitted to the GM/CEO within ten (10) working days upon receipt of such request. The OGM shall note the date and time of receipt of the information from the AGMs and report to the GM/CEO in case the submission is beyond the ten (10) working day period.

4. Role of FOI officer and RS to transmit the information to the requesting party: The FOI officer shall collate and ensure that the information is complete together with a cover/transmittal letter signed by the GM/CEO while the RS shall ensure the transmittal of such to the requesting party within fifteen (15) working days upon receipt of the request for information.

5. Request for an Extension of Time: If the information requested requires extensive search of the PRA office records facilities, examination of voluminous records, the occurrence of fortuitous events or other analogous cases, the GM or the AGM should 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.

6. Notice to the Requesting Party of the Approval/Denial of Request: Once the GM/CEO approved or denied the request, the requesting party shall be immediately notified thereof.

7. Approval of Request: In case of approval, the FOI officer and the concerned AGM shall ensure that all the records that have been retrieved and considered be checked for possible exemptions, prior to actual release and shall prepare the letter informing the requesting party within the prescribed period that the request was granted and be directed to pay the applicable fees, if any.

8. Denial of Request: In case of denial of the request wholly or partially, the GM/CEO or the concerned AGM 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. Failure to notify the requesting party of the action taken on the request within the period herein provided shall be deemed denial of request to information.
SECTION 4: 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:

a. Appeal to PRA Board of Directors: 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 the request.

- Denial of the Appeal by the General Manager and CEO may be appealed to the PRA Board of Directors by filing a written appeal within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.
- The appeal shall be decided by the PRA Board of Directors within thirty (30) working days from filing of said written appeal.
- The denial of the Appeal by the PRA Board of Directors or the lapse of the period to respond to the request may be appealed further to the DENR Secretary or to the Agency to which the PRA is attached and thereafter to the Office of the President under Administrative Order No. 22, s. of 2011.

b. Upon exhaustion of administrative FOI appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

SECTION 5: FEES

1. **Reasonable Cost of Reproduction and copying of the information**: The RS shall immediately notify the requesting party in case there shall be a reproduction and copying fee in order to provide information. Such fee shall be the actual amount spent by the PRA in providing the information to the requesting party.

2. **Exemption from Fees**: The PRA may exempt any requesting party from payment of fees, upon request stating the valid reason why such requesting party shall not pay the fee.

3. In case the requesting party cannot pay the required fees, the PRA may provide digital or electronic copy.

SECTION 6: UNDERTAKING TO PRA:

If the information will be used for thesis, scholarly pursuit, audio and visual presentation, the PRA will require as an undertaking of the requesting party to be provided with the output/manual/thesis/recognition where the requested information was used and/or utilized.

SECTION 7. ADMINISTRATIVE LIABILITY

1. **Non-compliance with FOI**: Failure to comply to this Manual may be a ground for Administrative Disciplinary sanctions subject to existing laws. The requesting party shall submit a written complaint to the General Manager and CEO or the PRA Board of Directors stating the grounds and reasons for filing such complaint.
The GM/CEO or PRA Board shall forthwith follow the mechanism in place in handling such complaints.

2. Administrative Penalties for non-compliance with the provision of this FOI Manual are as follows:

   a. First Offense       : Reprimand
   b. Second Offense     : Suspension of one (1) day to thirty (30) days
   c. Third Offense      : Dismissal from the service

3. **Procedure:** The Uniform Rules on Administrative Cases in the Civil Service shall be applicable in the disposition of cases under this Manual.

4. **Provisions for None Stringent Laws, Rules and Regulations:** Nothing in this Manual shall be constructed to derogate from any law, any rules, or regulations prescribed by anybody or agency, which provide for more stringent penalties.

(Original Signed)

**ATTY. JANILIO E. RUBIATO**
General Manager and CEO
Date: 23 November 2016
1. Information that directly relates to the national security or defense and its revelation may cause grave damage to national security or internal or external defense of the state.

   At the very least, this jurisdiction recognizes the common law holding that there is a military, diplomatic and other national security matters.

3. Executive Privilege involving information relating to the President’s commander-in-chief, appointing, pardoning and diplomatic powers.

4. Information pertaining to the foreign affairs of the Republic of the Philippines when its revelation shall/may unduly weaken the negotiating position of the government in an ongoing bilateral or multilateral negotiation or seriously jeopardize the diplomatic relations of the Philippines with one or more states.

5. Information on inter-government exchanges prior to the conclusions of treaties and executive agreements may be subject to reasonable safeguards for the sake of national interest.

6. Deliberate Process Privilege

7. Presidential Communication’s Privilege.

8. The information requested pertains to internal and/or external defense, law enforcement and border control, when the disclosure thereof may:
   
   a. Lead to the disclosure of the identity of a confidential source, including a government, or foreign agency or authority or any private institution which furnished information on a confidential basis, and, in the case of a record or information compiled by a law enforcement authority in the course of an investigation or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source, or

   b. Disclosure legitimate techniques and procedure for law enforcement investigations or prosecutions, or would disclose legitimate guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law, or

   c. Endanger the life or physical safety of any individual, or
d. Deprive a person of a right to a fair trial and impartial adjudication.

9. Criminal Matters. Also excluded are classified law enforcement matters, such as those relating to the apprehension, the prosecution and the detention of criminals, which courts may not inquire into prior to such arrest, detention and prosecution. Efforts at effective law enforcement would be seriously jeopardized by free public access to, for example, police information regarding rescue operations, the whereabouts of fugitives, or lead on covert criminal activities.

10. Investigation or proceeding conducted by public authorities.

11. Information related to the assignment of the cases to the reviewing prosecutors or the undersecretaries.

12. Prohibition on the Disclosure of investigatory records compiled for law enforcement purposes or information which if writers would be contained in such records, but only to the extend that the production of such records or information would:
   a. Interfere with enforcement proceedings:
   b. Deprive a person of a right to a fair trial or an impartial adjudication;
   c. Disclose the identity of a confidential source and in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, confidential information furnished only by the confidential source unjustifiably disclose investigative techniques and procedures.

13. Proceeding before the Committee on Decorum and Investigation during preliminary investigation.

14. Informer's privilege of the Government not to disclose the identity of a person or persons whom furnish information of violations law to officers charged with the enforcement of the law and the identity of a confidential informant.

15. Prohibition on disclosure the identity of persons who furnish information of violations of law to officers I charge with the enforcement of the law.

16. Prohibition on the disclosure of information that would put the life and safety of an individual in imminent danger.

17. The information requested consist of drafts of orders, resolutions, decisions, memoranda or audit reports by any executive, administrative, regulatory, constitutional, judicial or quasi-judicial body in the exercise of their regulatory audit and adjudicatory function.
18. Proceeding before, or information in the possession of, any government agency, tribunal, board, or officer, which under its respective rules or regulations are treated as confidential and privileged.

19. Confidential information generally refers to information not yet made a matter of public records relating to pending cases, such as notes drafts, research papers, internal discussions, internal memoranda, records of internal deliberations, and similar papers. Even after the decision, resolution, or order is made public, such information that a justice or judge uses in preparing a decision, resolution, or order shall remain confidential.

20. Courts records, including pleadings and other documents filed by litigants are confidential.

21. Requested information pertains to an act which tends to exact testimony from government officials by a citizen are confidential.

22. Such information, record or document compromises drafts of decision orders, rulings, policy decisions, memoranda, etc.

23. The information required pertains to the personal information of a natural person other than the requesting party, and its disclosure would constitute an unwarranted invasion of his her privacy, unless it forms part of the public record, or the person is or was an official of the government agency and the information relates to his other public function or the person has consented, I writing to the disclosure of the information.

24. Information concerning the application, together with all the records, documents and communications relating thereto and its processes shall be confidential.

25. Information requested pertains to trade secrets and commercial or financial information obtained from a natural or juridical person other than the requesting party, obtained in confidence or covered by privileged communication, and/or filed with a government agency, whenever the relation thereof would prejudice the interest of such natural or juridical person in trade, industrial, financial or commercial competition.

26. Trade Secrets and Banking Transactions.

27. Confidential, commercial and financial information are excluded from disclosure.

28. Confidential business information gathered by certain government agencies or officials on the operations, books, records or private corporations and business not required to be made public.
29. Anti-Money laundering concerns, covered or suspicious transaction reports, or any other information in relation thereto.

30. Prohibition of disclosing information under the National Internal Revenue Code.

31. Prohibition on the disclosure of confidential information under the National Revenue Code.

32. Trade secrets acquired by government agencies or officials in the discharge of their duties.

33. Information relating to potential intellectual property right.

34. Documents submitted through the Government Electronic Procurement System (G-EPS).

35. Confidential matters under the Arbitration Law and Alternative Dispute Resolution Law involving arbitration proceeding and when the parties in an arbitration clause so provided that the proceeding and its incidents shall be confidential and information acquired in mediation or arbitration proceedings.

36. An oral or written statement made or which occurs during mediation or for purposes of considering, conducting, participating, initiating, continuing or reconvening mediation or retaining a mediator.

37. Pleading, motions, manifestations, witness statement, reports filed or submitted in arbitration or for expert evaluation.

38. Information on on-going evaluation or review of bids or proposals being undertaken by the bidding or review committee which are not yet considered as "official acts, transaction, or decisions" on the bids or proposals or "definite propositions" on the part of the government.

39. Information considered as privilege communications in legal proceeding by law or by the Rulers of Court.

40. Privileged communication under the Rules of Court (in respect of government lawyers, government doctors, and other public officers and employees).
   a. A public officer cannot be examined during his term of office or afterwards as to communications made to him in official confidence, when the court finds that the public interest would suffer by the disclosure.

41. Attorney-client privilege existing between a government lawyer and their client.
42. Client identity is privileged where a strong probability exists that revealing the client's name would implicate the client in the activity for which he sought the lawyer's advice or would expose the client to civil liability.

43. Confidentiality of information relating to pending cases even after the decision, resolution or order is made public.

44. Requesting information pertains to comments and disclosure on pending cases in judicial proceedings.

45. Records of cases that are still pending for decision are privileged materials that cannot be disclosed, except only for pleading, orders and resolutions that have been made available by the court to the general public.


47. Requested information pertains to unauthorized recording from all the parties of any private communication spoken word to secretly overhear, intercept or record of such communication by using any recording device.

48. Secrets of private individual know by public officer by reason of his or her office.

49. Divulging valuable information of a confidential character, acquired by his office or by him on account of his official position to unauthorized person, or releasing such information in advance of its authorized released date.

50. Confidential or classified information officially known to public officer and employees by reason of their office and not made available to the public.

51. Non-disclosure of Statement of Assets, Liabilities and Net Worth if the purpose is any of the following purposes (a) any purpose contrary to morals or public policy; or (b) any commercial purpose other than by news and communications media for dissemination to the general public.

52. The information is of a nature that its premature disclosure would: (1) in the case of an agency that regulates or deals with currencies, interest rates, securities, commodities, or financial institutions, be likely to lead speculations in currencies, interest rates, securities, commodities market; or (2) in the case of other agencies, be likely to frustrate the effective implementation of a proposed official action: Provided, that the information shall be disclosed once the above-mentioned dangers have ceased.

53. Information involving a subsequent identical or substantially similar request from the same requesting party where it has previously complied with a request for
information unless a reasonable interval has lapsed between compliance between with the previous request and the making of the current request.

54. The right information may be subject to reasonable regulations as to manner and hours of examination, efforts to avoid loss or damage, undue interference with the duties of the custodian of the records, and ensuring the right of the persons entitled to also inspect the records. Requesting citizens, further, cannot compel custodians of records to prepare list of abstracts of the data.

55. Government officials cannot be compelled to prepare lists and detailed reports on how congressional funds were disbursed.

Other Exceptions
- Confidentiality of information known to a public official or employee by reason of his office.
- Information and statements made at reconciliation proceedings.
- Expenditure relating to classified information, such as the purchaser of information and payments of rewards.

RULE 4 of RA 6713
(Code of Conduct and Ethical Standards for Public Officials and Employees)
- Information, record or documents kept secret in the interest of national defence or security
- Conduct of foreign affairs
- Disclosure would put the life and safety of an individual in imminent danger
- Information, record or document sought falls within the concepts of established privilege or recognized exceptions
- Information, record or document compromises drafts of decisions, orders, rulings, policy, decisions, memoranda
- Information of a personal nature where disclosure would constitute a clearly unwarranted invasion of personal privacy
- It would disclose investigatory records compiled for law enforcement purposes
- Interfere with enforcement proceedings
- Deprive a person of a right to a fair trial or an impartial adjudication
- Disclose the identity of a confidential source
- Unjustifiably disclose investigate techniques and procedures
- Premature disclosure of which would lead to significant financial speculation in currencies, securities, or commodities, or significantly endanger the stability of any financial institution
- Likely or significantly to frustrate implementation of a proposed official action.
DETAILED FOI REQUEST PROCESS

1. RECEIVE REQUEST (Day 1)
   - Check if request is valid (6.2).
   - Stamp received.
   - Provide copy to requestor.
   - Log details on FOI tracker.
   - Plan work needed with DM.

2. CLARIFY REQUEST (Day 1) (If necessary)
   - If not clear what information is requested seek clarification (15 working day clock stops).
   - Provide appropriate advice and assistance to requestor.
   - When clarification is received, NEW working day period starts
   - If no clarification received, close request (after 60 days from receipt) and notify applicant.
   - Forward to DM.

3. ASSESS REQUEST (Days 2 – 4)
   - Does the agency hold the information requested?
   - Is the information already accessible?
   - Is the request a repeat of a previous request from the same applicant?

4. LOCATE INFORMATION (Days 2 – 4)
   - Obtain all relevant information.
   - Prepare schedule of all information located.

5. INFORM / CONSULT (Days 2 – 4)
   - Other officials with key interest.

6. CONSIDER RESPONSE (Days 5 – 8)
   - Review content of documents and apply relevant exemptions.
   - Consider comment/advice of officials.

7. CLEARING RESPONSE (Days 9-10)
   - Seek clearance from Secretary or head of agency, if necessary.

8. ISSUE RESPONSE (Days 11-15)
   - Prepare information for release – scan or photocopy documents
   - If applicant asked for information in a certain format, comply with their preference, if practical.
   - Update FOI tracker and save response.
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<th>Day 1</th>
<th>Days 2 – 4</th>
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Notes:

1. This table sets our targets, at various points within the 15 working day response period, for completion of key steps in the process of handling an FOI request.
2. Each FOI request is different, so not all of these actions will be required in each case – some will be much simpler – and sometimes actions will be completed earlier or later than the targets in this table. However, it is always important to allow sufficient time for Decision Makers, etc to clear FOI responses before expiry of the 15 working day deadline.
3. For any request, it is essential to start looking at it as soon as it is received, to assess what work needs to be done and to plan that work so that the request is answered on time. This table is intended to help with that planning.
| **TITULO NG DOKUMENTO** (Title of the Document): |  |
| **MGA TAON/PANAHONG SAKLAW** (Year): |  |
| **LAYUNIN** (Purpose): |  |

| **PANGALAN** (Name): |  |
| **LAGDA** (Signature): |  |
| **TIRAHAN** (Address): |  |

**PARAAN NG PAGTANGGAP NG IMPORMASYON** (how would you like to receive the information?)
- [ ] Email ___________________________
- [ ] Fax ___________________________
- [ ] Postal Address ___________________________
- [ ] Pick-up (Office hours) ___________________________

**CONTACT No.:** ___________________________

**PETS A / (Date):** ___________________________

**KATIBAYAN NG PAGKAKAKILANLAN** (Proof of Identity):
- [ ] Passport No. ___________________________
- [ ] Driver's License ___________________________
- [ ] Other ___________________________

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Gawaing itinalaga kay: ___________________________ (Submitted to)

Petsa/Oras ng Pagkatalaga: ___________________________

Taong nagpapatunay ng Gawaing Natapos: ___________________________ (Certified by)

Uri ng usunagawang aksiyon: ___________________________ (Type of action conducted)

Iniskedyul ni / (Received by):

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Remarks: ___________________________
OFFICE ORDER NO. 28 - Series of 2020

Office Order No. 141, Series of 2018, is hereby amended and the following personnel are hereby designated corresponding to their roles and/or responsibility under the PRA Freedom of Information (FOI) Manual, as follows:

a. **FOI Decision Maker**
   
   **ATTY. JANILIO E. RUBIATO**
   
   General Manager and CEO
   
   He shall decide on whether to grant or deny the request, if the request for information falls within the exceptions or upon recommendation of the Assistant General Manager (AGM).

b. **FOI Officer**
   
   **ATTY. JOHANNA MARAMBA-GARGANIEL**
   
   Manager – Legal Department
   
   Alternate:
   
   **ATTY. MARC GREGORY SOLANO**
   
   Attorney V – Legal Department
   
   **ATTY. MARK ARTHUR M. CATAHONA**
   
   Attorney IV – Legal Department
   
   The FOI Officer shall assess and evaluate the nature of request for referral to appropriate or concerned department and shall monitor the progress of all FOI requests and appeals.

c. **Receiving Officer**
   
   **MS. LUCIANA D. SAMARRO**
   
   Records Officer C
   
   Contact details: (02) 8459-5000 loc. 7614
   
   lucianasamarro@gmail.com
   
   Alternate:
   
   **MS. MAY CECILIA C. MALICDEM**
   
   Records Officer C
   
   Contact details: (02) 8459-5000 loc. 7614
   
   mcmalicdem@gmail.com
   
   The Receiving Officer shall be in charge of receiving all requests for information as provided under Executive Order No. 2, Series of 2016. She shall maintain and manage an FOI Registry, which is a log of all FOI requests – both in standard and electronic, received by PRA. A quarterly FOI registry and summary shall be prepared by the Receiving
Officer, and submitted by PRA to the Presidential Communications Operations Office (PCOO), in accordance with PCOO FOI Memo Circular No. 01, Series of 2018.

This Officer Order shall take effect immediately.

- Original signed -

ATTY. JANILIO E. RUBIATO
General Manager & CEO

27 January 2020