

**City of Balanga**  
**Freedom of Information**  
**Manual**

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## **SECTION 1: OVERVIEW**

1. **Purpose:** The purpose of this City of Balanga FOI Manual is to provide the process to guide and assist Filipino Citizens in requesting for information under Executive Order (E.O.) No. 02, Series of 2016, on Freedom of Information (FOI). (**Annex “A”**)

2. **Structure of the Manual:** This Manual shall set out the rules and procedures to be followed by the City Government when a request for access to information is received. The Local Chief Executive (LCE), being the Head of the City Government, is responsible for all actions carried out under this Manual. The Local Information Officer shall also be the FOI Focal Person. He/ she will act as overseer of the full implementation of this manual in the City Government of Balanga based on the Joint Memorandum Circular No. 2018-01 of PCOO and DILG.

3. **Coverage of the Manual:** The Manual shall cover all requests for information directed to the City Government.

4. **FOI Focal Person (FFP):** The Management Information Services Office (MISO) Head shall automatically be the FOI Focal Person. The LCE shall release a memorandum appointing the FOI Focal Person within thirty (30) days upon effectivity of this ordinance.

The FOI Focal Person shall archive all incoming requests and actions taken by the city government through an online data base system to be called as “eFOI” and oversee the implementation of FOI at the local level. Approved or denied requests shall be sent to the requesting FOI Receiving Officer (FRO) copy furnished the FOI Central Receiving Officer (FCRO).

*Provided, further,* that the said FOI Focal Person shall be a permanent employee of the city government and shall not have been a candidate in a national, city, or barangay election, whether regular or special, for a period of one (1) year immediately preceding the appointment.

5. **FOI Central Receiving Officer (FCRO):** The City Administration Office will act as the FCRO. Requests for information received by the FRO’s should be forwarded to the FCRO for recording. After the requests have been recorded, FCRO will then forward the requests to the FOI Focal Person (FFP) for action.

6. **FOI Receiving Officer (FRO):** Local offices of the City Government shall assign their respective FROs.

The functions of the FRO shall include receiving and releasing on behalf of the City Government all requests for information. The FRO forwards the request to the appropriate office that has custody of the records. Further, he/she monitors all FOI requests and appeals; provides assistance to the FOI Decision Maker; provides assistance and support to the public and staff with regard to FOI; compiles statistical information as required; conducts initial evaluation of the request, and advises the requesting party whether the request will be forwarded to the FOI Decision Maker for further evaluation, or deny the request based on the following:

- a. That the form is incomplete; or
- b. That the information is already disclosed in the City Government's Official Website, [foi.gov.ph](http://foi.gov.ph), [fdpp-dilg.gov.ph](http://fdpp-dilg.gov.ph), or at [data.gov.ph](http://data.gov.ph).

7. **FOI Decision Maker (FDM):** The LCE shall be the FOI Decision Maker (FDM) of the City Government, who shall be responsible for granting, or denying, an FOI request after a thorough evaluation thereof. A denial of an FOI request may be based on any of the following grounds:

- a. The City Government does not have the information requested;
- b. The information requested contains sensitive personal information protected under the Data Privacy Act of 2012;
- b. The information requested falls under the list of exceptions to FOI; or
- d. The request is an unreasonable subsequent, identical, or substantially similar request from the same requesting party whose request has already been previously granted or denied by the city government.

Where the LCE is on official leave, the City Government may automatically designate the City Administrator as temporary FDM.

8. **Central Appeals and Review Committee:** The City Administration Office, City Legal Office, City Human Resources Management Office, City Assessor's Office, and City Management Information Services Office shall compose the Central Appeals and Review Committee composed of five (5) officers with a rank not lower than a Division Chief, or its equivalent, designated by the LCE to review and analyze the denial of request for information. The Committee shall also provide expert advice to the LCE on the denial of such request.

9. **Approval and Denial of Request to Information:** The FDM shall approve or deny all requests for information. In case where the FDM is on official leave, he/ she may delegate such authority to the City Administrator.

## **SECTION 2: DEFINITION OF TERMS**

**CENTRAL APPEALS AND REVIEW COMMITTEE.** The body tasked with conducting review of denied requests for information.

**CITY, or CITY GOVERNMENT.** Refers to the local government unit of the City of Balanga and all city offices, departments, instrumentalities, boards, and other bodies and all city officials and employees that fall within its legal authority.

**CITY OF BALANGA INFORMATION HUB (COBIH).** An interactive kiosk that serves as an alternative learning facility and also provides information to the public. It also aims to educate the citizens of Balanga on what services and programs the city can offer.

**CONSULTATION.** When a government office locates a record that contains information of interest to another office, it will ask for the views of that other agency on the disclosability of the records before any final determination is made. This process is called a “consultation.”

**CUSTODIAN.** Means the government office currently in physical possession of the public record. The custodian of a public record in the physical possession of persons or places outside the city government is the City Government Office owning that record. The records relating to the investment of public funds are the property of the government office responsible for the public funds. “Custodian does not mean an automated data processing unit of a public body if the data processing unit holds the records solely as the agent public body, nor does it mean a unit which holds the records of other public bodies solely for storage.

**data.gov.ph.** The Open Data website that serves as the government’s comprehensive portal for all public government data that is searchable, understandable, and accessible.

**eFOI.** A computerized tracking system that will be developed by the City Government, through the Management Information Services Office (MISO,) which will be used to track the status of all requests for information received and released by it.

**EXCEPTIONS.** Information that should not be released and disclosed in response to a FOI request because they are protected by the Constitution, laws or jurisprudence.

**fdpp-dilg.gov.ph** A portal that enables the public to view, download, and print LGU financial documents to allow their constituents to understand how their local government’s budget is spent for public services.

**FOI CONTACT.** The name, address and phone number at each government office where you can make a FOI request

**foi.gov.ph.** The website that serves as the government’s comprehensive FOI website for all information on the FOI. Among many other features, foi.gov.ph provides a central resource for the public to understand the FOI, to locate records that are already available online, and to learn how to make a request for information that is not yet publicly available. 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 OFFICE.** The primary contact at each office where the requesting party can call and ask questions about the FOI process, or the pending FOI request.

**FOI REQUEST.** A written request submitted to any City Government office personally or by email asking for records on any topic. A FOI request can generally be made by any Filipino to any government office.

**FOI REQUEST FORM.** The official form to be used in requesting for information. The FOI Request Form should be available in hard copy (paper based), or online.

**FREEDOM OF INFORMATION (FOI).** The Executive Branch recognizes the right of the people to information on matters of public concern, and adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to the procedures and limitations provided in Executive Order No. 2. This right is indispensable to the exercise of the right of the people and their organizations to effective and reasonable participation at all levels of social, political and economic decision-making.

**FULL DENIAL.** When the City Government, or any of its office, bureau or agency cannot release any records in response to a FOI request, because, for example, the requested information is exempt from disclosure in its entirety or no records responsive to the request could be located.

**FULL GRANT.** When a government office is able to disclose all records in full in response to a FOI request.

**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.

**OFFICIAL RECORD/S.** Shall refer to information produced, or received, by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.

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

**PARTIAL GRANT/PARTIAL DENIAL.** When a government office is able to disclose portions of the records in response to a FOI request, but must deny other portions of the request.

**PERSONAL DATA.** Shall refer to all types of personal information. For the purpose of this Manual, the term shall include both personal information and sensitive personal information.

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

**PUBLIC RECORD.** Shall include all information, stored or preserved in any medium, under the custody of the city government. This shall include incomplete or partial records, or any piece of information found therein. This shall also include, but is not limited to, official records as defined in this section.

**REFERRAL.** When a government office locates a record that originated with, or is of otherwise primary interest to another agency, it will forward that record to the other agency to process the record and to provide the final determination directly to the requester. This process is called a “referral.”

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

- (1) About an individual race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;
- (2) About an individual health, education, genetic or sexual life of a person, or to any proceedings for any offense committed or alleged to have 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.

**WEBSITE.** Means a page or collection of pages that is readily and publicly accessible over the Internet. For the purposes of this Ordinance, the access and use of a website shall be unlimited and free of charge.

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

While providing for access to information, the City Government shall afford full protection to a person’s right to privacy, as follows:

- a. The City Government shall ensure that personal information, particularly sensitive personal information, in its custody or under its control is disclosed only as permitted by existing laws;
- b. The City Government shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure;

c. The FRO, FFP, FDM, or any employee or official who has access, whether authorized or unauthorized, to personal information in the custody of the City Government, shall not disclose that information except as authorized by existing laws.

#### **SECTION 4. STANDARD PROCEDURE** (See *Annex "B"* for flowchart)

##### **1. Receipt of Request for Information.**

**1.1** The FOI Receiving Officer (FRO) shall receive the request for information and ask the requester to fill up the standard FOI Request Form. from the requesting party and check compliance of the following requirements:

- a) The standard FOI Request Form should contain the name and contact information of the requester, describe the information being requested, and the reason, or purpose, for the request;
- b) The requester shall provide valid proof of identification or authorization; (See **Annex "C"** for request form.)

The request can be made through email, provided that the requesting party shall attach in the email a scanned copy of the FOI request form, and a copy of a duly recognized government ID with photo.

**1.2** In case the requesting party is unable to make a written request, because of illiteracy or due to being a person with disability, he or she may make an oral request, and the FRO shall reduce it in writing using the standard FOI Request 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. In case of email requests, the email shall be printed out and shall follow the procedure mentioned above, and be acknowledged by electronic mail. The FRO shall input the details of the request on the eFOI and allocate a reference number.

**1.4** After receiving the request, FOI Receiving Officer transmits the same to the FOI Central Receiving Officer who will log down the request, make an initial evaluation, and forward the request to the FOI Decision Maker with the recommendation to either grant, or deny the request.

*The copy of the request shall be forwarded by the FOI Receiving Officer to the FOI Central Receiving Officer within one (1) day from receipt of the written request.*

If the FOI Central Receiving Officer needs further details to identify or locate the information, he/she shall, through the FRO, seek clarification from the requesting party before forwarding



the request to the FOI Decision-Maker. The clarification shall stop the running of the 15 working day period and will commence the day after it receives the required clarification from the requesting party.

**1.5** The FOI Decision Maker will conduct further assessment of the request, then decide whether to grant, or deny it. He/she shall ensure that the complete information requested is submitted to the FRO within 10 days upon receipt of such request.

If the FOI Decision Maker determines that a record contains information of interest to another office, he shall consult with the office concerned about the disclosability of the records before making any final determination.

**1.6** Approved or Denied requests shall be forwarded by the FOI Decision Maker to the FOI Focal Person, *only if the request involves the release of digital information*, who will then prepare and issue the appropriate response.

**1.7** Approved or Denied requests for information that are not digital in nature shall be forwarded by the FOI Decision Maker to the FOI Central Receiving Officer who will then prepare and issue the appropriate response.

**1.8** Upon receipt of the decision from the FOI Decision Maker, the FOI Central Receiving Office shall then transmit the prepared response to concerned FOI Receiving Officer.

*The FOI Receiving Officer, shall note the date and time of receipt of the information from either the FOI Focal Person, or the FOI Central Receiving Officer and report to the FOI Decision-Maker in case the submission goes beyond the 10-day period.*

**1.9** Upon receipt of the requested information from the FOI Central Receiving Officer, the FOI Receiving Officer shall collate and ensure that the information is complete. He shall attach a cover/transmittal letter signed by the FDM and ensure the transmittal of such to the requesting party within 15 working days upon receipt of the request for information

**2. Request for an Extension of Time:** If the information requested requires extensive search of the government's office records facilities, examination of voluminous records, the occurrence of fortuitous events, or other analogous cases, the FDM, through the FFP, should inform the FRO.

The FOI Receiving Officer shall inform the requesting party of the extension, setting forth the reasons for such extension. In no case shall the extension exceed twenty (20) working days on top of the mandated fifteen (15) working days to act on the request, unless exceptional circumstances warrant a longer period.

### **3. Date of Receipt of Request for Information.**

The City Government must respond to requests promptly, within the fifteenth (15) working day following the date of receipt of the request. A working day is any day other than a Saturday, Sunday or a day which is declared a national public holiday in the Philippines. In computing for the period, Art. 13 of the New Civil Code shall be observed.

The date of receipt of the request will be either:

- a. The day on which the request is physically or electronically delivered to the government office, or directly into the email inbox of a member of staff; or
- b. If the government office has asked the requesting party for further details to identify and locate the requested information, the date on which the necessary clarification is received.

An exception to this will be where the request has been emailed to an absent member of staff, and this has generated an 'out of office' message with instructions on how to re-direct the message to another contact. Where this is the case, the date of receipt will be the day the request arrives in the inbox of that contact.

Should the requested information need further details to identify or locate, then the 15 working days will commence the day after it receives the required clarification from the requesting party.

If no clarification is received from the requesting party after sixty (60) calendar days, the request shall be closed.

**4. Initial Evaluation.** After receipt of the request for information, the FRO shall evaluate the contents of the request.

**4.1. Request relating to more than one office under the City Government:** If a request for information is received which requires to be complied with by different offices, the FOI Receiving Officer shall consult the offices concerned, forward the request, and monitor those offices' compliance. He/she shall also clear with the respective FROs of said offices that they will only provide the specific information that relates to their offices.

*Only after making clarifications with the FRO's of the other offices shall the original FOI Receiving Officer forward the request to the FOI Central Receiving Officer.*

**4.2. Requested information is not in the custody of the City Government or any of its offices:** If the requested information is not in the custody of the City Government, or in any of its offices, following referral and discussions with the FOI Central Receiving Officer and/or the FOI Focal Person, the FOI Receiving Officer shall undertake the following steps:

If the records requested refer to another Government Unit, the request will be immediately transferred to such appropriate Government Unit through the most expeditious manner and the transferring office must inform the requesting party that the information is not held within the 15 working day limit.

The 15 working day requirement for the receiving office commences the day after it receives the request.

If the records refer to an office not within the coverage of E.O. No. 2, the requesting party shall be advised accordingly and provided with the contact details of that office, if known.

**4.3. Requested information is already posted and available on-line:** Should the information being requested be already posted and publicly available in the City of Balanga website, data.gov.ph, fdpp-dilg.gov.ph, or foi.gov.ph, the FRO shall inform the requesting party of the said fact and provide them the website link where the information is posted.

**4.4. Requested information is substantially similar or identical to the previous request:** Should the requested information be substantially similar, or identical, to a previous request by the same requester, the request shall be denied. However, the FRO shall inform the applicant of the reason of such denial.

## **SECTION 5. EXCEPTIONS**

For the guidance of all government offices and instrumentalities covered by Executive Order 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.

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 confidential, including those submitted or disclosed by entities to government agencies, tribunals, boards, or officers, in relation to the performance of their functions, or to inquiries or investigation conducted by them in the exercise of their administrative, regulatory, or quasi-judicial powers;
6. Prejudicial premature disclosure;
7. Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged;
8. Matters considered confidential under banking and finance laws, and their amendatory laws; and

9. Other exceptions to the right to information under laws, jurisprudence, rules and regulations.

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

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

1. Administrative FOI Appeal to the City Government's Central Appeals and Review Committee: Provided, that the written appeal must be filed by the same requesting party within fifteen (15) calendar days from the notice of denial, or from the lapse of the period to respond to the request.

- a. Denial of a request may be appealed by filing a written appeal to the City Government's Central Appeals and Review Committee within fifteen (15) calendar days from the notice of denial, or, from the lapse of the period to respond to the request.

- b. The appeal shall be decided by the FDM upon the recommendation of the Central Appeals and Review Committee within thirty (30) working days from the filing of said written appeal. Failure to decide within the 30-day period shall be deemed a denial of the appeal.

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

## **SECTION 7. FEES**

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

2. **Reasonable Cost of Reproduction, Copying, and/or Delivery of the Information:** The FRO shall immediately notify the requesting party in case there shall be a reproduction, copying and/or delivery fee in order to provide the information. Such fee shall be the actual amount spent by the City Government in providing the information to the requesting party. The schedule of fees shall be posted by the City Government.

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

## **SECTION 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) 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 any body, or agency, which provides for more stringent penalties.

## **SECTION 9. NO WRONG DOOR POLICY**

**When the requested information is not in the custody of the City Government or any of its office.**

Pursuant to FOI-MC NO. 21-05<sup>1</sup>, and in alignment with the City's FOI Manual, all request for information shall be accommodated, even if upon initial assessment, the City Government or any of its offices do not possess the requested information.

The Receiving Officer (RO) shall adhere to a referral process by promptly transferring the request to the relevant government agency (GA2) who is in custody of the information requested.

This referral must be expeditiously made within three (3) working days from the receipt of the request.

In such cases, the RO shall inform the requesting party about the unavailability of the information, and the referral of the matter to another government unit.

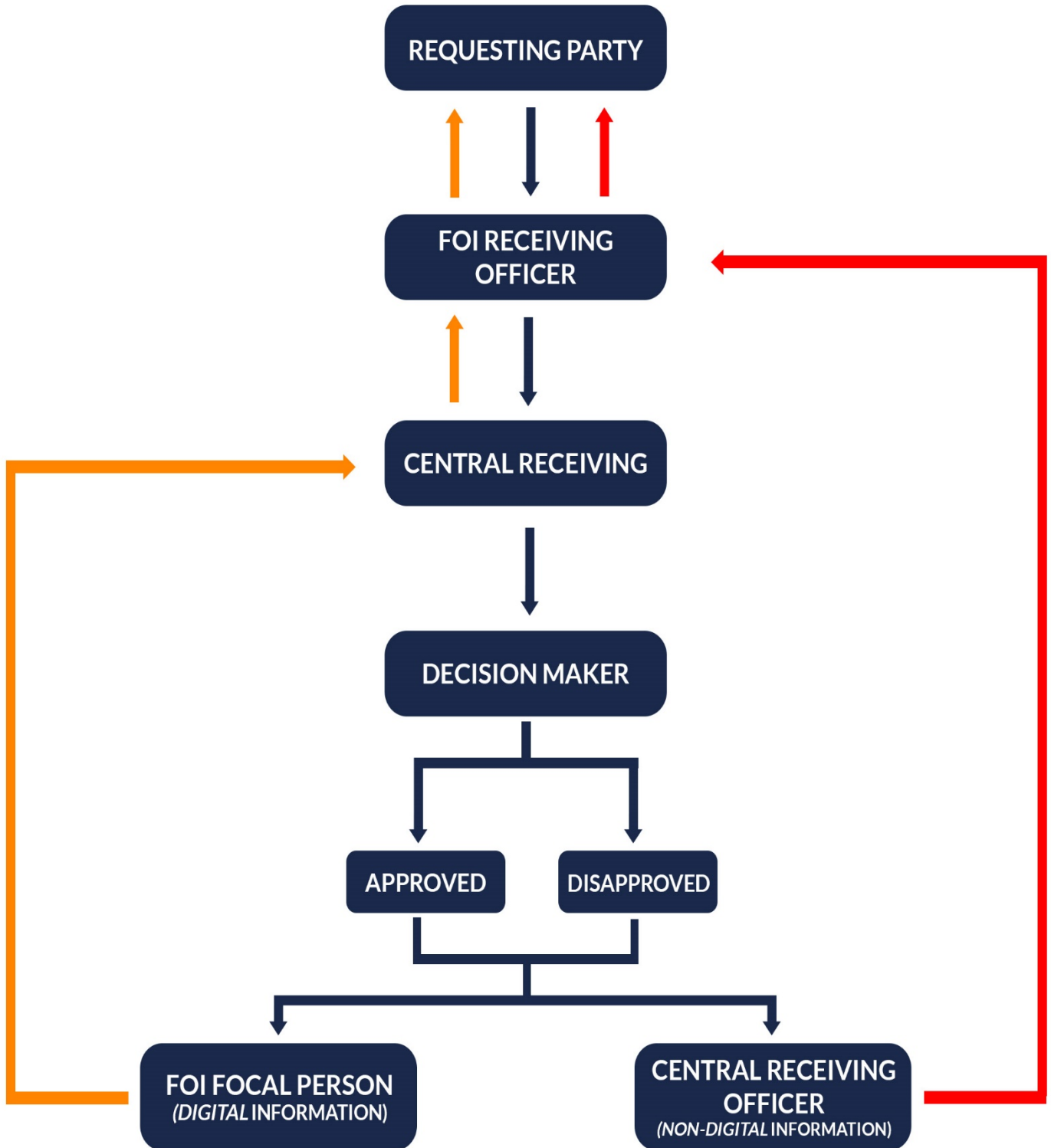
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<sup>1</sup> Guidelines on the Referral of Requested Information, Official Record/s and Public Record/s to the Appropriate Government Agency, otherwise known as the "No Wrong Door Policy for FOI"

**Annex A**  
**ADMINISTRATOR'S OFFICE: Allan Paul Torres – RECEIVING OFFICER**  
**“LIST OF FOI FOCAL PERSON PER DEPARTMENT”**

DEPARTMENT NAME	FOI RECEIVING OFFICERS	CONTACT NO.	EMAIL
Accounting Office	Edgardo Reyes	0919-008-9242 0960-568-3426	<a href="mailto:acctg.cob@gmail.com">acctg.cob@gmail.com</a>
Administrator's Office	Allan Torres	237-0721	<a href="mailto:admoffice.cob@gmail.com">admoffice.cob@gmail.com</a>
Agriculture Office		0960-568-3437	<a href="mailto:agriculture.cob@gmail.com">agriculture.cob@gmail.com</a>
Assessor's Office	Maricel Banzon	0960-568-3443	<a href="mailto:assessor.cob@gmail.com">assessor.cob@gmail.com</a>
Budget Office (CBO)	Joynalyn Paguio	237-5801	<a href="mailto:budget.cob@gmail.com">budget.cob@gmail.com</a>
Cooperative Development Office	Anna Margarita Batungbakal	237-1894	<a href="mailto:coop.cob@gmail.com">coop.cob@gmail.com</a>
Educational Excellence & Development Office (CEEDO)	Theresa Jane Mendoza	0960-568-3438	<a href="mailto:ceedo.cob@gmail.com">ceedo.cob@gmail.com</a>
Disaster Risk Reduction & Management Office	Robert Carreon	0998-997-1419	<a href="mailto:cdrmo1.cob@gmail.com">cdrmo1.cob@gmail.com</a>
City Economic Development and Investment Promotion Office	Rene Guevarra	237-0473	<a href="mailto:investbalanga@gmail.com">investbalanga@gmail.com</a>
Engineering Office (CEO)	Alliza Joyce Bagtas	0960-568-3428	<a href="mailto:engineering.cob@gmail.com">engineering.cob@gmail.com</a>
Environment & Natural Resources Office (CENRO)	Merliza Acosta	0960-568-3435	<a href="mailto:cenroffice.cob@gmail.com">cenroffice.cob@gmail.com</a>
General Services Office (GSO)	Liz beth Valencia	633-5659	<a href="mailto:gso.cob@gmail.com">gso.cob@gmail.com</a>
Health office(CHO)	Lissalyn Zabala	237-4333	<a href="mailto:health.cob@gmail.com">health.cob@gmail.com</a>
Human Resources Management Office (HRMO)	Gladys Guinto	0908-891-6237	<a href="mailto:hrmo.cob@gmail.com">hrmo.cob@gmail.com</a>
Legal Office	Ma. Rowena Manlapid	0969-433-0404	<a href="mailto:legal.weng@gmail.com">legal.weng@gmail.com</a>
License, Permit & Franchising office (CLPFO)	Mary Ann Tumbaga	0908-865-4363 0960-568-3446	<a href="mailto:lpfo.cob@gmail.com">lpfo.cob@gmail.com</a>
Local Civil Registry	Annalyn De Guzman	0960-568-3427	<a href="mailto:lcr.cob@gmail.com">lcr.cob@gmail.com</a>
Mayor's Office	Remedios Santos	237-3510	<a href="mailto:jogie.garcia@gmail.com">jogie.garcia@gmail.com</a>
Management & Information Services Office (MISO)	Jean Vergara	237-3113	<a href="mailto:miso.cob@gmail.com">miso.cob@gmail.com</a>
Planning & Development office (CPDO)	Helen Grace Cruz	0930-058-1258	<a href="mailto:cpdo1.cob@gmail.com">cpdo1.cob@gmail.com</a>
Public Employment Service Office	Jane April Custodio	0908-881-3004	<a href="mailto:peso.cob@gmail.com">peso.cob@gmail.com</a>
Peace and Order Office	Raymond Cabral	0919-9117-117 0917-8117-117 (047) 237-4477	<a href="mailto:publicsafety.cob@gmail.com">publicsafety.cob@gmail.com</a>
Social welfare & Development Office (CSWD)	Shirley Gonzales	0960-568-3448	<a href="mailto:cswd.cob@gmail.com">cswd.cob@gmail.com</a>
SP - Vice Mayor's office	Lolita Lanuza	237-1837	<a href="mailto:spoffice.cob@gmail.com">spoffice.cob@gmail.com</a>
SP - Secretary to the SP	Celito Tuazon	237-0715	<a href="mailto:spoffice.cob@gmail.com">spoffice.cob@gmail.com</a>
Tourism office	Marlo T. Delos Nieves	0928-516-4567	<a href="mailto:tourism.cob@gmail.com">tourism.cob@gmail.com</a>
Treasurer's Office (CTO)	Vanessa Aguilar	0960-568-3449	<a href="mailto:cto.cob@gmail.com">cto.cob@gmail.com</a>
Veterinary Office (CVO)	Paulo Zarraga	0960-568-3436	<a href="mailto:veterinary.cob@gmail.com">veterinary.cob@gmail.com</a>

ANNEX B  
"FOI Flowchart"



ANNEX C  
"FOI Request Form"

This document may be reproduced  
and is NOT FOR SALE

FOI Tracking Number:



FREEDOM OF INFORMATION REQUEST FORM

(Pursuant to Executive Order No. 2, s. 2016)  
(As of November 2016)

**NOTE:** Please write legibly and in **BLOCK** letters. Tick or mark boxes with "X" where necessary. Use blue or black ink.

**A. Requesting Party**

You are required to supply your name and address for correspondence. Additional contact details will help us deal with your application and correspond with you in the manner you prefer.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
Surname Given Name/s Middle Name

4. Complete Address (Apt/ House Number, Street, City/ Municipality, Province)

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

5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_  
Landline Mobile Email address

8. Preferred Mode of Communication  Email  Mobile Number  Landline

9. Preferred Mode of Reply  Email  Pick-up at City Hall

10. Type of ID Given (Please ensure your IDs contain your photo and signature)  Passport  Driver's License  SSS ID  GSIS ID  Postal ID  
 Voter's ID  School ID  Company ID  Others: \_\_\_\_\_

**B. Requested Information**

11. Title of Document/ Record Requested \_\_\_\_\_  
(Please be as detailed as possible) \_\_\_\_\_  
\_\_\_\_\_

12. Date or period (DD/MM/YY) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

13. Purpose \_\_\_\_\_

14. Document Type \_\_\_\_\_

15. Any other relevant information \_\_\_\_\_





## C. Declaration

**Privacy Notice:** Once deemed valid, your information from your application will be used by the agency you have applied to, to deal with your application as set out in the Freedom of Information Executive Order No. 2. If the Department or Agency gives you access to a document, and if the document contains no personal information about you, the document will be published online in the Department's or Agency's disclosure log, along with your name and the date you applied, and, if another person, company or body will use or benefit from the documents sought, the name of that person, entity or body.

**I declare that:**

- The information provided in the form is complete and correct;
- I have read the Privacy notice;
- I have presented at least one (1) government-issued ID to establish proof of my identity

I understand that it is an offense to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application.

Signature \_\_\_\_\_

Date Accomplished (DD/MM/YY) \_\_\_\_\_

## D. FOI Receiving Officer (Internal use only)

Name (Print Name) \_\_\_\_\_

Agency - Connecting Agency \_\_\_\_\_  
(if applicable, otherwise N/A)

Date entered on eFOI \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(if applicable, otherwise N/A)

Proof of ID Presented (Photocopies of original should be attached)

Passport     Driver's License     SSS ID     GSIS ID     Postal ID

Voter's ID     School ID     Company ID     Others \_\_\_\_\_

The request is recommended to be:  Approved     Denied

If Denied, please tick the Reason for the Denial

Invalid Request     Incomplete     Data already available online

Second Receiving Officer Assigned \_\_\_\_\_  
(PRINT name)

Decision Maker Assigned to Application (PRINT name) \_\_\_\_\_

Decision Application

Successful     Partially Successful     Denied     Cost

If Denied, please tick the Reason for the Denial

Invalid Request     Incomplete     Data already available online

Exception    Which Exception? \_\_\_\_\_

Date Request Finished \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(DD/MM/YY)

Date Documents (if any) Sent \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(DD/MM/YY)

FOI Registry Accomplished  Yes     No

RO Signature \_\_\_\_\_

Date (DD/MM/YY) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

