

REPUBLIC OF THE PHILIPPINES
Philippine Council for Health Research and Development
Department of Science and Technology
General Santos Avenue, Bicutan, Taguig City



FREEDOM OF INFORMATION PEOPLE'S MANUAL

Approved by:

JAIME C. MONTOYA, MD, MSc, PhD, CESO III

Executive Director

Philippine Council for Health Research and Development

Date: October 25, 2019

TABLE OF CONTENTS

SECTION	PAGE
Section 1: Overview	3
Section 2: Definition of Terms	4
Section 3: Glossary	6
Section 4: List of Exceptions	7
Section 5: List of PCHRD Exceptions	9
Section 6: Standard Procedure	10
Section 7 : Remedies in Case of Denial	13
Section 8: Fees	14

Annexes

- Annex A: FOI Frequently Asked Questions*
- Annex B: FOI Request Process*
- Annex C: FOI Officers for the PCHRD*
- Annex D: FOI Receiving Officers for PCHRD*
- Annex E: PCHRD FOI Request Form*

SECTION 1: OVERVIEW

1. **Purpose:** The purpose of this People's FOI Manual is to guide and assist the public in processes and procedures involved in requests for information pursuant to EO No. 2.
2. **Structure of the Manual:** This Manual shall set out the rules and procedures to be followed by the PCHRD, when a request for access to information is received. The Executive Director (ED) is responsible for all actions carried out under this Manual and may delegate this responsibility to the concerned Chief Science Research Specialist to act as the FOI Decision Maker (FDM) 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 the PCHRD.
4. **FRO Receiving Officer:** The FRO shall come from the Central Records of PCHRD. The FRO shall hold office at Saliksik Building, DOST Compound, Gen. Santos Avenue, Bicutan, Taguig City.

The functions of the FRO shall include receiving on behalf of PCHRD, all requests for information and forward the same to the appropriate office who 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 as required; 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 owned by another agency; or
- c. That the information is already disclosed in the PCHRD Official Website or at pchrd.dost.gov.ph.

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 OF 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 useable 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 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.

SENSITIVE PERSONAL INFORMATION. As defined in the Data Privacy Act of 2012, shall refer to personal information:

- a. About an individual race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;
- b. 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;
- c. 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
- d. 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 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. 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 the PCHRD 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. The 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. 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.

SECTION 5. LIST OF PCHRD EXCEPTIONS

The following are the PCHRD exceptions:

1. Intellectual properties (trade secrets, commercial information and propriety information until it was made public, published, or protected by law);
2. Information on on-going evaluation or review of bids or proposals being undertaken by the Bids and Awards Committee and such other similar committees which are not yet considered as official transactions or decisions;
3. Personal and sensitive information pursuant to RA 10173 (Data Privacy Act of 2012); and
4. Names of commercial establishments and entities whose collaboration in DOST-funded programs and projects warrants a protection of their rights to anonymity.

SECTION 6. STANDARD PROCEDURE

1. Receipt of Request for Information.

- a. The FOI Receiving Officer (FRO) shall receive the request for information from the requesting party and checked compliance of the following requirements:
 - i. The request must be in writing;
 - ii. The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization; and
 - iii. The request shall reasonably describe the information requested, and the reason for, or purpose of, the request for information.

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.

The request can also be made through eFOI (<https://www.foi.gov.ph>), provided that the requesting party shall input all required information, and a copy of a duly recognized government ID with photo.

- b. 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.
- c. 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.

In case of eFOI request, the FRO shall input the details of the request on the Request Tracking System and indicate the generated reference number, including the internal reference number.

- d. The PCHRD must respond to the requests promptly, within the fifteenth (15) working day 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:

- i. 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 directly on eFOI portal (<https://www.foi.gov.ph>); or
- ii. 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.
 - a. **Request relating to more than one office under the PCHRD:** If a request for information is received which requires to be complied with, of different attached agencies, bureaus and offices, the FRO shall forward such request to the said attached agency, bureau and office concerned and ensure that it is well coordinated and monitor its compliance. The FRO shall also clear with the respective FROs of such agencies, bureaus and offices that they will only provide the specific information that relates to their agencies, bureaus and offices.
 - b. **Requested information is not in the custody of the PCHRD:** If the requested information is not in the custody of the PCHRD or any of its attached agencies, bureaus, and offices, following referral and discussions with the FDM, the FRO shall undertake the following steps:
 - i. If the records requested refer to another department, the request will be immediately transferred to such appropriate department 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 offices commences the day after it receives the request.
 - ii. 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.
 - c. **Requested information is already posted and available on-line:** Should the information being requested is already posted and publicly available in

the PCHRD 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 posted.

- d. **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.
- e. **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 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.
- f. **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 days upon receipt of such request.

The FRO shall note of the date and time of receipt of the information from the FDM and report to the PCHRD Executive Director or the concerned Chief Science Research Specialist, in case the submission is beyond the 10-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 10 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.

- g. **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 PCHRD Executive Director or the concerned Chief Science Research Specialist, and ensure the transmittal of such to the requesting party within 15 working days upon receipt of the request for information.

- h. **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 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.

- i. **Notice of the Requesting Party of the Approval/Denial of the Request:** Once the DM 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 PCHRD Executive Director or the concerned Chief Science Research Specialist for final approval.
- j. **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.
- k. **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 PCHRD Executive Director or the Chief Science Research Specialist.

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 Department 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 request for access to information may file a written appeal to the Department Central Appeals and Review Committee within (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 Department Secretary 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 Department Secretary or the lapse of the period to respond to the request may be Appealed further to the Office of the President under Administrative Order No. 22, s. 2011.
2. Upon exhaustion of administrative FOI appeal remedies, the requesting party may file the appropriate judicial in accordance with the Rules of Court.

SECTION 8. FEES

1. **No request fee.** The PCHRD shall not charge any fee for accepting requests for access to information.

ANNEX A: FOI FREQUENTLY ASKED QUESTIONS

Introduction to FOI

1. What is FOI?

Freedom of Information (FOI) is the government's response to the call for transparency and full public disclosure of information. FOI is a government mechanism which allows Filipino citizens to request any information about the government transactions and operations, provided that it shall not put into jeopardy privacy and matters of national security. The FOI mechanism for the Executive Branch is enabled via Executive Order No. 2, series of 2016.

2. What is Executive Order No. 2 S. 2016?

Executive Order No. 2 is the enabling order for FOI. EO 2 operationalizes in the Executive Branch the People's Constitutional right to information. EO 2 also provides the State policies to full public disclosure and transparency in the public service. EO 2 was signed by President Rodrigo Roa Duterte on July 23, 2016.

3. Who oversees the implementation of EO 2?

The Presidential Communications Operations Office (PCOO) oversees the operation of the FOI program. PCOO serves as the coordinator of all government agencies to ensure that the FOI program is properly implemented.

Making a Request

4. Who can make an FOI request?

Any Filipino citizen can make an FOI Request. As a matter of policy, requestors are required to present proof of identification.

5. What can I ask for under EO on FOI?

Information, official records, public records, and, documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development.

6. What agencies can we ask information?

An FOI request under EO 2 can be made before all government offices under the Executive Branch, including government owned or controlled corporations (GOCCs) and state universities and colleges (SUCs). FOI requests must be sent to the specific agency of interest, to be received by its respective Receiving Officer.

7. How do I make an FOI request?

- a. The requestor is to fill up a request form and submits to the agency's

Receiving Officer. The Receiving Officer shall validate the request and logs it accordingly on the FOI tracker.

b. If deemed necessary, the Receiving Officer may clarify the request on the same day it was filed, such as specifying the information requested, and providing other assistance needed by the Requestor.

b.1. The Receiving Officer can deny a request under the following conditions: wrong agency, information available online and/or incomplete request.

c. The request is forwarded to the Decision Maker for proper assessment. The Decision Maker shall check if the agency holds the information requested, if it is already accessible, or if the request is a repeat of any previous request.

d. The request shall be forwarded to the officials involved to locate the requested information.

e. Once all relevant information is retrieved, officials will check if any exemptions apply, and will recommend appropriate response to the request.

f. If necessary, the head of the agency shall provide clearance to the response.

g. The agency shall prepare the information for release, based on the desired format of the Requestor. It shall be sent to the Requestor depending on the receipt preference.

8. How much does it cost to make an FOI request?

There are no fees to make a request. But the agency may charge a reasonable fee for necessary costs, including costs of printing, reproduction and/or photocopying.

9. What will I receive in response to an FOI request?

You will be receiving a response either granting or denying your request. If the request is granted, the information requested will be attached, using a format that you specified. Otherwise, the agency will explain why the request was denied.

10. How long will it take before I get a response?

It is mandated that all replies shall be sent fifteen (15) working days after the receipt of the request. The agency will be sending a response, informing of an extension of processing period no longer than twenty (20) working days, should the need arise.

11. What if I never get a response?

If the agency fails to provide a response within the required fifteen (15) working days, the Requestor may write an appeal letter to the Central Appeals and Review Committee within fifteen (15) working days from the lapse of required response period. The appeal shall be decided within thirty (30) working days by the Central Appeals and Review Committee. If all administrative remedies are exhausted and no resolution

is provided, requestors may file the appropriate case in the proper courts in accordance with the Rules of Court.

12. What will happen if my request is not granted?

If you are not satisfied with the response, the Requestor may write an appeal letter to the Central Appeals and Review Committee within fifteen (15) working days from the lapse of required response period. The appeal shall be decided within thirty (30) working days by the Central Appeals and Review Committee. If all administrative remedies are exhausted and no resolution is provided, requestors may file the appropriate case in the proper courts in accordance with the Rules of Court.

ANNEX B: FOI REQUEST PROCESS (MANUAL)

Maximum number of days eFOI requests/manual FOI requests must be served upon receipt of request: 15 working days

STEP	REQUESTING PARTY	PCHRD ACTION	RESPONSIBLE	TIME FRAME
STEP 1	Give accomplished FOI application request form with complete name, contact information, valid ID (or authorization) to FRO The request should: -Describe information request -Clearly state reason for request of information Place your FOI request at the Efoi portal which can be accessed at https://www.foi.gov.ph	Receive request for information Stamp "RECEIVED" on the request form (time and date, full name of FRO, rank, title and position, with signature For email – the email should be printed out and acknowledged For eFOI – all information required should be available	FRO	IMMEDIATE Within the day / upon receipt
	N/A	Input details of the request on the request tracking system and allocate a reference number	FRO	IMMEDIATE Within the day / upon receipt
*If information is in the possession of other agency, FRO will forward request to other agency/ government institution Within 3 working days				
STEP 2	N/A	Forward to FDM *For requests, sufficient in form and substance	FRO	Within 3 working days from receipt of the request
	N/A	Record the date, time, name of FDM who received the request, with acknowledgement receipt of request	FRO	IMMEDIATE Within the day
STEP 3	N/A	Assess the request	FDM	Within 10 working days upon receipt of the request
DENIAL Once the request falls under the exceptions, the request will be DENIED, FRO will inform the requester that the request was denied and give the reason of such denial.			FDM	
NEEDS MORE INFORMATION If the FDM need more details to locate the information, FRO will seek clarification from requesting party			FRO	IMMEDIATE Within the day
			FRO	Will stop running of the 10 working days and commence after receipt of clarification

GRANTED/ACCEPTED FRO will send letter informing request party that the request was granted			FRO	IMMEDIATE /Within 15 working days from receipt of request for information
EXTENSION The FRO shall inform requesting party of request for extension			FRO	IMMEDIATE *Extension cannot exceed 20 working days upon receipt
STEP 4	N/A	Submit information requested to FRO	FDM	Within 10 working days upon receipt of the request
STEP 5	Requesting Party will receive information requested	Information will be forwarded to requester	FRO	Within 15 working days upon the receipt of the information request
APPEALS Denied request may file a written appeal to the Central Appeals and Review Committee (Assistant Secretary for Finance and Legal Affairs)			Requesting Party	Within 15 working days from the notice of denial or from lapse of the period to respond to the request
STEP 1	Submit recommendation to the office of the secretary		Department Central Appeals and Review Committee	15 working days from filing of the written appeal
STEP 2	Department Secretary will decide within 15 working days and will furnish the committee a copy of its final decision		Department Secretary	15 working days *failure to decide within 30 day period is deemed as a denial of the appeal

eFOI PLATFORM REQUEST PROCESS

Maximum number of days FOI requests must be served upon receipt of request: 15 working days

STEP	REQUESTING PARTY	PCHRD ACTION	RESPONSIBLE	TIME FRAME
STEP 1	Create an eFOI account through www.foi.gov.ph and submit request The request should: -Describe information request -Clearly state reason for request of information	Receive request for information	FRO	IMMEDIATE Within the day / upon receipt
	N/A	Input details of the request on the request tracking system and allocate a reference number	FRO	IMMEDIATE Within the day / upon receipt
*If information is in the possession of other agency, FRO will forward request to other agency/ government institution Within 3 working days				
STEP 2	N/A	Forward to FDM *For requests, sufficient in form and substance	FRO	Within 3 working days from receipt of the request
	N/A	Record the date, time, name of FDM who received the request	FRO	IMMEDIATE Within the day
STEP 3	N/A	Assess the request	FDM	Within 10 working days upon receipt of the request
DENIAL Once the request falls under the exceptions, the request will be DENIED, FRO will inform the requester that the request was denied and give the reason of such denial.			FDM FRO	 IMMEDIATE Within the day
NEEDS MORE INFORMATION If the FDM need more details to locate the information, FRO will seek clarification from requesting party			FRO	Will stop running of the 10 working days and commence after receipt of clarification
GRANTED/ACCEPTED FRO will send letter informing request party that the request was granted			FRO	IMMEDIATE /Within 15 working days from receipt of request for information
EXTENSION The FRO shall inform requesting party of request for extension			FRO	IMMEDIATE *Extension cannot exceed 20 working days upon receipt

STEP 4	N/A	Submit information requested to FRO	FDM	Within 10 working days upon receipt of the request
STEP 5	Requesting Party will receive information requested in his/her eFOI account	Information will be forwarded to requester	FRO	Within 15 working days upon the receipt of the information request
APPEALS Denied request may file a written appeal to the Central Appeals and Review Committee (Assistant Secretary for Finance and Legal Affairs)			Requesting Party	Within 15 working days from the notice of denial or from lapse of the period to respond to the request
STEP 1	Submit recommendation to the office of the secretary		Department Central Appeals and Review Committee	15 working days from filing of the written appeal
STEP 2	Department Secretary will decide within 15 working days and will furnish the committee a copy of its final decision		Department Secretary	15 working days *failure to decide within 30 day period is deemed as a denial of the appeal

ANNEX C: FOI Officers for the PCHRD

Name/ Position	Location of FOI receiving office	Contact Details	
		Telephone/Fax	Email Address
FOI DECISION MAKERS (FDMs)			
<i>Ms. Merlita M. Opeña</i> Chief Science Research Specialist, Research Information, Communication, and Utilization Division (RICUD)	Executive Lounge, DOST Compound, Gen. Santos Avenue, Bicutan, Taguig City	88377534, 88377535, 88370087, 88372924 loc 201	mmopena@pchrd.dost.gov.ph
<i>Ms. Carina L. Rebulanan</i> Chief Science Research Specialist, Institution Development Division (IDD)	Executive Lounge, DOST Compound, Gen. Santos Avenue, Bicutan, Taguig City	88377534, 88377535, 88370087, 88372924 loc 401	clrebulanan@pchrd.dost.gov.ph
<i>Mr. Edgar F. Ortiz</i> Chief Administrative Officer, Finance and Administrative Division (FAD)	Saliksik Building, DOST Compound, Gen. Santos Avenue, Bicutan, Taguig City	88377534, 88377535, 88370087, 88372924 loc 501	efortiz@pchrd.dost.gov.ph



<i>Mr. Paul Ernest de Leon</i> Chief Science Research Specialist, Research and Development Management Division (RDMD)	Saliksik Building, DOST Compound, Gen. Santos Avenue, Bicutan, Taguig City	88377534, 88377535, 88370087, 88372924 loc 301	pndeLeon@pchrD.dost.gov.ph
ALTERNATE FOI DECISION MAKERS (FDMs)			
<i>Ms. Roselle L. Martonito</i> Supervising Science Research Specialist, Research Information, Communication, and Utilization Division (RICUD)	Executive Lounge, DOST Compound, Gen. Santos Avenue, Bicutan, Taguig City	88377534, 88377535, 88370087, 88372924 loc 202	rlmartonito@pchrD.dost.gov.ph
<i>Ms. Buenalivia N. Olatan</i> Administrative Officer V, Finance and Administrative Division (FAD)	Saliksik Building, DOST Compound, Gen. Santos Avenue, Bicutan, Taguig City	88377534, 88377535, 88370087, 88372924 loc 505	bnolatan@pchrD.dost.gov.ph
<i>Ms. Anicia P. Catameo</i> Supervising Science Research Specialist, Institution Development Division (IDD)	Executive Lounge, DOST Compound, Gen. Santos Avenue, Bicutan, Taguig City	88377534, 88377535, 88370087, 88372924 loc 402	apcatameo@pchrD.dost.gov.ph
<i>Ms. Elizabeth R. Cajigas</i> Supervising Science Research Specialist, Research and Development Management Division (RDMD)	Saliksik Building, DOST Compound, Gen. Santos Avenue, Bicutan, Taguig City	88377534, 88377535, 88370087, 88372924 loc 302	rc Cajigas@pchrD.dost.gov.ph

ANNEX D: FOI Receiving Officers for the PCHRD

Location of FOI receiving office	Contact Details		Assigned FOI Receiving Officer
	Telephone/Fax	Email Address	
1F, PCHRD Annex, Saliksik Building, Gen. Santos Avenue, Bicutan, Taguig City	88372924, 88377534 loc 504	dohernandez@pchrD.dost.gov.ph	<i>Mr. Diego Hernandez</i> Administrative Officer V
Executive Lounge, DOST Compound, Gen. Santos	88372924, 88377534 loc 204	<u>kmzamora@pchrD.dost.gov.ph</u>	<i>Ms. Kristine Dominique M. Zamora</i> Science Research Specialist I



Avenue, Bicutan, Taguig City			
Executive Lounge, DOST Compound, Gen. Santos Avenue, Bicutan, Taguig City	88372924, 88377534	rmparino@pchr.dost.gov.ph	<i>Ms. Renzell Ann M. Pariño</i> Information Officer I



ANNEX E: PCHRD FOI REQUEST FORM



PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

Gen. Santos Avenue, Bicutan, Taguig City

PORMULARYO NG KAHILANGAN

FOI Request Form

TITULO NG DOKUMENTO *(Title of the Document)*

MGA TAON/ PANAHOONG SAKLAW *(Year)*

LAYUNIN *(Purpose)*

PANGALAN / *(Name)*

CONTACT Nos.

LAGDA / *(Signature)*

PETSA *(Date)*

TIRAHAN / *(Address)*

KATIBAYAN NG PAGKAKAKILANLAN *(Proof of Identity)*

Passport No.

Driver's License

Other

PARAAN NG PAGTANGGAP NG MGA IMPORMASYON

(How would you like to receive the information?)

Email

Fax

Postal Address

Pick-up *(Office*

hours)

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: