



## **FREEDOM OF INFORMATION PEOPLE'S MANUAL**

### **SECTION 1: OVERVIEW**

#### **1.1 Purpose of the Manual**

The purpose of this Freedom of Information (FOI) People's Manual of the Department of Budget and Management (DBM) is to prescribe the procedures to be observed by the public in requesting information/documents/records from the Department, including its Bureaus, Services and Offices (B/S/Os), as well as its Regional Offices (ROs), pursuant to Executive Order (E.O.) No. 2 (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) dated July 23, 2016. *[Annex A]*

Through this Manual, the DBM will be able to uphold the people's right to information from public authorities.

#### **1.2 Structure of the Manual**

The Manual contains the following specific information:

- a) Requirements and procedures to be observed by a Requesting Party (RP) in filing a complete and official Request for Information (RFI);
- b) Standard form for filing an RFI;
- c) Types of disposition/action on an RFI;
- d) Processing time for acting on RFIs; and
- e) Appeals mechanism in case of denial.

#### **1.3 Coverage of the Manual**

This Manual covers all requests for information/documents/records addressed to the DBM and its B/S/Os and ROs.

The information/documents/records referred to are those available in the DBM website ([dbm.gov.ph](http://dbm.gov.ph)), in the government's open data website ([data.gov.ph](http://data.gov.ph)), and under the custody of the Department.

## 1.4 Definition of Terms Used in this Manual

**Administrative FOI Appeal.** An independent review of the initial determination made in response to an RFI received by the DBM. Requesting parties who are not satisfied with the response made on their initial request have the right to appeal said initial determination to the FOI Decision Maker (FDM), who will then conduct an independent review thereon.

**Bureaus/Services/Offices (B/S/Os).** The organizational units within the DBM which are authorized to receive RFIs transmitted by the FOI Receiving Officer (FRO) and to act on those requests. They also provide the budgetary information assets for uploading in the DBM website.

**Central Records Division of the Administrative Service.** The unit in the Administrative Service (AS) of the DBM to receive the RFI in standard form, record the details of the RFI in the [foi.gov.ph](http://foi.gov.ph) portal and in the Document Management System (DMS) of the DBM, and transmit the request to the B/S/O concerned.

**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. This is jointly administered by the Presidential Communications Operations Office (PCOO) and the Department of Information and Communications Technology (DICT), with the assistance of the National Archives of the Philippines, National Privacy Commission, and the DBM.

**DBM/Department.** Refers to the Department of Budget and Management.

**Exceptions.** Information that should not be released and disclosed in response to an RFI because it is protected by the Constitution, laws or jurisprudence. The information referred to includes documents and records which are included in the master list of exceptions from the Office of the President (*Annex B*) and the inventory of exceptions defined by the DBM and made part of this Manual (*Annex B-1*).

**Freedom of Information (FOI).** This refers to the right of the people to access information, as recognized by the Executive Branch, on matters of public concern. It involves the full public disclosure of all government transactions involving public interest, subject to the procedures and limitations provided in Executive Order No. 2.

**FOI Action Officer.** A designated officer in the B/S/O or RO, with a rank not lower than a division chief, who shall coordinate the preparation of the pertinent documents pursuant to an RFI received by the B/S/Os and ROs.

**FOI Decision Maker (FDM).** The designated officer who is ultimately responsible for managing FOI requests submitted to the DBM and ensuring that requests are handled in accordance with E.O. No. 2. The FDM is also responsible for making the final decision on any dispute or appeal in relation to a valid RFI.

**foi.gov.ph.** The website that serves as the government's comprehensive FOI website that provides a central resource for the public to understand the FOI, locate records that are already available online, and learn how to make a request for information that is not yet publicly available, among others. The [foi.gov.ph](http://foi.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.

**FOI Receiving Officer (FRO).** The designated person within the Department or Regional Office who is authorized to receive and evaluate the validity of an RFI, route the request to the B/S/O or RO unit concerned, and receive the response from the relevant unit which processed the RFI, for release to the Requesting Party (RP).

**Full Denial.** When the DBM, or any of its B/S/Os or ROs, is not able to release all the information/documents/records in response to an RFI because it is covered by the exceptions for disclosure, the information is already available online, or if there is a previous similar request from the same requesting party.

**Full Grant.** When the DBM or any of its B/S/Os or ROs is able to disclose the information/documents/records in full in response to an RFI.

**Information.** Any record, document, paper, report, letter, contract, minutes and transcripts of official meetings, map, book, photograph, data, research material, film, 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 the DBM pursuant to law, executive order, and rules and regulations, or in connection with the performance or transaction of official business by the DBM.

**Information for disclosure.** Information promoting the awareness and understanding of policies, programs, activities, rules or revisions affecting the public, government agencies, specifically the DBM, its B/S/Os and ROs, the community and the economy. It also includes information encouraging familiarity with the general operations, thrusts, and programs of the government.

**Office of the Secretary.** The office designated to primarily access the [foi.gov.ph](http://foi.gov.ph) portal and manage the RFIs sent through it.

**Official record/s.** Information/documents/records produced or received by a public officer or employee of the DBM in an official capacity or pursuant to a public function or duty.

**Open data.** Publicly available data structured in a way that enables the data to be fully discoverable and usable by end users.

**Partial Grant.** When the DBM or any of its B/S/Os or ROs is able to disclose only portions of the information/documents/records in response to an RFI, but must deny other portions of the request.

**Personal information.** 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.

**Public record/s.** This shall include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.

**Regional Offices (ROs).** Organizational units of the DBM created to implement laws, policies, plans, programs, rules and regulations of the Department. They are located in the National Capital Region (NCR), Cordillera Administrative Region (CAR), Regions I to III, IV-A, MIMAROPA, and V-XIII.

**Request for Information.** A written request submitted to the DBM through the [foi.gov.ph](http://foi.gov.ph) portal, Central Records Division, or the Central Receiving and Releasing Section of the Regional Offices, for information or records which are under the custody of the DBM.

**Requesting Party (RP).** Includes any individual, whether or not a Filipino citizen, or any entity, whether a corporation, civil society organization, academic institution, media organization, or any other private organization. The requesting party may also refer to another government agency, a foreign government, or a multilateral organization, though the protocols in this Manual are not applicable to their requests for information.

**Sensitive Personal Information.** As defined in the Data Privacy Act of 2012, shall refer to information:

- a. About an individual's race, ethnic origin, marital status, age, color, and religious, philosophical and/or political affiliations;
- b. About an individual's health, education, genetic or sexual life, or to any proceeding 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;
- 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 their denial, suspension or revocation, and tax returns; and
- d. Specifically established by an executive order or an act of Congress to be kept classified.

## **SECTION 2: POLICY**

As a policy, the Department of Budget and Management adheres to openness in governance. It will ensure that all information for public disclosure and on public record related to the National Budget of the Philippines and related matters, which should be readily available to the public, are uploaded to the DBM website ([dbm.gov.ph](http://dbm.gov.ph)) and to the government's open data website ([data.gov.ph](http://data.gov.ph)).

Consistent with the Constitutional provision upholding the right to freedom of information, and with E.O. No. 2 operationalizing the policy of full disclosure and transparency, the DBM is committed to disclose to the public any and all information involving public interest under its custody, subject to the limitations as provided for under the Constitution and applicable Philippine laws, rules, regulations and procedures, the master list of exceptions issued by the Office of the President and the list of exceptions identified by the DBM.

While providing access to information, the DBM shall observe the provisions of the Data Privacy Act of 2012.

## **SECTION 3: STANDARD PROCEDURES FOR FILING A REQUEST FOR INFORMATION**

### **3.1 Where to File a Request for Information (RFI)**

3.1.1 A request for information (RFI) addressed to the Department of Budget and Management (DBM) can be filed at any one of the following receiving points:

- a. [foi.gov.ph](http://foi.gov.ph) portal;
- b. Central Records Division of the Administrative Service (CRD-AS) of the Central Office; and
- c. Central Receiving and Releasing Section (CRRS) of the respective Regional Offices.

3.1.2 The Requesting Party (RP) should accomplish in full the standard request form for FOI requests [*Annex C*] which is available online, at the CRD-AS or at the CRRS. No RFI made over social media or via telephone or submitted directly to the B/S/Os, ROs, or DBM employees will be entertained.

3.1.3 A Requesting Party who is unable to comply with the requirement of a written request because of illiteracy or due to being a person with disability (PWD), may request assistance from the FRO to reduce an oral request in writing. The requesting party will also have to provide proper identification and authorization.

3.1.4. The RFI will be received by the FOI Receiving Officer (FRO) assigned in each of the abovementioned points.

### **3.2 Processing of the RFIs**

3.2.1 Upon receipt of the RFI, the FRO with access to the [foi.gov.ph](http://foi.gov.ph) portal, in the CRD-AS at the CO, or in the CRRS at the ROs, shall evaluate the validity/completeness of the request.

3.2.2 If the RFI is deemed valid, the requesting party shall receive a printed acknowledgment receipt, indicating the B/S/O or division (in the case of the ROs) where it will be forwarded. If the RFI comes through the [foi.gov.ph](http://foi.gov.ph) portal, the requesting party will be sent an electronic acknowledgment or response.

3.2.3 The FRO shall forward the RFI to the unit concerned within the same day, except when the RFI is received after 3 p.m., in which case the FRO may forward it the following working day.

3.2.4 Upon receipt, the B/S/Os shall process the request and prepare the necessary action document.

## SECTION 4: TYPES OF DISPOSITION OF RFI

In the disposition of the RFI, the DBM may issue any of the following five (5) types of Notices:

- 4.1 **Notice of Full Grant.** This means that the RFI is approved and the complete information as requested is attached to the Notice.
- 4.2 **Notice of Partial Grant.** This means that parts of the requested information cannot be granted. Hence, a Notice of Partial Grant will be issued.
- 4.3 **Notice of Non-Availability.** This means that the requested information is not available in the DBM.
- 4.4 **Notice of Full Denial.** This means that the requested information cannot be released due to any of the following:
  - 4.4.1 **Requested information is already posted and available online.** If the information being requested is already posted and publicly available at the DBM website (dbm.gov.ph) or at the government's open data website (data.gov.ph), the RP will receive a notification informing him/her of the website link where the information is posted.
  - 4.4.2 **Requested information is among the exceptions to the FOI.** If the information/document/record requested cannot be disclosed/provided because its non-disclosure is protected by the Constitution, Philippine laws or jurisprudence, or it is among the inventory of exceptions circularized by the Office of the President and identified by the DBM, the RP shall receive a notice of *full denial* of the RFI.
  - 4.4.3 **Requested information is identical or substantially similar to a previous request by the same requesting party.** Any RFI that is identical or substantially similar to an earlier one from the same requesting party, and whose request has already been acted upon by DBM Central Office or Regional Office, shall no longer be entertained nor granted. In such a case, the RP shall be notified accordingly.
- 4.5 **Release of Information to the Requesting Party.** Generally, all responses to RFIs will be completed and released to the RP not more than fifteen (15) working days from receipt of the RFI. The RP shall be provided a notice on the action taken.

## SECTION 5: REQUEST FOR EXTENSION

- 5.1 A processing period of more than fifteen (15) working days from the date of receipt of the RFI may be required in certain instances. The Notice shall be issued by the B/S/O or RO Head (copy furnished the FDM) and shall indicate the reasons for the extension, which can be:
  - 5.1.1 Information requested requires extensive search in the DBM's records and/or examination of voluminous records; or

5.1.2 Occurrence of fortuitous events or other similar cases.

5.2 The Notice shall state that the extension shall only be valid for twenty (20) working days beginning on the day after the expiration of the original fifteen (15)-day period, unless the requesting party agrees on a period longer than 20 days.

5.3 The FDM may also issue a General Notice of Extension when the RFI coincides with the peak work season of the DBM, such as the budget preparation period. In such an event, the Requesting Party shall be advised that the processing for an RFI shall be thirty-five (35) working days (inclusive of the original 15-day period).

## **SECTION 6: REMEDIES IN CASE OF DENIAL**

6.1 In case of a denial, the RP may file an appeal to a decision of denial on an RFI through a written Administrative FOI Appeal to the FDM within fifteen (15) working days from the notice of denial. The FDM shall act on the appeal 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.

6.2 The denial of the appeal by the FDM or the lapse of the period to respond to the request may be appealed further to the Office of the President, by virtue of Administrative Order No. 22, s. 2011.

6.2 Upon exhaustion of the administrative FOI appeal remedies, the RP may file an appeal before the regular courts in accordance with the Rules of Court.

## **SECTION 7: PROCESSING TIME FOR ACTION ON RFIs**

<b>Activity/Action</b>	<b>Time Limit</b>
Acknowledgment of Receipt of the RFI by the OSEC, CRD-AS of the Central Office or CRRS in the Regional Office	On the same day the RFI is received, except when received after 5 p.m.
Completion of Information Requested and Disposition of the RFI. Issuance of Appropriate Notice to the Requesting Party	Within fifteen (15) working days from receipt of the request
Extension Period	Not to exceed twenty (20) working days, in addition to the mandated 15 working days, unless exceptional circumstances warrant a longer period as agreed upon with the requesting party
Filing of Appeal on Denial of RFI	Within fifteen (15) working days from the notice of denial
Decision on Appeal of Denial of RFI	Within thirty (30) working days from filing of the appeal

## **SECTION 8: FEES**

**8.1 No Request Fee.** The DBM shall not charge any fee for accepting requests for access to information/documents/records. However, it may require the Requesting Party to provide/replace the paper used, in excess of 10 pages. The information may also be released in electronic file, in which case the Requesting Party will have to provide the flash drive for copying the file/s.

###



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 (f) 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

**Freedom of Information (FOI) List of Exceptions  
Department of Budget and Management**

1. Information on on-going evaluation or review of bids or proposals being undertaken by the Bids and Awards Committee and such other similar committees, as there is yet no official act, transaction or decision at this point.
2. Internal communications, memoranda, opinions, reviews, comments and other operational matters of confidential nature, including but not limited to:
  - 2.1 Agenda, deliberations and minutes of the meetings of the Management Committee, Executive Committee, Development Budget Coordination Committee, Public Financial Management Committee, Government Procurement Policy Board, and Open Government Partnership Steering Committee/Working Groups;
  - 2.2 Internal emails of past and present employees, officers or directors;
  - 2.3 Internal files especially drafts and notes of public officers concerned (any unofficial or unacted upon documents should not be disclosed without prior approval);
  - 2.4 Legal opinions or comments rendered by the Legal Service;
  - 2.5 Contract review including drafts and notes of public officers concerned;
  - 2.6 Records of pending internal investigations; and
  - 2.7 Documents and/or information pertaining to matters under litigation, the purpose of which is to prejudice a pending issue before a court or obstruct the administration of justice.

DEPARTMENT OF BUDGET AND MANAGEMENT  
General Solano Street, San Miguel  
Manila

**PORMULARYO NG KAHILINGAN**  
*FOI Request Form*

**DOKUMENTO o IMPORMASYON NA KAILANGAN/ Document or information needed**

\_\_\_\_\_

\_\_\_\_\_

**MGA TAON/PANAHONG SAKLAW / Year:** \_\_\_\_\_

**LAYUNIN / Purpose**

\_\_\_\_\_

\_\_\_\_\_

**PANGALAN / Name** \_\_\_\_\_ **CONTACT NO.** \_\_\_\_\_

**TIRAHAN / Address** \_\_\_\_\_

**LAGDA / Signature** \_\_\_\_\_ **PETSA / Date** \_\_\_\_\_

**KATIBAYAN NG PAGKAKAKILANLAN**

*(Proof of Identity)*

Passport No. \_\_\_\_\_ Driver's License \_\_\_\_\_ Others \_\_\_\_\_

**PARAAN NG PAGTANGGAP NG IMPORMASYON**

*(How would you like to receive the information)*

Email \_\_\_\_\_

Pick-Up (Office Hours) \_\_\_\_\_

.....

(To be accomplished by the DBM)

**Time received:** \_\_\_\_\_ **Date received:** \_\_\_\_\_ **Reference number:** \_\_\_\_\_

(dd-mm-yyyy)

**Received by :** \_\_\_\_\_

(Signature over Printed Name and Position)

**Referred to/transmitted to:** \_\_\_\_\_

(Name of B/S/O or RO Division and Name of Receiving Records Officer)

**Date/Time of Referral :** \_\_\_\_\_

.....

(To be accomplished upon completion of the RFI)

**Type of Action Undertaken:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

B/S/O or RO Head

**Received by:**

**Remarks:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOI Receiving Officer**

**Date and Time of Receipt:** \_\_\_\_\_