



# **PEÑARANDA WATER DISTRICT FREEDOM OF INFORMATION MANUAL**

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## SECTION 1. OVERVIEW

### 1. Purpose of the Manual

The purpose of this Freedom of Information (FOI) Manual is to provide the PEÑARANDA WATER DISTRICT the processes involved in dealing with requests for information received under Executive Order (EO) No. 2, s. 2016 on Freedom of Information (FOI).

### 2. Structure of the Manual

This Manual shall set out procedures and rules to be followed by the PeñWD when a request for information is received. The General Manager (GM) is responsible for all actions carried out under this Manual and may delegate this responsibility to the next-in-rank. The GM shall have overall responsibility for the final decision on FOI requests.

### 3. Coverage of the Manual

This Manual covers request for information, official records, public documents and papers which are made, received or kept in or under the control and custody of PeñWD pursuant to law, executive order, rules and regulations or in connection with the performance or transaction of official business of PeñWD and which are not publicly available. An information, Official record or public document is considered publicly available if it is published in the PeñWD website ([www.pwd.gov.ph](http://www.pwd.gov.ph)) Philippine Government Electronic Procurement (PhilGEPS)

### 4. Responsible Officers

For purposes of this Manual, there shall be the FOI Receiving Officer (FRO), the FOI Decision Maker (FDM), the General Manager and the FOI Appeals and Review Committee.

- a. *FOI Receiving Officers (FROs)* - shall preferably come from the Public Assistance or Information Desk, or its equivalent, of the PeñWD.

The functions of the FRO shall include receiving on behalf of the PeñWD all requests for information and forwarding the same to the appropriate section which has custody of the records; monitoring all FOI requests and appeals; providing assistance to the FOI Decision Maker; providing assistance and support to the public and staff with regard to FOI; compiling statistical information as required; and, conducting initial evaluation of the request and advising the requesting party whether the request will be forwarded to the FOI Decision Maker for further evaluation, or denied based on any of the following grounds:

- a. That the form is incomplete; or

b. That the information is already disclosed in the PeñWD's Official Website.

*b. FOI Decision Maker.* The FOI Decision Makers (FDMs), must be designated by the Board of Directors and General Manager, with a rank of not lower than a Division Manager or its equivalent, who shall conduct evaluation of the request for information and have the authority to grant the request, or deny it.

*c. FOI Appeals and Review Committee.* There shall be a FOI Appeals and Review Committee designated by the Board of Directors to review and analyse the grant or denial of request of information.

*d. Approval and Denial of Request to Information.* The Decision Maker shall approve or deny all request of information. In case where the Decision Maker is on official leave, the General Manager may delegate such authority to the designated officer in-charge of the unit.

## **5. Time and Place to file the Request**

The requesting party shall submit all the requirements enumerated in Article 3 hereof to the FOI Receiving Officer (FRO) at:

### **Public Assistance and Complaints Desk**

Ground Floor, PeñWD Admin Building,  
Gomez St. Poblacion II, Peñaranda, Nueva Ecija  
Telephone No. (044) 9404049; 9400971

## **SECTION 2. DEFINITION OF TERMS**

- 1. 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 recordings, magnetic or other tapes, electronic data, computer-stored data, or 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.
- 2. 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.



3. **PUBLIC RECORD/RECORDS** - shall include all information required by laws, executive orders, rules or regulations to be entered, kept and made publicly available by a government office.
4. **PERSONAL INFORMATION** - shall refer to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information, or when put together with other information would directly and certainly identify an individual.
5. **SENSITIVE PERSONAL INFORMATION** as defined in the Data Privacy Act of 2012, shall refer to personal information:
  - (1) About an individual's race, ethnic origin, marital status, age, color, and Religious philosophical or political affiliations;
  - (2) About an individual's health, education, genetic or sexual life of a person, or to any proceedings for any offense committed or alleged to have committed by such person, the disposal of such proceedings or the sentence of any court in such proceedings;
  - (3) Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
  - (4) Specifically established by an executive order or an act of Congress to be kept classified.

### **SECTION 3. PROTECTION OF PRIVACY**

1. While providing for access to information, the PeñWD shall afford full protection to a person's right to privacy, as follows:
  - a. The PeñWD shall ensure that personal information, particularly sensitive personal information, in its custody or under its control is disclosed only as permitted by existing laws, rules or regulations.
  - b. The PeñWD must protect personal information in its custody or control by making reasonable security arrangements against leaks or premature disclosure of personal information which unduly exposes the individual whose personal information is requested to vilification, harassment, or any other wrongful acts; and

c. Any employee or official of a government office who has access, authorized or unauthorized, to personal information in the custody of the office must not disclose that information except when authorized under this Order or pursuant to existing laws, rules or regulations.

2. Exceptions: Access to information shall be denied when the information falls under any of the exceptions issued by the Executive Secretary as Memorandum with the subject Inventory of Exceptions to Executive Order No. 2 dated November 24, 2016. (Annex E)

## **SECTION 4. STANDARD PROCEDURE**

### **Step 1. Receipt of request for information.**

- 1.1. The FOI Receiving Officer (FRO) shall receive the request for information from the requesting party and assess if the following requirements are met:
  - The request must be in writing; A FOI Request form must be properly filled up completely
  - Submit valid proof of identification or authorization; and
  - The request shall reasonably describe the information requested, and the reason for, or purpose of, the request for information.
    - If the request is made through email, the requesting party shall attach in the email a scanned copy of the FOI application request and a copy of a duly recognized government ID with photo.
- 1.2. If a written request cannot be made by the requesting party, because of illiteracy or by reason of disability, he or she may make an oral request, and the FRO shall reduce it in writing. The requesting party shall sign the form.
- 1.3. The request shall be stamped **RECEIVED** by the FRO, indicating the date and time of the receipt of the written request, and the name, rank, title and position of the public officer who actually received it, with a corresponding signature and a copy, furnished to the requesting party. The FRO shall input the details of the request on the Request Tracking System with its corresponding reference number.

For requests sent through email, it shall be acknowledged by replying to the said email. The email should also be printed out and follow the procedure done with a written request.
- 1.4. The PeñWD must respond to requests within fifteen (15) working days following the date of receipt of the request. A working day is any day other than a Saturday, Sunday or a day which is declared a national



public holiday in the Philippines. In computing for the fifteen (15) working-day period, Art. 13 of the New Civil Code shall be observed. The date of receipt of the request will be either:

- a. The day on which the request is physically or electronically delivered to the government office, or directly into the official email of the PeñWD; or
- b. If the FRO 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 employee who is on leave on the day the request has been sent. This will automatically be recognized as an 'out of office' message and will need to be sent to the official email of the PeñWD. The 15 working-day period will commence on the date the email is received through the official email of the PeñWD.

Should the requested information need further details to identify or locate, the 15 working-day period will begin from the day after the PeñWD receives the required clarification from the requesting party.

## **Step 2. Evaluation of Request**

After receipt of the request for information, the FRO shall evaluate the contents of the request.

2.1. Requested information is available. If the requested information is identified by the FRO to be available at the PeñWD, either wholly or partially, the FRO shall endorse the request to the concerned FDM who has access to the requested information.

2.2. Requested information is not available at the PeñWD: If the requested information is found to be not available at the PeñWD after thorough evaluation of the request and deliberation with the concerned FDM, the FRO shall:

- a. Immediately forward the request to the government agency concerned and inform the requesting party of the status of his request within the 15 working-day period. The 15-working day requirement for the receiving office commences the day after it receives the request.
- b. For requests not covered by E.O. No. 2, s. 2016, (i.e., private companies), the requesting party should be duly notified and given the contact details of that office, if known.



2.3. Requested information is already posted in the PeñWD Website. For information requested that is already available and posted in the PeñWD Website, the FRO shall inform the requesting party and provide the website link where the information is posted.

2.4. Requested information is substantially similar or identical to the previous request. Pursuant to Section 11 of E. O. No. 2, s. 2016, the FRO shall not be required to act upon an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the PWD. However, the FRO shall inform the applicant of the reason of such denial.

2.5. Requested information is under the Exception List. For requests of information that falls under the memorandum issued by the Executive Secretary dated Nov. 24, 2016 entitled Inventory of Exceptions to E. O. 2, s. 2016. The FRO shall discuss with the concerned FDM if the information requested is indeed an exception. Upon verification, the FRO shall immediately inform the requesting party of the denial and the reason thereof.

**Step 3. Transmittal of request from the FRO to the concerned FDM.**

Upon evaluation of the request for information by the FRO, a copy of the same shall be endorsed to the concerned FDM within one (1) day from its receipt. The FRO shall record in a logbook the time, date, name and position of the FDM who received the copy of the request. An acknowledged signature by the FDM shall be placed in the logbook.

**Step 4. Processing of request.**

The FDM shall prepare the records needed by the requesting party. The FDM shall ensure that all necessary steps are made to locate and identify the information requested. The FDM shall inform the FRO if any clarification is needed from the requesting party.

This clarification from the requesting party shall stop the running of the 15 working-day period, which will continue to run the day after it receives feedback from the requesting party.

**Step 5. Communication of clarificatory information of the FDM to the requesting party.**

The FRO, upon receipt of request for clarificatory items from the FDM, shall immediately inform the requesting party of such request. The letter for clarification, signed by the General Manager, shall be sent to the requesting party within 15 working days upon receipt of the request for more information.

**Step 6. Request for time extension.**



If the request for information requires extensive search of the records facilities of the PeñWD, examination of voluminous records, or in case of the occurrence of fortuitous event or other analogous cases, the period for reply may be extended.

The FDM shall inform the FRO about the need for time extension. In turn, the FRO shall immediately notify the requesting party of such extension, setting forth the reasons for the 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.

**Step 7. Communication of decision to the requesting party.** The FDM shall endorse his grant or denial of the request of information to the General Manager who shall make the final action on the request for information. The FRO shall communicate the final decision of the PeñWD to the requesting party either in writing or by email, and directed to pay any applicable fees.

- a. Approval of request. The FRO, together with the FDM, shall ensure that all records that to be released are checked for possible exemptions. The FRO is responsible in preparing and sending out the letter or email to the requesting party, within the prescribed period, regarding the approval of his request and be directed to pay any applicable fees.
- b. Denial of request. A notice of denial shall be sent to the requesting party if PeñWD decides to deny the request wholly or partially, as soon as practicable and within fifteen (15) working days from the receipt of request. The notice shall be made in writing and should 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 for access to information.

**Step 8. No Wrong Door Policy; Referral to other Agency** – When the requested information is not in the possession of a government agency (government agency 1 or GA1), but is available in another government agency (government agency no. 2 or GA2 )under Executive Branch, the request shall be immediately referred by GA1 to GA2 through the most expeditious manner but not exceeding (3) working days from receipt of the request. This shall be considered as the **"First Referral"** and a fresh period will apply.

*Referral to appropriate agency* shall mean that another government agency is the proper repository or custodian of the requested information or records, or have control over the said information or records.



If GA1 fails to refer the request within three ( 3 ) working days upon receipt, the FRO shall act on it within the remaining period to respond pursuant to EO No. 02 s.2016 No fresh period shall apply.

If GA1, in good faith erroneously referred the request to GA2, the latter shall immediately notify the former as well as the requesting party, that the information requested is not available in their agency.

GA2, to whom the request was referred under the First Referral may subsequently refer the request to another government agency (government agency no.3 or GA3) under the procedure set forth in the first paragraph of this Section. This shall be considered as the **"Second Referral"** and another fresh period shall apply.

Referral under this Order shall only be limited to two (2) subsequent transfer of request. A written or email acknowledgement of the referral shall be made by the FRO of the government agency where it was referred.

The requesting party shall be notified of the referral and must be provided with the reason or rationale thereof, and contact details of the government office where the request was referred. *(see annex F for flowchart)*

## **SECTION 5. REMEDIES IN CASE OF DENIAL OF REQUEST**

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

1. Denial of any request for access to information may be appealed to the PeñWD FOI Appeals and Review Committee: Provided, that the written appeal must be filed by the same person making the request within fifteen (15) calendar days from the notice of denial or from the lapse of the relevant period to respond to the request.
2. The appeal shall be decided by the Administrator upon the recommendation of the FOI Appeals and Review Committee within thirty (30) working days from the filing of said written appeal. Failure the Administrator to decide within the afore-stated period shall be deemed a denial of the appeal.
3. Upon exhaustion of administrative appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.



## **SECTION 6. REQUEST TRACKING SYSTEM**

The PWD shall establish a system to trace the status of all requests for information received by it, which may be paper-based, on-line or both.

## **SECTION 7. FEES**

1. No request fees. The PeñWD shall not charge any fee for accepting requests for access to information.
2. Reasonable cost of reproduction and copying of the information. The PWD may charge a reasonable fee to reimburse necessary costs, including actual costs of reproduction, copying, and digitization of the information required. The FRO shall immediately notify the requesting party for any cost incurred in order to provide the information.
3. Exemption from Fees. The PeñWD may exempt any requesting party from payment of fees, upon submission of a written request stating the valid reason why such requesting party shall not pay any fee.

### **SCHEDULE OF FEES**

<b>SERVICE</b>	<b>COST</b>
Reproduction / Photocopy	Php 5.00 per page either short or long
Retrieval Fee	Php 100.00
Delivery Charge( in case of registered mail)	Php 200.00
Appeal of Notice of Denial ( covers administrative expenses)	Php 500.00

## **SECTION 8. ADMINISTRATIVE LIABILITY**

1. Non-compliance with FOI.  
Failure to comply with the provisions of this Manual shall be a ground for the following administrative penalties:
  - a. 1st Offense - Reprimand;
  - b. 2nd Offense - Suspension of one (1) day to thirty (30) days; and
  - c. 3rd Offense - Dismissal from the service.
2. Procedure  
The Revised Rules on Administrative Cases in the Civil Service shall be applicable in the disposition of cases under this Manual.
3. Provisions for More Stringent Laws, Rules and Regulations.

Nothing in this Manual shall be construed to derogate from any law, any rules, or regulation prescribed by anybody or agency, which provides for more stringent penalties.

#### **SECTION 9. POSTING AND EFFECTIVITY**

This Manual shall take effect immediately after the approval of the Board of Directors and shall be posted on the PeñWD website.

Approved by virtue of Board Resolution No. 039- 2021 dated November 18, 2021.

A handwritten signature in blue ink, appearing to read 'MARLON J. ABESAMIS', with a large, stylized flourish extending from the end of the signature.

**ENGR. MARLON J. ABESAMIS**  
General Manager C  
PEÑARANDA WATER DISTRICT



## **"ANNEX A "**

MALACAÑAN PALACE  
MANILA

**BY THE PRESIDENT OF THE PHILIPPINES**

### **EXECUTIVE ORDER NO. 02**

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

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

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

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

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

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

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

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

**SECTION 1. Definition.** For the purpose of this Executive Order, the following terms shall mean: (a) "Information" shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any



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

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

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

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

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

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

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

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

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

(c) Upon exhaustion of administrative appeal remedies, the requesting part may file the appropriate case in the proper courts in accordance with the Rules of Court.

**SECTION 14. Keeping of Records.** Subject to existing laws, rules, and regulations, government offices shall create and/or maintain accurate and reasonably complete records of important information in appropriate formats, and implement a records management system that facilitates easy identification, retrieval and communication of information to the public.

**SECTION 15. Administrative Liability.** Failure to comply with the provisions of this Order may be a ground for administrative and disciplinary sanctions against any erring public officer or employee as provided under existing laws or regulations.

**SECTION 16. Implementing Details.** All government offices in the Executive Branch are directed to formulate their respective implementing details taking into consideration their mandates and the nature of information in their custody or control, within one hundred twenty (120) days from the effectivity of this Order.

**SECTION 17. Separability Clause.** If any section or part of this Order is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force or effect.

**SECTION 18. Repealing Clause.** All orders, rules and regulations, issuances or any part thereof inconsistent with the provisions of this Executive Order are hereby repealed, amended or modified accordingly: Provided, that the provisions of Memorandum Circular No. 78 (s. 1964), as amended, shall not be deemed repealed pending further review.

**SECTION 19. Effectivity.** This Order shall take effect immediately upon publication in a newspaper of general circulation.

**DONE**, in the City of Manila, this 23rd day of July in the year of our Lord two thousand and sixteen.

(Sgd.) **RODRIGO ROA DUTERTE**  
President of the Philippines

By the President:

(Sgd.) **SALVADOR C. MEDIALDEA**

Executive Secretary

**ANNEX "B"**

**PEÑARANDA WATER DISTRICT**  
**Designated Personnel for FOI Implementation**

<b>Names of Personnel</b>	<b>FOI Designation</b>	<b>Location of FOI Receiving Office</b>	<b>Contacts</b>
Michall M. Chiapoco	FOI Receiving Officer	PWD Building Gomez St Poblacion II Peñaranda , Nueva Ecija	044-9404049; 044-9400971; <a href="mailto:pwd987@yahoo.com.ph">pwd987@yahoo.com.ph</a> ; <a href="http://www.pwd.gov.ph">www.pwd.gov.ph</a>
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### **Exceptions to Right to Access of Information**

For the guidance of all government offices and instrumentalities covered by EO No. 2 (s. 2016) and the general public, the following are the exceptions to the right of access to information, as recognized by the Constitution, existing laws, or jurisprudence:<sup>1</sup>

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.

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<sup>1</sup> These exceptions only apply to governmental bodies within the control and supervision of the Executive department. Unless specifically identified, these exceptions may be invoked by all officials, officers, or employees in the Executive branch in possession of the relevant records or information.



For the implementation of the exceptions to the right of access to information, the following provide the salient details and legal bases that define the extent and application of the exceptions.

1. Information covered by Executive privilege:
  - a. Presidential conversations, correspondences, and discussions in closed-door Cabinet meetings;<sup>2</sup> and
  - b. Matters covered by deliberative process privilege, namely:
    - i. advisory opinions, recommendations, resolutions, minutes of meetings, and deliberations comprising part of a process by which governmental decisions and policies are formulated; intra-agency or inter-agency recommendations or communications during the stage when common assertions are still in the process of being formulated or are in the exploratory stage; or information pertaining to the decision-making of executive officials;<sup>3</sup> and
    - ii. information, record or document comprising drafts of decisions, orders, rulings, policy decisions, memoranda, etc.;<sup>4</sup>
2. Privileged information relating to national security, defense or international relations:
  - a. Information, record, or document that must be kept secret in the interest of national defense or security;<sup>5</sup>

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<sup>2</sup> This exception may only be invoked by the President and his close advisors. The extent of the privilege is defined by applicable jurisprudence: *Senate v. Ermita*, G.R. No. 169777, 20 April 2006, 488 SCRA 1; *Neri v. Senate Committee on Accountability of Public Officers and Investigations*, G.R. No. 180643, 4 September 2008, 564 SCRA 152; *Akbayan v. Aquino*, G.R. No. 170516, 16 July 2008, 558 SCRA 468; and *Chavez v. PCGG*, G.R. No. 130716, 9 December 1998, 299 SCRA 744.

<sup>3</sup> *Akbayan v. Aquino*, *supra*; *Chavez v. NHA*, G.R. No. 164527, 15 August 2007; and *Chavez v. PCGG*, *supra*; *Sereno v. Committee on Trade and Related Matters of the National Economic Development Authority*, G.R. No. 175210, 01 February 2016, 780 PHIL 1-18; and *Department of Foreign Affairs v. BCA International Corporation*, G.R. No. 210858, 29 June 2016. The privilege of invoking this exception ends when the executive agency adopts a definite proposition.

<sup>4</sup> Section 3(d) Rule IV, *Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees* (Rules on CCESPOE). Drafts of decisions, orders, rulings, policy decisions, memoranda, and the like, such as resolutions prepared by the investigating prosecutor prior to approval for promulgation and release to parties [*Revised Manual for Prosecutors of the Department of Justice (DOJ)*] are also covered under this category of exceptions.

<sup>5</sup> *Almonte v. Vasquez*, G.R. No. 95367, 23 May 1995, 244 SCRA 286; *Chavez v. PCGG*, *supra*; *Legaspi v. Civil Service Commission*, L-72119, 29 May 1987, 150 SCRA 530; *Chavez v. NHA*, *supra*; *Neri v. Senate*, *supra*; *Chavez v. Public Estates Authority*, G.R. No. 133250, 9 July 2002, 384 SCRA 152; *Lagman v. Medialdea*, G.R. Nos. 231658, 231771, and 231774, 4 July 2017, 812 PHIL 179-853; and Section 3(a), Rule IV, Rules on CCESPOE. This exception generally includes matters classified under Memorandum Circular (MC) No. 78, as amended by MC No. 196 as "Top Secret," "Secret," "Confidential," and "Restricted." This exception also includes records, papers, and information related to matters provided under Sections 16, 18, and 45, *The Anti-Terrorism Act of 2020* [Republic Act (RA) No. 11479] and its Implementing Rules and Regulations (IRR), as may be invoked by the government agency involved.



- b. Diplomatic negotiations and other information required to be kept secret in the conduct of foreign affairs;<sup>6</sup> and
  - c. Patent applications, the publication of which would prejudice national security and interests;<sup>7</sup>
3. Information concerning law enforcement and protection of public and personal safety:
- a. Investigation records compiled for law enforcement purposes or information which if written would be contained in such records, but only to the extent that the production of such records or information would –
    - i. interfere with enforcement proceedings;
    - ii. deprive a person of a right to a fair trial or an impartial adjudication;
    - iii. disclose the identity of a confidential source and in the case of a record compiled by a criminal law enforcement authority 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; or
    - iv. unjustifiably disclose investigative techniques and procedures;<sup>8</sup>
  - b. Informer's privilege or the privilege of the Government not to disclose the identity of a person or persons who furnish information of violations of law to officers charged with the enforcement of law;<sup>9</sup>
  - c. When disclosure of information would put the life and safety of an individual in imminent danger;<sup>10</sup>
  - d. Any information given by informants leading to the recovery of carjacked vehicles and apprehension of the persons charged with carjacking;<sup>11</sup> and
  - e. All proceedings involving application for admission into the Witness Protection Program and the action taken thereon;<sup>12</sup>

<sup>6</sup> *Akbayan v. Aquino, supra*; Section 3(a) Rule IV, Rules on CCESPOE. This privilege may be invoked by the Department of Foreign Affairs and other government bodies involved in diplomatic negotiations.

<sup>7</sup> The applicability of this exception is determined by the Director General of the Intellectual Property Office and subject to the approval of the Secretary of the Department of Trade and Industry. Section 44.3 of the *Intellectual Property Code* (RA No. 8293, as amended by RA No. 10372).

<sup>8</sup> Section 3(f), Rule IV, Rules on CCESPOE; *Chavez v. PCGG, supra*. May be invoked by law enforcement agencies.

<sup>9</sup> *Akbayan v. Aquino, supra*; and Section 51, *Human Security Act of 2007* (RA No. 9372). May be invoked by law enforcement agencies.

<sup>10</sup> Section 3(b), Rule IV, Rules on CCESPOE.

<sup>11</sup> Section 19, *New Anti Carjacking Act of 2016* (RA No. 10883). May be invoked by law enforcement agencies.

<sup>12</sup> Section 7, *Witness Protection, Security and Benefit Act* (RA No. 6981).



4. Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims of crimes, or the accused. These include:
  - a. Information of a personal nature where disclosure would constitute a clearly unwarranted invasion of personal privacy,<sup>13</sup> personal information or records,<sup>14</sup> including sensitive personal information, birth records,<sup>15</sup> school records,<sup>16</sup> or medical or health records;<sup>17</sup>

Sensitive personal information as defined under the *Data Privacy Act of 2012* refers to personal information:<sup>18</sup>

- (1) about an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;
- (2) about an individual's health, education, genetic or sexual life of a person, 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;
- (3) issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
- (4) specifically established by an executive order or an act of Congress to be kept classified.

However, personal information may be disclosed to the extent that the requested information is shown to be a matter of public concern or interest, shall not meddle with or disturb the private life or family relations of the

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<sup>13</sup> Section 3(e), Rule IV, Rules on CCESPOE.

<sup>14</sup> Sections 8 and 15, *Data Privacy Act of 2012* (RA No. 10173); *Personal Information* refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual [Section 3(g), *Data Privacy Act of 2012*]; Article 26, Civil Code. May be invoked by National Privacy Commission and government personal information controllers.

<sup>15</sup> Article 7, *The Child and Youth Welfare Code* [Presidential Decree (PD) No. 603].

<sup>16</sup> Section 9(4), *Education Act of 1982* [Batas Pambansa (BP) Blg. 232].

<sup>17</sup> Medical and health records are considered as sensitive personal information pursuant to Section 3(l)(2), *Data Privacy Act of 2012*; See also Department of Health-Department of Science and Technology (DOST)-Philippine Health Insurance Corporation Joint Administrative Order No. 2016-0002 (Privacy Guidelines for the Implementation of the Philippine Health Information Exchange); Section 9, *Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act* (RA No. 11332); Section 36, *Universal Health Care Act* (RA No. 11223); Section 28, *National Integrated Cancer Control Act* (RA No. 11215); and Section 5(l), *Mental Health Act* (RA No. 11036). Mental health records under RA No. 11036 include information on any aspect of the mental health, treatment, or care of the service user.

<sup>18</sup> Section 3(l), *Data Privacy Act of 2012*. See also Section 9, *Free Internet Access in Public Places Act* (RA No. 10929); Section 26, *Safe Spaces Act* (RA No. 11313); and Section 21, *Tax Amnesty Act* (RA No. 11213).



individual<sup>19</sup> and is not prohibited by any law or regulation. Any disclosure of personal information shall be in accordance with the principles of transparency, legitimate purpose and proportionality.<sup>20</sup>

Disclosure of personal information about any individual who is or was an officer or employee of a government institution shall be allowed, provided that such information relates to the position or functions of the individual, including: (1) the fact that the individual is or was an officer or employee of the government institution; (2) the title, business address and office telephone number of the individual; (3) the classification, salary range and responsibilities of the position held by the individual; and (4) the name of the individual on a document prepared by the individual in the course of employment with the government;<sup>21</sup>

- b. Source of any news report or information appearing in newspapers, magazines or periodicals of general circulation obtained in confidence;<sup>22</sup> and
- c. Records of proceedings and processes deemed confidential by law for the privacy and/or protection of certain individuals, such as children, victims of crime, witnesses to a crime or rehabilitated drug offenders, including those pertaining to the following:
  - (1) records of child and family cases;<sup>23</sup>
  - (2) children in conflict with the law from initial contact until final disposition of the case;<sup>24</sup>
  - (3) a child who is a victim of any offense under the *Anti-Child Pornography Act of 2009*, including the name and personal circumstances of the child, or the child's immediate family, or any other information tending to establish the child's identity;<sup>25</sup>
  - (4) a child witness, who is a victim of a crime, an accused of a crime, or a witness to a crime, including the name, address, telephone number, school, or other identifying information of a child or an immediate family of the child;<sup>26</sup>
  - (5) cases involving violence against women and their children, including the name, address, telephone number, school, business, address,

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<sup>19</sup> Article 26(2), *Civil Code*.

<sup>20</sup> Section 11, *Data Privacy Act of 2012*.

<sup>21</sup> Section 4, *Data Privacy Act of 2012*.

<sup>22</sup> *An Act Expanding the Coverage of Exemptions from Revealing the Source of Published News or Information Obtained in Confidence by Including Journalists from Broadcasts, and News Agencies, Amending for the Purpose Section 1 of RA No. 53, as Amended By RA No. 1477 (RA No. 11458)*. May be invoked by government newspapers.

<sup>23</sup> Section 12, *Family Courts Act of 1997* (RA Act No. 8369).

<sup>24</sup> Section 43, *Juvenile Justice and Welfare Act of 2006* (RA No. 9344).

<sup>25</sup> Section 13, *Anti-Child Pornography Act of 2009* (RA No. 9775).

<sup>26</sup> Section 31, A.M. No. 00-4-07-SC, *Re: Proposed Rule on Examination of a Child Witness*.



- employer, or other identifying information of a victim or an immediate family member;<sup>27</sup>
- (6) trafficked persons, including their names and personal circumstances, or any other information tending to establish the identity of the trafficked person;<sup>28</sup>
  - (7) names of victims of child abuse, exploitation or discrimination;<sup>29</sup>
  - (8) cases of gender-based streets and public spaces sexual harassment, including information on the victim and the accused who is a minor;<sup>30</sup>
  - (9) disclosure which would result in undue and sensationalized publicity of any case involving a child in conflict with the law, child abuse, or violation of anti-trafficking of persons;<sup>31</sup>
  - (10) records, documents, and communications of proceedings involving domestic, inter-country, and administrative, adoptions, including the identity of the child, natural parents and adoptive parents;<sup>32</sup>
  - (11) names of students who committed acts of bullying or retaliation;<sup>33</sup>
  - (12) children in situations of armed conflict;<sup>34</sup>
  - (13) first time minor (drug) offenders under suspended sentence who comply with applicable rules and regulations of the Dangerous Drugs Board and who are subsequently discharged; judicial and medical records of drug dependents under the voluntary submission program; and records of a drug dependent who was rehabilitated and discharged from treatment and rehabilitation centers under the compulsory submission program, or who was charged for violation of Section 15 (use of dangerous drugs) of the *Comprehensive Dangerous Drugs Act of 2002*, as amended; and<sup>35</sup>
  - (14) identity, status and medical records of individuals with Human Immunodeficiency Virus (HIV), as well as results of HIV/Acquired Immune Deficiency Syndrome (AIDS) testing;<sup>36</sup>

<sup>27</sup> Section 44, *Anti-Violence Against Women and their Children Act of 2004* (RA No. 9262); and *People v. Cabalquinto*, G.R. No. 167693, 19 September 2006.

<sup>28</sup> Section 7, *Anti-Trafficking in Persons Act of 2003* (RA No. 9208), as amended by RA No. 10364.

<sup>29</sup> Section 29, *Special Protection of Children Against Abuse, Exploitation and Discrimination Act* (RA No. 7610).

<sup>30</sup> Section 26, *Safe Spaces Act* (RA No. 11313).

<sup>31</sup> Section 14, *Juvenile Justice and Welfare Act of 2006*; Section 7, *Anti-Trafficking in Persons Act of 2003*, as amended; and Section 29, *Special Protection of Children Against Abuse, Exploitation and Discrimination Act*.

<sup>32</sup> Section 15, *Domestic Adoption Act of 1998* (RA No. 8552) and Section 43, IRR of RA No. 8552; Sections 6 and 16(b), *Inter-Country Adoption Act of 1995* (RA No. 8043) and Sections 53, 54 and 55 of IRR of RA No. 8043; Section 14, *Simulated Birth Rectification Act* (RA No. 11222) and Section 28 of IRR of RA No. 11222.

<sup>33</sup> Section 3(h), *Anti-Bullying Act* (RA No. 10627).

<sup>34</sup> Section 19, *Special Protection of Children in Situations of Armed Conflict Act* (RA No. 11188).

<sup>35</sup> Sections 60, 64 and 67, *Comprehensive Dangerous Drugs Act of 2002* (RA No. 9165).

<sup>36</sup> Section 44, *Philippine HIV and AIDS Policy Act* (RA No. 11166). Information covered by Section 44 may be disclosed with the written consent of the affected person or in accordance with Sections 45 and 46 of RA No. 11166.



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, such as but not limited to the following:
- a. Trade secrets, intellectual property, business, commercial, financial and other proprietary information;<sup>37</sup>
  - b. Data furnished to statistical inquiries, surveys and censuses of the Philippine Statistics Authority;<sup>38</sup>
  - c. Records and reports submitted to the Social Security System by the employer or member;<sup>39</sup>
  - d. Information of registered persons with the Philippine Identification System;<sup>40</sup>
  - e. Information gathered for the HIV and AIDS monitoring and evaluation program under RA No. 11166 and all other related health intelligence activities;<sup>41</sup>
  - f. Confidential information submitted to the Philippine Competition Commission prohibited from disclosure by law, including the identity of the person who provided the information under condition of anonymity;<sup>42</sup>
  - g. Applications and supporting documents filed pursuant to the *Omnibus Investments Code of 1987*;<sup>43</sup>

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<sup>37</sup> Sections 45, 106.1, and 150.2, *The Intellectual Property Code* (RA No. 8293, as amended by RA No. 10372); Section 66.2, *Securities Regulation Code* (RA No. 8799); DOST Administrative Order No. 004-16; Section 142, *The Corporation Code* (BP Blg. 68); Section 34, *Philippine Competition Act* (RA No. 10667); Sections 23 and 27 (c), *The New Central Bank Act* (RA No. 7653); *Anti-Money Laundering Act* (RA No. 9160); Section 18, *Strategic Trade Management Act* (RA No. 10697); Sections 10 and 14, *Safeguard Measures Act* (RA No. 8800); Section 12, *Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990* (RA No. 6969); Article 290, *Revised Penal Code*; Section 10.10, Rule 10, 2012 Revised IRR of *Build-Operate-Transfer Law* (RA No. 6957); *Revised Philippine Ports Authority Manual of Corporate Governance*; and Section 18, *Energy Virtual One-Stop Shop Act* (RA No. 11234).

<sup>38</sup> Section 26, *Philippine Statistical Act of 2013* (RA No. 10625) and Section 4, *Commonwealth Act No. 591*. See also Section 10, *Community-Based Monitoring System Act* (RA No. 11315).

<sup>39</sup> Section 24(c), *Social Security Act of 1997* (RA No. 1161, as amended by RA No. 8282).

<sup>40</sup> Section 17, *Philippine Identification System Act* (RA No. 11055).

<sup>41</sup> Section 43, *Philippine HIV and AIDS Policy Act* (RA No. 11166).

<sup>42</sup> Section 34, *Philippine Competition Act* (PCA), RA No. 10667 and Section 13, Rule 4 of the IRR of PCA. This exception can be invoked by the Philippine Competition Commission subject to well-defined limitations under the PCA.

<sup>43</sup> Section 81, EO No. 226 (s. 1987), as amended.



- h. Documents submitted through the Government Electronic Procurement System;<sup>44</sup>
- i. Information obtained from accessing any electronic key, electronic data message, or electronic document, book, register, correspondence, information or other material pursuant to any powers conferred under the *Electronic Commerce Act of 2000*;<sup>45</sup>
- j. Any confidential information supplied by the contractors in mineral agreements, and financial or technical assistance agreements pursuant to the *Philippine Mining Act of 1995* and its Implementing Rules and Regulations (IRR), during the term of the project to which it relates;<sup>46</sup>
- k. Information received by the Department of Tourism (DOT) in relation to the accreditation of accommodation establishments (such as hotels and resorts) and travel and tour agencies;<sup>47</sup>
- l. The fact that a covered transaction report to the Anti-Money Laundering Council (AMLC) has been made, the contents thereof, or any information in relation thereto;<sup>48</sup>
- m. Information submitted to the Tariff Commission which is by nature confidential or submitted on a confidential basis;<sup>49</sup>
- n. Certain information and reports submitted to the Insurance Commissioner pursuant to the *Insurance Code*;<sup>50</sup>
- o. Information on registered cultural properties owned by private individuals;<sup>51</sup>
- p. Data submitted by a higher education institution to the Commission on Higher Education (CHED);<sup>52</sup>

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<sup>44</sup> Section 9, *Government Procurement Reform Act* (RA No. 9184).

<sup>45</sup> Section 32, *Electronic Commerce Act of 2000* (RA No. 8792).

<sup>46</sup> Section 94(f), *Philippine Mining Act of 1995* (RA No. 7942).

<sup>47</sup> Section 1, Rule IX, DOT MC No. 2010-02 (Rules and Regulations to Govern, the Accreditation of Accommodation Establishments – Hotels, Resorts and Apartment Hotels); and Section 23, DOT MC No. 2015-06 (Revised Rules and Regulations to Govern the Accreditation of Travel and Tour Agencies).

<sup>48</sup> Section 9(c), *Anti-Money Laundering Act of 2001*, as amended. May be invoked by AMLC, government banks and its officers and employees.

<sup>49</sup> Section 10, *Safeguard Measures Act*.

<sup>50</sup> Section 297 in relation with Section 295 and Section 356, *The Insurance Code* (as amended by RA No. 10607).

<sup>51</sup> Section 14, *National Cultural Heritage Act of 2009* (RA No. 10066).

<sup>52</sup> CHED Memorandum Order No. 015-13, 28 May 2013.



- q. Any secret, valuable or proprietary information of a confidential character known to a public officer, or secrets of private individuals;<sup>53</sup>
  - r. Records or information in connection with any investigation conducted by the Presidential Anti-Corruption Commission (PACC) when such disclosure will deprive the respondent of the right to a fair and impartial investigation;<sup>54</sup> and
  - s. Records of surveillance of suspects and interception and recording of communications acquired by a law enforcement agent or military personnel pursuant to the *Anti-Terrorism Act of 2020*.<sup>55</sup>
6. Information of which a premature disclosure would:
- a. in the case of a department, office or agency which agency regulates currencies, securities, commodities, or financial institutions, be likely to lead to significant financial speculation in currencies, securities, or commodities, or significantly endanger the stability of any financial institution; or
  - b. be likely or significantly frustrate implementation of a proposed official action, except such department, office or agency has already disclosed to the public the content or nature of its proposed action, or where the department, office or agency is required by law to make such disclosure on its own initiative prior to taking final official action on such proposal.<sup>56</sup>
7. Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged, including but not limited to the following:
- a. Mediation and domestic or international arbitration proceedings, including records, evidence and the arbitral awards, pursuant to the *Alternative Dispute Resolution Act of 2004*;<sup>57</sup>
  - b. Matters involved in an Investor-State mediation;<sup>58</sup>

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<sup>53</sup> Articles 229 and 230, *Revised Penal Code*; Section 3(k), *Anti-Graft and Corrupt Practices Act* (RA No. 3019); Section 7(c), *Code of Conduct and Ethical Standards for Public Officials and Employees* (RA No. 6713); Section 7, *Exchange of Information on Tax Matters Act of 2009* (RA No. 10021); and Section 6.2, *Securities Regulation Code* (RA No. 8799).

<sup>54</sup> Section 3, Rule IV, PACC Resolution No. 001, s. 2018 (IRR of the PACC).

<sup>55</sup> Section 16, *The Anti-Terrorism Act of 2020* (RA No. 11479).

<sup>56</sup> Section 3(g), Rule IV, Rules on CCESPOE.

<sup>57</sup> Sections 9, 23 and 33, *Alternative Dispute Resolution (ADR) Act of 2004* (RA No. 9285); and DOJ Circular No. 98 (s. 2009) or the IRR of the ADR Act.

<sup>58</sup> Article 10, International Bar Association Rules for Investor-State Mediation.



- c. Information and statements made at conciliation proceedings under the *Labor Code*;<sup>59</sup>
- d. Arbitration proceedings before the Construction Industry Arbitration Commission (CIAC);<sup>60</sup>
- e. Results of examinations made by the Securities and Exchange Commission (SEC) on the operations, books and records of any corporation, and all interrogatories propounded by it and the answers thereto;<sup>61</sup>
- f. Information related to investigations which are deemed confidential under the *Securities Regulations Code*;<sup>62</sup>
- g. All proceedings prior to the issuance of a cease and desist order against pre-need companies by the Insurance Commission;<sup>63</sup>
- h. Information related to the assignment of the cases to the reviewing prosecutors or the undersecretaries in cases involving violations of the *Comprehensive Dangerous Drugs Act of 2002*;<sup>64</sup>
- i. Investigation report and the supervision history of a probationer;<sup>65</sup>
- j. Those matters classified as confidential under the *Anti-Terrorism Act of 2020* and its IRR;<sup>66</sup>
- k. Preliminary investigation proceedings before the committee on decorum and investigation of government agencies;<sup>67</sup> and
- l. Those information deemed confidential or privileged pursuant to pertinent rules and regulations issued by the Supreme Court, such as information on disbarment proceedings, DNA profiles and results, or those ordered by courts to be kept confidential;<sup>68</sup>

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<sup>59</sup> Article 237, *Labor Code*.

<sup>60</sup> Section 7.1, Rule 7, CIAC Revised Rules of Procedure Governing Construction Arbitration.

<sup>61</sup> Section 178, *Revised Corporation Code of the Philippines*. May be invoked by the SEC and any other official authorized by law to make such examination.

<sup>62</sup> Sections 13.4, 15.4, 29.2 (b), and 64.2 of the *Securities Regulation Code*.

<sup>63</sup> Section 53(b)(1) of the *Pre-Need Code of the Philippines*. The confidentiality of the proceedings is lifted after the issuance of the cease and desist order.

<sup>64</sup> DOJ Department Circular No. 008-16 (No. 6), 10 February 2016.

<sup>65</sup> Section 17, *Probation Law of 1976* [PD No. 968 (s.1976)].

<sup>66</sup> Sections 18 and 45, *The Anti-Terrorism Act of 2020* (RA No. 11479) and Rules 5.8 and 5.19 of the IRR of RA No. 11479.

<sup>67</sup> Section 14, Civil Service Commission Resolution No. 01-0940.

<sup>68</sup> Section 18, Rule 139-B and Section 24, Rule 130 of the Rules of Court; and Section 11 of the Rule on DNA Evidence, A.M. No. 08-11-5-SC.



8. Matters considered confidential under banking and finance laws and their amendatory laws, such as:
  - a. RA No. 1405 (*Law on Secrecy of Bank Deposits*);
  - b. RA No. 6426 (*Foreign Currency Deposit Act of the Philippines*) and relevant regulations;
  - c. RA No. 8791 (*The General Banking Law of 2000*);
  - d. RA No. 9160 (*Anti-Money Laundering Act of 2001*);
  - e. RA No. 9510 (*Credit Information System Act*); and
  - f. RA No. 245, as amended by Presidential Decree No. 1878;
9. Other exceptions to the right to information under laws, jurisprudence, rules and regulations, such as:
  - a. Those deemed confidential pursuant to treaties, executive agreements, other international agreements, or international proceedings, such as:
    - (1) When the disclosure would prejudice legitimate commercial interest or competitive position of investor-states pursuant to investment agreements;<sup>69</sup>
    - (2) Those deemed confidential or protected information pursuant to United Nations Commission on International Trade Law Rules on Transparency in Treaty-based Investor-State Arbitration and Arbitration Rules (UNCITRAL Transparency Rules);<sup>70</sup> and
    - (3) Refugee proceedings and documents under the *1951 Convention Relating to the Status of Refugees*, as implemented by DOJ Circular No. 58 (s. 2012);
  - b. Testimony from a government official, unless pursuant to a court or legal order;<sup>71</sup>
  - c. When the purpose for the request of Statement of Assets, Liabilities and Net Worth is any of the following:
    - (1) any purpose contrary to morals or public policy; or

<sup>69</sup> Examples: Article 20 (2), ASEAN Comprehensive Investment Agreement; Article 15 (2) Agreement on Investment under the Framework Agreement on the Comprehensive Economic Cooperation between the ASEAN and the Republic of India; and Article 15 (2) of the Agreement on Investment under the Framework Agreement on the Comprehensive Economic Cooperation among the Government of the Member Countries of the ASEAN and the Republic of Korea.

<sup>70</sup> Article 7, UNCITRAL Transparency Rules.

<sup>71</sup> *Senate v. Neri, supra*; *Senate v. Ermita, supra*.

- (2) any commercial purpose other than by news and communications media for dissemination to the general public;<sup>72</sup>
- d. Lists, abstracts, summaries of information requested when such lists, abstracts or summaries are not part of the duties of the government office requested;<sup>73</sup>
  - e. Those information and proceedings deemed confidential under rules and regulations issued by relevant government agencies or as decided by the courts;<sup>74</sup>
  - f. Requested information pertains to comments and disclosures on pending cases in judicial proceedings;<sup>75</sup> and
  - g. Attorney-client privilege existing between government lawyers and their client.<sup>76</sup>

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<sup>72</sup> Section 8(D), *Code of Conduct and Ethical Standards for Public Officials and Employees*.

<sup>73</sup> *Belgica v. Ochoa*, G.R. No. 208566, 19 November 2013; and *Valmonte v. Belmonte Jr.*, G.R. No. 74930, 13 February 1989, 252 Phil. 264.

<sup>74</sup> Examples: 2012 Guidelines and Procedures in the Investigation and Monitoring of Human Rights Violations and Abuses and the Provision of CHR Assistance; Government Service Insurance System's Rules of Procedure of the Committee on Claims; National Labor Relations Commission Resolution No. 01-02, Amending Certain Provisions of the New Rules of Procedure of the National Labor Relations Commission, 08 March 2002; Department of Agrarian Reform MC No. 07-11, 19 July 2011; Department of Social Welfare and Development MC No. 021-12, 16 October 2012; and Section 42, *Investment Company Act* (RA No. 2629); When the information requested is not a matter of public concern or interest as decided in *Hilado v. Judge Amor A. Reyes*, G.R. No. 163155, 21 July 2006.

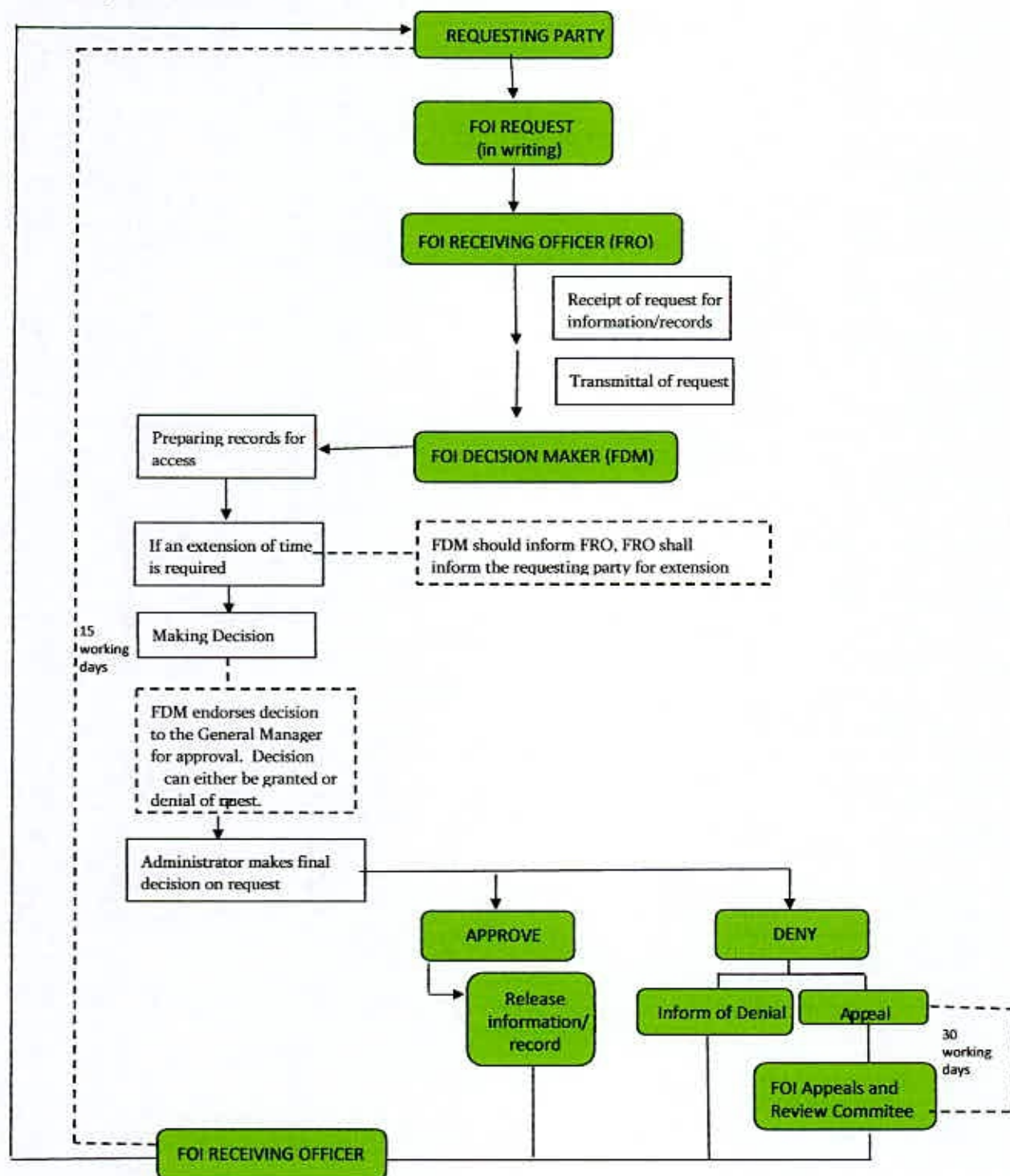
<sup>75</sup> *Romero v. Guerzon*, G.R. No. 211816, 18 March 2015.

<sup>76</sup> Canon 21 of the *Code of Professional Responsibility*.



## ANNEX D

### FOI REQUEST FLOWCHART





# PEÑARANDA WATER DISTRICT

Gomez St. Poblacion 2, Peñaranda, Nueva Ecija

Telefax No. (044) 940-4049 / 940-0971

Email Add. pwd1987@yahoo.com.ph

## **FREEDOM OF INFORMATION REQUEST FORM**

### **Part I. Information on Requesting Party**

1. Full Name: (Mr./Mrs./Miss/Ms)

Surname

First Name

Middle Initial

2. Complete Address: \_\_\_\_\_

3. Company/Affiliation/Organization/School and Position:

4. Type of Government ID Given (with photograph and picture):

5. Contact Details:

Landline:

Fax :

Mobile:

Email:

6. Preferred Mode of Communication: (for clarification and other matters)

\_\_\_ Landline

\_\_\_ Mobile

\_\_\_ Email

\_\_\_ Postal Address

7. Preferred Mode of Reply/Response: (if applicable)

\_\_\_ Pick-up

\_\_\_ Fax

\_\_\_ Email

\_\_\_ Postal Address

8. Name of Representative/Guardian: (if applicable)

Surname

First Name

Middle Initial

9. ID of Representative: \_\_\_\_\_



10. Proof of Authority: \_\_\_\_\_

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## Part II. Requested Information

11. Title of Document/Record Requested: (Please provide as much detail as you can)

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\_\_\_\_ Photocopy      \_\_\_\_ Certified Photocopy      \_\_\_\_ Certified True Copy  
12. Date of Document (DD/MM/YYYY): \_\_\_\_\_

13. Purpose of Request: (Please be as specific as possible)

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14. Any other relevant information:

\_\_\_\_\_

I declare and certify that the information provided in this form is complete and correct. I am aware that giving false information or using forged documents is a criminal offense. I bind myself and my principal to use the requested information only for the specific purpose stated and subject to such other conditions as may be prescribed by the Peñaranda Water District. I understand that the Peñaranda Water District may collect, use and disclose personal information contained in this request.

1. Signature of Requesting Party or Representative:

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2. Date Signed: \_\_\_\_\_

For follow-ups and inquiries, please contact (044) 9404049 ; 9400971  
and look for \_\_\_\_\_.

**For Official Use Only:**

**Received by: (Name and Signature):**

**Position:**

**Date and Time**

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



# PEÑARANDA WATER DISTRICT

Gomez St. Poblacion 2, Peñaranda, Nueva Ecija

Telefax No. (044) 940-4049 / 940-0971

Email Add. pwd1987@yahoo.com.ph

## NOTICE OF GRANTING THE REQUEST WITH ORDER OF PAYMENT

FOI Tracking No. \_\_\_\_\_

Date Filed: \_\_\_\_\_

Name of the Requesting Party: \_\_\_\_\_

Title of Document Requested: \_\_\_\_\_

Decision on the Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Order of Payment:

Kindly pay the amount of \_\_\_\_\_ to the Cashier.

OR No. \_\_\_\_\_ Cashier's Signature: \_\_\_\_\_

Issued by: \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of the Issuing Officer

Mode of Service:

\_\_\_\_ Personal Service \_\_\_\_ Registered Mail \_\_\_\_ Electronic Mail





# PEÑARANDA WATER DISTRICT

Gomez St. Poblacion 2, Peñaranda, Nueva Ecija

Telefax No. (044) 940-4049 / 940-0971

Email Add. pwd1987@yahoo.com.ph

## NOTICE OF DENIAL

FOI Tracking No. \_\_\_\_\_

Date Filed: \_\_\_\_\_

Name of the Requesting Party: \_\_\_\_\_

Brief Description of the Document/Information Requested:

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**Decision:**

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Grounds for Denial of the Request (Cite the exemption or appropriate agency having custody of the document, if any):

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Issued by:

\_\_\_\_\_  
Name and Signature of the Issuing Officer

Mode of Service:

\_\_\_\_ Personal Service \_\_\_\_ Registered Mail \_\_\_\_ Electronic Mail



# PEÑARANDA WATER DISTRICT

Gomez St. Poblacion 2, Peñaranda, Nueva Ecija

Telefax No. (044) 940-4049 / 940-0971

Email Add. pwd1987@yahoo.com.ph

## NOTICE OF EXTENSION OF TIME TO RESPOND

FOI Tracking No. \_\_\_\_\_

Date Filed: \_\_\_\_\_

Name of the Requesting Party: \_\_\_\_\_

Title of Document Requested: \_\_\_\_\_

Duration of the Extension of Time: \_\_\_\_\_

Reason for the Extension of time to Respond:

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Issued by:

\_\_\_\_\_  
Name and Signature of the Issuing Officer

Mode of Service:

\_\_\_\_ Personal Service \_\_\_\_ Registered Mail \_\_\_\_ Electronic Mail





# PEÑARANDA WATER DISTRICT

Gomez St. Poblacion 2, Peñaranda, Nueva Ecija

Telefax No. (044) 940-4049 / 940-0971

Email Add. pwd1987@yahoo.com.ph

## NOTICE OF FINAL DECISION (Appeal)

FOI Tracking No. \_\_\_\_\_

Date Filed: \_\_\_\_\_

Name of the Requesting Party: \_\_\_\_\_

Subject of the Appeal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Decision:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Legal Basis for the Decision:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Issued by:

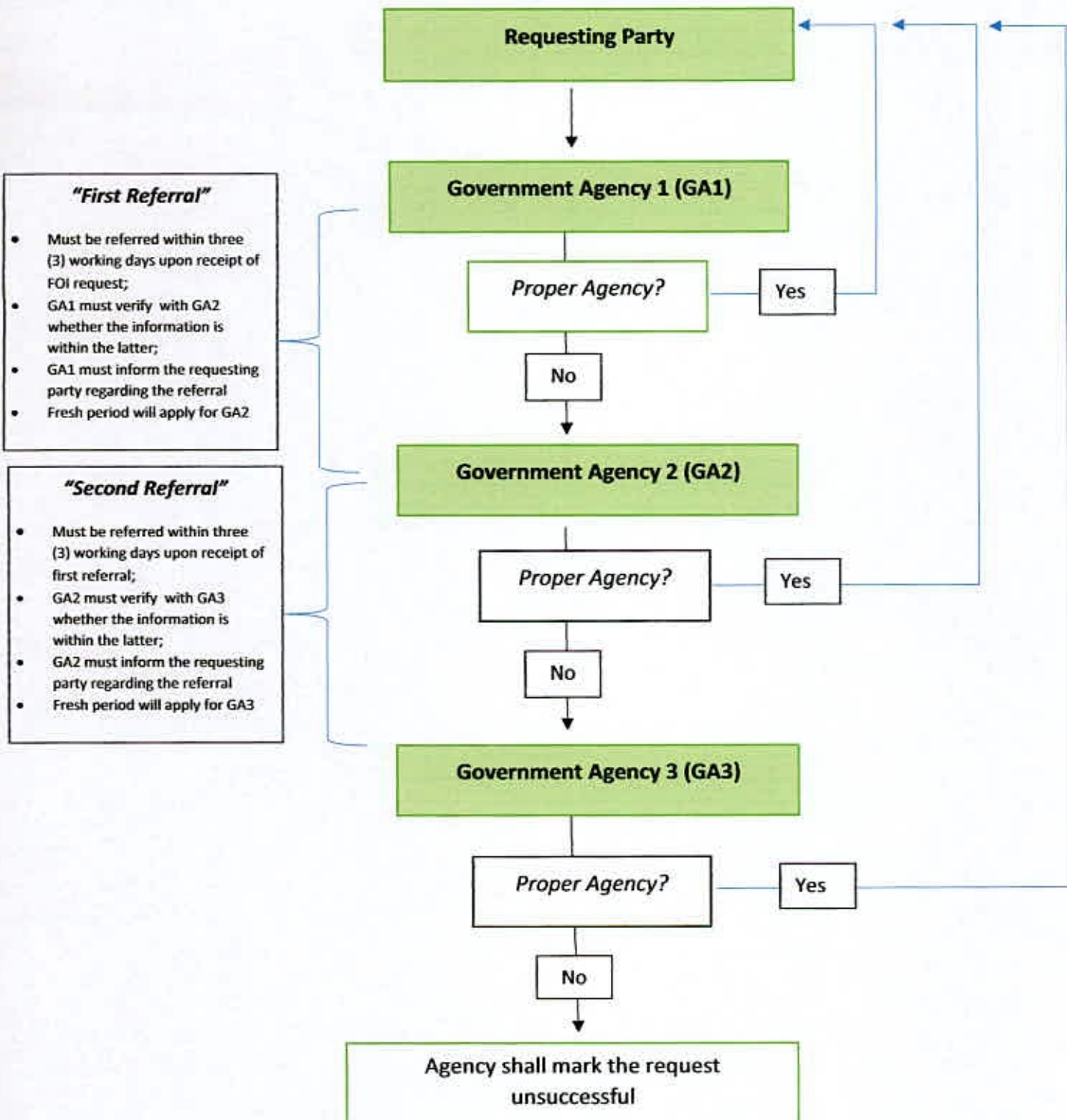
\_\_\_\_\_  
Name and Signature of the Issuing Officer

Mode of Service:

\_\_\_\_ Personal Service \_\_\_\_ Registered Mail \_\_\_\_ Electronic Mail

## ANNEX F:

### NO WRONG DOOR POLICY FLOWCHART



#### NOTE:

If GA1 fails to refer the request within three (3) working days upon receipt, the FOI Receiving Officer (FRO) shall act on it within the remaining period to respond pursuant to EO No. 2, s.2016. No fresh period shall apply.