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## PCMC FOI PEOPLE'S MANUAL



in Compliance with Executive Order No. 02, s.2016 through the  
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE (PCOO)

**PCMC INTEGRATED FOI AND DATA PRIVACY TEAM**

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**Republic of the Philippines**  
*Department of Health*  
**Philippine Children's Medical Center**

Integrated Management System Manual	<b>Effectivity Date:</b> 03 September 2018	
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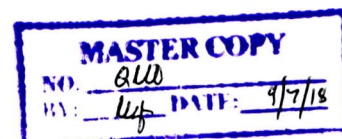




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**PURPOSE:**

The purpose of this PCMC FOI People's Manual is to provide the process to guide and assist the Philippine Children's Medical Center, in dealing with requests of information received under Executive Order (E.O.) No. 2, Series of 2016, on Freedom of Information (FOI). See *Annex B*.

**SCOPE:**

This document covers all PCMC personnel involved in the process of the implementation of EO 02.s 2016 on FOI.

**POLICY:**

PCMC shall establish, implement, and monitor documented information on PCMC's compliance to Malacanang's EO 02.s 2016 on FOI.

**Structure of the Manual:**

This Manual shall set out the rules and procedures to be followed by PCMC when a request for access to information is received. The Executive Director is responsible for all actions carried out under this Manual and may delegate this responsibility to a qualified PCMC official. The Executive Director shall also designate a specific officer to be the FOI Decision Maker (FDM), who shall have overall responsibility for the initial decision on FOI requests, to decide whether to release all the records, partially release the records, or deny access. This manual is patterned after the provision of the FOI EO and the template manual provided by the PCOO in 2017.

**Coverage of the Manual:**

The Manual shall cover all requests for information directed to all - collectively referred to as PCMC.

**FOI Receiving Officer:**

The Executive Director shall designate an FOI Receiving Officer (FRO) assigned at the Office of the Director. The Deputy Executive Director of Professional Services, Nursing Services, and Hospital Support Services, or their authorized Representative shall recommend their respective FRO - one who has access to data/information required for approval by the Executive Director and to collaborate with the main FRO of PCMC.





**The functions of the FRO shall include the following:**

1. Receive requests for information and forward the same to the appropriate office/ unit who has custody of the records or information/data on behalf of PCMC;
2. Monitor all FOI requests and appeals through the Central Appeals and Review Committee;
3. Provide assistance to the FDM;
4. Conduct initial evaluation of the request for information to advise the requesting party whether the request will be forwarded to the FDM for further evaluation, or deny the request on the following basis:
  - 4.1 That the form is incomplete; or
  - 4.2 That the information is already disclosed in the PCMC's Official Website at this link: <http://www.pcmc.gov.ph>.

**Data Custodian:**

The office who has custody of the records requested shall process the FOI request and forward the requested records to the FOI Decision Maker with appropriate recommendation for either approval, partial approval, or denial of request.

The PCMC Data Custodians are the Deputy Executive Directors of Professional Services, Nursing Services, Hospital Support Services and units under the Office of the Executive Director who shall act as recommendatory body to the FOI Decision Maker.

**FOI Decision Maker:**

There shall be an FOI Decision Maker (FDM), designated by the Executive Director, who shall conduct an evaluation of the request for information and has the authority to grant the request, or deny it, based on the following:

- a. PCMC does not have the information requested;
- b. the information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
- c. the information requested falls under the list of exceptions to FOI;
- 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 PCMC; or
- e. the purpose for the request of information is contrary to existing laws and/or policies.

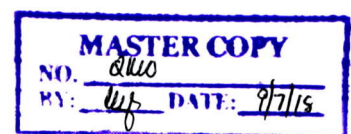
**Central Appeals and Review Committee:**

There shall be a Central Appeals and Review Committee (CARC) composed of three (3) officials with a rank not lower than a Director or its equivalent, designated by the Executive Director to review and analyze the grant or denial of request of information. The Committee may also provide expert advice to the Secretary of Health, through the Executive Director on the denial of such request, as needed.

**Approval and Denial of Request to Information:**

The Decision Maker shall approve or deny all requests of information. When the Decision Maker is on official leave, the Executive Director may delegate such authority to his immediate subordinate or any Officer NOT below the rank of a Deputy Executive Director.

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**SECTION 2: DEFINITION OF TERMS**

The following terminologies are as defined in the EO and as it applies to PCMC as the agency.

**CONSULTATION.** Refers to the process 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.

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

**eFOI.gov.ph.** Refers to the website that serves as the government's comprehensive FOI website for all information on the FOI. Among many other features, eFOI.gov.ph provides a central resource for the public to understand the FOI, to locate records that are already available online, and to learn how to make a request for information that is not yet administration of the FOI by graphically displaying the detailed statistics contained in Annual FOI Reports, so that they can be compared by the agency over time.

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

**FOI CONTACT.** Refers to the name, address and phone number at each government office where you can make an FOI request.

**FOI RECEIVING OFFICE.** Refers to the primary contact at each agency where the requesting party can call and ask questions about the FOI process or the pending FOI request.

**FOI REQUEST.** Refers to the written request submitted to a government office personally or by email asking for records on any topic. An FOI request can generally be made by any Filipino to any government office.

**FREEDOM of INFORMATION (FOI).** Refers to 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 s. 2016. 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.

**FREQUENTLY REQUESTED INFORMATION.** Refers to the information released in response to an FOI request that the agency determines have become or are likely to become the subject of subsequent requests for substantially the same records.

**FULL DENIAL.** Refers to the process when PCMC or any of its offices, cannot release any records in response to an 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.** Refers to the process when a government office is able to disclose all records in full in response to an FOI request.

**INFORMATION.** Refers to any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.

**INFORMATION for DISCLOSURE.** Refers to the information promoting the awareness and understanding of policies, programs, activities, rules or revisions affecting the public, government agencies, and the community and economy. It also includes information encouraging familiarity with the general operations, thrusts, and programs of the government. In line with the concept of proactive disclosure and open data, these types of information can already be posted to government websites, such as data.gov.ph, without need for written requests from the public.

**MULTI-TRACK PROCESSING.** Refers to the system that divides incoming FOI requests according to their complexity so that simple requests requiring relatively minimal review are placed in one processing track and more complex requests are placed in one or more other tracks. Requests granted expedited processing are placed in yet another track. Requests in each track are processed on a first in-first out basis.

**OFFICIAL RECORD/S.** Refers to the 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 the publicly available data structured in a way that enables the data to be fully discoverable and usable by end users.

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

**PENDING REQUEST OR PENDING APPEAL.** Refers to an FOI request or administrative appeal for which a government office has not yet taken final action in all respects. It captures anything that is open at a given time including requests that are well within the statutory response time.

**PERFECTED REQUEST.** Refers to an FOI request, which reasonably describes the records, sought and is made in accordance with the government office's regulations.

**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.

**PROACTIVE DISCLOSURE.** Refers to the information made publicly available by government agencies without waiting for a specific FOI request. Government agencies now post on their websites a vast amount of material concerning their functions, mandate and mission.

**PROCESSED REQUEST OR PROCESSED APPEAL.** Refers to the number of requests or appeals where the agency has completed its work and sent a final response to the requester.

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



**RECEIVED REQUEST OR RECEIVED APPEAL.** Refers to an FOI request or administrative appeal that an agency has received within a fiscal year.

**REFERRAL.** Refers to the process 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.”

**SECRETARIAT.** Refers to the PCMC Integrated FOI and Data Privacy Team Secretariat at the QMO.

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

1. About an individual person’s race, ethnic origin, marital status, age, color, and religious, or political affiliations;
2. About an individual person’s health, education, genetic, or sexual life of a person, or to any proceedings 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 person 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.

**SIMPLE REQUEST.** Refers to an FOI request that an agency anticipates will involve a small volume of material or which it will be able to be processed relatively quickly.

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*Department of Health*  
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### SECTION 3. PROTECTION OF PRIVACY

**PURPOSE:**

To establish, implement, and monitor documented information on PCMC's compliance to RA 10173 s. 2012 or the Data Privacy Act of 2012.

**SCOPE:**

This document covers all PCMC personnel involved in the process of FOI requests and protection of personal information.

**POLICY:**

All PCMC personnel shall abide by the policies and procedures on the Protection of Data Privacy as it likewise complies with the implementation of the EO 02, s.2016 on Freedom of Information.

**PROCEDURE:**

While providing for access to information, PCMC shall afford full protection to a person's right to privacy, as follows:

- 3.1 PCMC shall ensure that personal and/or sensitive information, particularly sensitive personal information, in its custody or under its control is disclosed only as permitted by existing laws;
- 3.2 PCMC shall protect personal and/or sensitive information in its custody or under its control, by making reasonable security arrangements against unauthorized access, leaks, or premature, and unauthorized disclosure;
- 3.3 The FRO, FDM, or any employee or official who has access, whether authorized or unauthorized, to personal and/or sensitive information in the custody of PCMC, shall not disclose that information except as authorized by existing laws.

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**PURPOSE:**

To establish policies and procedures, implement, and monitor documented information on the Receipt of Request for Information.

**SCOPE:**

This document covers all PCMC personnel involved in the process of FOI requests for information based on EO 02, s.2016.

**POLICY:**

All PCMC personnel shall abide by the policies and procedure on the receipt of request for information based on EO 02,s.2016 and other pertinent laws.

**PROCEDURE:**




**Receipt of Request for Information.**

1. The FOI Receiving Officer (FRO) shall receive the request for information from the requesting party and check compliance of the following requirements:
  - 1.1 The request must be in writing;
  - 1.2 The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization; and
  - 1.3 The request shall reasonably describe the information requested, and the reason for, or purpose of, the request for information. *See Annex F*
2. The request can be made through email, provided that the requesting party shall attach in the email a scanned copy of the FOI application request, and a copy of a duly recognized and valid government ID with photo such as but not limited to voter's ID, senior citizen's ID, PRC ID, SSS ID, and the like.
3. 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.
4. 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 shall be furnished to the requesting party.
  - 4.1 In case of email requests, the email shall be printed out and shall follow the procedure mentioned above, and also be acknowledged by electronic mail.





5. The FRO shall endorse the written requests to the PCMC Integrated Data Privacy and FOI Team Secretariat to input the details of the request on the Request Tracking System and allocate a reference number.
6. PCMC must respond to requests promptly, within the fifteenth (15) working day following the date of receipt of the request.
  - 6.1 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.
  - 6.2 The date of receipt of the request will either be on:
    - 6.2.1 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
    - 6.2.2 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.
  - 6.3 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.
  - 6.4 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.
    - 6.4.1 If no clarification is received from the requesting party after sixty (60) calendar days, the request shall be closed. Provided that, upon request for clarification by the FOI Receiving Officer, the same shall inform the requesting party that if no clarification from their end is received within 60 days, the case is automatically closed thereafter. This will serve as advance notice of closure.

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**PURPOSE:**

To establish policies and procedures, implement, and monitor documented information on the process of Initial Evaluation of Request for Information.

**SCOPE:**

This document covers all PCMC personnel involved in the process of FOI requests.

**POLICY:**

PCMC personnel shall abide by the policies and procedure on the initial evaluation of an FOI request.

**PROCEDURE:**

1. After receipt of the request for information, the FRO shall evaluate the contents of the request.
  - 1.1 **Request relating to more than one PCMC office:** If a request for information is received which requires to be complied with, by different offices, the PCMC Integrated DPA and FOI Team Secretariat shall forward such request to the said concerned office and ensure that it is well coordinated and its compliance duly monitored.
    - 1.1.1 The Secretariat shall also clear with the respective FROs of such offices that they will only provide the specific information that relates to their offices.
  - 1.2 **Requested information is not in the custody of PCMC:** If the requested information is not in the custody of PCMC or any of its offices, following referral and discussions with the FDM, the FRO shall undertake the following steps:
    - 1.2.1 If the records requested refer to another agency not in the custody of PCMC, the request will be immediately transferred to the appropriate agency 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.
    - 1.2.2 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.

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1.3 **Requested information is already posted and available on-line:** Should the requested information being requested is already posted and publicly available in any of the following sites:

PCMC website: <http://www.pcmc.gov.ph>

DOH website: <http://www.doh.gov.ph>

National Privacy Commission website: <http://data.gov.ph> or [efoi.gov.ph](http://efoi.gov.ph)

1.3.1 The FRO shall inform the requesting party of the said fact and provide them the website link where the information is posted.

1.4 **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 for such denial.

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**PURPOSE:**

To establish policies and procedures, implement, and monitor documented information on the process of Transmittal of Request by the FRO to the FDM.

**SCOPE:**


This document covers all PCMC personnel involved in the process of FOI requests.

**POLICY:**

All PCMC personnel shall abide by the policies and procedures on the Transmittal of Request by the FRO to the FDM.

**PROCEDURE:**

1. After receipt of the request for information, the FRO shall
  - 1.1 evaluate the information being requested
  - 1.2 classify the request as either:
    - 1.2.1 program and policy-related requests or
    - 1.2.2 administrative, legal, or finance-related requests
2. Notify the appropriate FDM for such request. The copy of the request shall be forwarded to the FDM within one (1) day from receipt of the written request.
3. Record the date, time and name of the FDM who received the request in a record book with the corresponding signature of acknowledgement of receipt of the request.

<b>Prepared by:</b>  MARIA CRISOLINA C. NATONTON, RN Lead Secretariat PCMC Integrated Data Privacy and FOI Team	<b>Reviewed by:</b>  GRACE J. DILLA GAYZADA, MD, MM,MPM FOI Decision Maker and Team Lead PCMC Integrated Data Privacy and FOI Team	<b>Approved by:</b>  JULIUS A. LECIONES, MD, MPM, MHSA, CESO III FOI Champion Executive Director
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Republic of the Philippines  
Department of Health  
Philippine Children's Medical Center

Integrated Management System Manual	<b>Effectivity Date:</b> 03 September 2018	
<b>Level II:</b> Policies and Procedures on Freedom of Information (FOI) n	<b>Document Code:</b> DOFO-PCMC-QP07	
<b>Department/Center:</b> Director's Office	<input checked="" type="checkbox"/> Revision	<b>Revision No.</b>
<b>Process Owner:</b> Integrated PCMC FOI and Data Privacy Task Force	<input type="checkbox"/> New	01
<b>Title:</b> Role of the FDM in Processing the Request for Information	Supersedes: Initial Doc	Copy # 1
		Page 1/2

**PURPOSE:**

To establish policies and procedures, implement, and monitor documented information on the Role of FDM in processing the request for information.

**SCOPE:**

This document covers all PCMC personnel involved in the process of FOI requests.

**POLICY:**

The PCMC FOI Decision Maker (FDM) shall abide the policies and procedures in processing the request.

**PROCEDURE:**

**1. Upon receipt of the request for information from the FRO, the FDM shall:**

- 1.1 Conduct evaluation of all requests for information and has authority to grant the request fully or partially, or deny such request based on criteria stipulated in the Data Privacy Act of 2012 and EO 02 s.2016 on FOI.
- 1.2 Assess and consider the following:
  - 1.2.1 The information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
  - 1.2.2 The information requested falls under the list of exceptions. *See Annex E.*
  - 1.2.3 The purpose for the request is contrary to existing laws and/or policies
- 1.3 Immediately deny the request with notice to the requesting party of the grounds of such denial, if any one of the above three instances is present
- 1.4 If the request is valid in form and substance, the FOI Decision Maker may proceed in the information requested.
- 1.5 Forward the request to the appropriate Data Custodian to make all necessary steps to locate and retrieve the information requested.
- 1.6 Ensure that the information requested be approved and submitted back to the FRO for release within five (5) working days.



- 1.7 If the FDM needs further details to identify or locate the information, he shall, through the FRO, seek clarification from the requesting party. The clarification shall stop the running of the 15 - working day period and will commence the day after it receives the required clarification from the requesting party.
- 1.8 If the FDM determines that a record contains information of interest to another office, the FDM shall consult with the agency concerned on the disclosability of the records before making any final determination.

**2. The Data Custodian shall:**

- 2.1 Ensure that the complete information requested be submitted to the FDM within five (5) working days upon receipt of such request

**3. The FRO shall:**

- 3.1 Note the date and time of receipt of the information from the FDM and submit report to the PCMC Integrated Data Privacy and FOI Team in case the submission is beyond the 10-day period.

<p>Prepared by: <i>kyantantob</i> MARIA CRISTINA C. NATONTON, RN Lead Secretariat PCMC Integrated Data Privacy and FOI Team</p>	<p>Reviewed by: <i>grace</i> GRACE J. DELA CALZADA, MD, MM,MPM FOI Decision Maker and Team Lead PCMC Integrated Data Privacy and FOI Team</p>	<p>Approved by: <i>[Signature]</i> JULIUS A. LECCIONES, MD, MPM, MHSA, CESO III FOI Champion Executive Director</p>
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BY: *[Signature]* DATE: *9/7/18*





**Republic of the Philippines**  
*Department of Health*  
**Philippine Children's Medical Center**

Integrated Management System Manual	<b>Effectivity Date:</b> 03 September 2018	
<b>Level II: Policies and Procedures on Freedom of Information (FOI) n</b>	<b>Document Code:</b> DOFO-PCMC-QP08	
<b>Department/Center:</b> Director's Office	<input checked="" type="checkbox"/> Revision	<b>Revision No.</b> 01
<b>Process Owner: Integrated PCMC FOI and Data Privacy Task Force</b>	<input type="checkbox"/> New	
<b>Title: Role of the FRO to Transmit the Information to the Requesting Party</b>	Supersedes: Initial Doc	Copy # 1
		Page 1/1

**PURPOSE:**

To establish policies and procedures, implement, and monitor documented information on the Role of the FRO to Transmit the Information to the Requesting Party.

**SCOPE:**

This document covers all PCMC personnel involved in the process of FOI requests.




**POLICY:**

The FOI Receiving Officer (FRO) shall abide by the policies and procedures in transmitting the information to the requesting party.

**PROCEDURE:**

Upon receipt of the requested information and as approved by the Executive Director from the FDM, the FRO shall:

1. collate and ensure that the information is complete;
2. have the Executive Director sign his approval of the completed information;
3. attach a cover/transmittal letter signed by the FDM who approved the Request; and
4. ensure the transmittal of such to the requesting party within fifteen (15) working days upon receipt of the request for information.

<b>Prepared by:</b>  MARIA CRISCIANA C. NATONTON, RN Lead Secretariat PCMC Integrated Data Privacy and FOI Team	<b>Reviewed by:</b>  GRACE J. DELA CRUZ, MD, MM,MPM FOI Decision Maker and Team Lead PCMC Integrated Data Privacy and FOI Team	<b>Approved by:</b>  JULIUS A. LECCIONES, MD, MPM, MHSA, CESO III FOI Champion Executive Director
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Integrated Management System Manual	<b>Effectivity Date:</b> 03 September 2018	
<b>Level II:</b> Policies and Procedures on Freedom of Information (FOI) n	<b>Document Code:</b> DOFO-PCMC-QP09	
<b>Department/Center:</b> Director's Office	<input checked="" type="checkbox"/> Revision	<b>Revision No.</b> 01
<b>Process Owner:</b> Integrated PCMC FOI and Data Privacy Task Force	<input type="checkbox"/> New	
<b>Title:</b> Request for an Extension of Time to Release Information	Supersedes: Initial Doc	Copy # 1
		Page 1/1

**PURPOSE:**

To establish policies and procedures, implement, and monitor documented information on the request for an Extension of Time in releasing the requested information.

**SCOPE:**




This document covers all PCMC personnel involved in the process of FOI requests.

**POLICY:**

All PCMC personnel shall abide by the policies and procedures on request for an extension of time to release requested information.

**PROCEDURE:**

1. 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 shall inform the FRO.
2. The FRO shall inform the requesting party of the extension, setting forth the reasons for such extension.
  - 2.1 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.

<b>Prepared by:</b>  MARIA CRISODINA C. NATONTON, RN Lead Secretariat PCMC Integrated Data Privacy and FOI Team	<b>Reviewed by:</b>  GRACE J. DELA CALZADA, MD, MM,MPM FOI Decision Maker and Team Lead PCMC Integrated Data Privacy and FOI Team	<b>Approved by:</b>  JULIUS A. LECCIONES, MD, MPM, MHSA, CESO III FOI Champion Executive Director
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Integrated Management System Manual	<b>Effectivity Date:</b> 03 September 2018	
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<b>Department/Center:</b> Director's Office	<input checked="" type="checkbox"/> Revision	<b>Revision No.</b> 01
<b>Process Owner:</b> Integrated PCMC FOI and Data Privacy Task Force	<input type="checkbox"/> New	
<b>Title:</b> Notice to the Requesting Party of the Approval/Denial of the Request	Supersedes: Initial Doc	Copy # 1
		Page 1/1

**PURPOSE:**

To establish policies and procedures, implement, and monitor documented information on the Notice to the Requesting Party of the Approval/Denial of the Request.

**SCOPE:**

This document covers all PCMC personnel involved in the process of FOI requests.

**POLICY:**

The FDM and FRO shall abide by the policies and procedures on the Notice to the Requesting party of the Approval/Denial of the Requested Information.

**PROCEDURE:**

1. Once the FDM approved or denied the request, he/she shall immediately notify the FRO who shall prepare the response report.
  - 1.1. The Office of the Executive Director and the PCMC Integrated FOI and Data Privacy Team shall be furnished with a copy of all actions on FOI requests, whether approved or denied.
2. The FRO shall:
  - 2.1 **In case of approval**, ensure that all records that have been retrieved and considered are checked for possible exemptions, prior to actual release;
  - 2.3 Prepare the letter or email informing the requesting party within the prescribed period that the request was granted and be directed to pay the applicable fees, if any.
  - 2.4 **In case of denial of the request wholly or partially**, the FRO shall, within the prescribed period, notify the requesting party of the denial in writing.
    - 2.4.1 The notice shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based
    - 2.4.2 Failure to notify the requesting party of the action taken on the request within the period herein provided shall be deemed a denial of the request to information.

<b>Prepared by:</b>  MARIA CRISTINA C. NATONTON, RN Lead Secretariat PCMC Integrated Data Privacy and FOI Team	<b>Reviewed by:</b>  GRACE J. DELA CRUZ, MD, MM,MPM FOI Decision Maker and Team Lead PCMC Integrated Data Privacy and FOI Team	<b>Approved by:</b>  JULIUS A. LECIONES, MD, MPM, MHSA, CESO III FOI Champion Executive Director
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**Philippine Children's Medical Center**

Integrated Management System Manual		<b>Effectivity Date:</b> 03 September 2018	
<b>Level II: Policies and Procedures on Freedom of Information (FOI) n</b>		<b>Document Code:</b> DOFO-PCMC-QP11	
<b>Department/Center:</b> Director's Office		<input checked="" type="checkbox"/> Revision	<b>Revision No.</b> 01
<b>Process Owner:</b> Integrated PCMC FOI and Data Privacy Task Force		<input type="checkbox"/> New	
<b>Title: Remedies in Case of Denial of Request for Information</b>		Supersedes: Initial Doc	Copy # 1
			Page 1/1

**PURPOSE:**

To establish policies and procedures, implement, and monitor documented information on the Remedies in Case of Denial of Request for Information.

**SCOPE:**

This document covers all PCMC personnel involved in the process of FOI requests.

**POLICY:**

All PCMC personnel shall abide by the policies and procedures on the Remedies in Case of Denial of an FOI request.

**PROCEDURE:**

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

1. Administrative FOI Appeal to the PCMC 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.
2. Denial of a request may be appealed by filing a written appeal to PCMC 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. The appeal shall be a verified and duly notarized.
3. The appeal shall be decided by the Executive Director 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.
4. Upon exhaustion of administrative FOI appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

Prepared by:  MARIA CRISTINA C. NATONTON, RN Lead Secretariat PCMC Integrated Data Privacy and FOI Team	Reviewed by:  GRACE J. DELA CALZADA, MD, MM,MPM FOI Decision Maker and Team Lead PCMC Integrated Data Privacy and FOI Team	Approved by:  JULIUS A. LECCIONES, MD, MPM, MHSA, CESO III FOI Champion Executive Director
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**Philippine Children's Medical Center**

Integrated Management System Manual	<b>Effectivity Date:</b> 03 September 2018	
<b>Level II:</b> Policies and Procedures on Freedom of Information (FOI) n	<b>Document Code:</b> DOFO-PCMC-QP12	
<b>Department/Center:</b> Director's Office	<input checked="" type="checkbox"/> Revision	<b>Revision No.</b> 01
<b>Process Owner:</b> Integrated PCMC FOI and Data Privacy Task Force	<input type="checkbox"/> New	
<b>Title:</b> Request Tracking System	Supersedes: Initial Doc	Copy # 1
		Page 1/1

**PURPOSE:**

To establish policies and procedures, implement, and monitor documented information on the Tracking System Request.

**SCOPE:**

This document covers all PCMC personnel involved in the process of FOI requests.

**POLICY:**

All PCMC personnel shall follow the policies and procedures on the Tracking System Request for FOI.




**PROCEDURE:**

PCMC 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.

All FOI requests received by PCMC shall be encoded in the following tracking systems:

1. eFOI.gov.ph; and
2. FOI Registry, using the excel file prepared by the Department of Information and Communication Technology.

All designated Unit FROs shall submit their accomplished FOI Registry to the PCMC Integrated Data Privacy and FOI Team Secretariat every second Monday of the month for monitoring and evaluation of FOI implementation.

<b>Prepared by:</b>  MARIA CRISTINA C. NATONTON, RN Lead Secretariat PCMC Integrated Data Privacy and FOI Team	<b>Reviewed by:</b>  GRACE J. DELA CALZADA, MD, MM,MPM FOI Decision Maker and Team Lead PCMC Integrated Data Privacy and FOI Team	<b>Approved by:</b>  JULIUS A. LECCONES, MD, MPM, MHSA, CESO III FOI Champion Executive Director
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**Republic of the Philippines**  
*Department of Health*  
**Philippine Children's Medical Center**

Integrated Management System Manual	<b>Effectivity Date:</b> 03 September 2018	
<b>Level II:</b> Policies and Procedures on Freedom of Information (FOI) n	<b>Document Code:</b> DOFO-PCMC-QP13	
<b>Department/Center:</b> Director's Office	<input checked="" type="checkbox"/> Revision	<b>Revision No.</b> 01
<b>Process Owner:</b> Integrated PCMC FOI and Data Privacy Task Force	<input type="checkbox"/> New	
<b>Title:</b> Fees for FOI Requested Documents	Supersedes: Initial Doc	Copy # 1
		Page 1/1

**PURPOSE:**

To establish policies and procedures, implement, and monitor documented information in collecting fees, if any.

**SCOPE:**




This document covers all PCMC personnel involved in the process of FOI requests.

**POLICY:**

All PCMC personnel shall abide by the policies and procedures in collecting fees, if any, for FOI requested documents.

**PROCEDURE:**

1. PCMC shall not collect any fee for accepting requests for access to information. However, a reasonable cost of reproduction and copying of the information shall be determined. The schedule of fees shall be posted by PCMC through its website.
2. The FRO shall:
  - 2.1 Immediately notify in writing the requesting party in case there shall be a reproduction and copying fee in order to provide the information.
    - 2.1.2 Such fee shall be the actual amount spent by PCMC in providing the information to the requesting party.
  - 2.2 Issue an official receipt (OR) to the requesting party upon payment of fee and the said OR shall be presented in the releasing of documents.

<b>Prepared by:</b>  MARIA CRISTINA C. NATONTON, RN Lead Secretariat PCMC Integrated Data Privacy and FOI Team	<b>Reviewed by:</b>  GRACE J. DELA CRUZ, MD, MM, MPM FOI Decision Maker and Team Lead PCMC Integrated Data Privacy and FOI Team	<b>Approved by:</b>  JULIUS A. LECCIONES, MD, MPM, MHSA, CESO III FOI Champion Executive Director
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Integrated Management System Manual	<b>Effectivity Date:</b> 03 September 2018	
<b>Level II:</b> Policies and Procedures on Freedom of Information (FOI) n	<b>Document Code:</b> DOFO-PCMC-QP14	
<b>Department/Center:</b> Director's Office	<input checked="" type="checkbox"/> Revision	<b>Revision No.</b> 01
<b>Process Owner:</b> Integrated PCMC FOI and Data Privacy Task Force	<input type="checkbox"/> New	
<b>Title:</b> Administrative Liability	Supersedes: Initial Doc	Copy # 1
		Page 1/1

**PURPOSE:**

To establish policies and procedures, implement, and monitor documented information on Administrative Liability that may be incurred in the processing of FOI requests.

**SCOPE:**




This document covers all PCMC personnel involved in the process of FOI requests.

**POLICY:**

All PCMC personnel who failed to comply with processing of the FOI request will be sanctioned based on the administrative liability covered by Civil Service Rules.

**PROCEDURE:**

1. **Non-compliance with FOI.** Failure to comply with the provisions of this Manual shall be a ground for the following administrative penalties:
  - 1<sup>st</sup> Offense - Reprimand;
  - 2<sup>nd</sup> Offense - Suspension of one (1) to thirty (30) days; and
  - 3<sup>rd</sup> 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 FOI People's 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.

Prepared by:  MARIA CRISPINA C. NATONTON, RN Lead Secretariat PCMC Integrated Data Privacy and FOI Team	Reviewed by:  GRACE J. DE LA CRUZ, MD, MM,MPM FOI Decision Maker and Team Lead PCMC Integrated Data Privacy and FOI Team	Approved by:  JULIUS A. LECIONES, MD, MPM, MHSA, CESO III FOI Champion Executive Director
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Integrated Management System Manual	<b>Effectivity Date:</b> 03 September 2018	
<b>Level II:</b> Policies and Procedures on Freedom of Information (FOI) n	<b>Document Code:</b> DOFO-PCMC-QP15	
<b>Department/Center:</b> Director's Office	<input checked="" type="checkbox"/> Revision	<b>Revision No.</b> 01
<b>Process Owner:</b> Integrated PCMC FOI and Data Privacy Task Force	<input type="checkbox"/> New	
<b>Title:</b> ANNEX A - Frequently Asked Questions on FOI	Supersedes: Initial Doc	Copy # 1
		Page 1/3

**Introduction to FOI**

**1. What is FOI?**

Freedom of Information (FOI) is the government's response to the call for transparency and full public disclosure of information. FOI is a government mechanism which allows Filipino citizens to request any information about the government transactions and operations, provided that it shall not put into jeopardy privacy and matters of national security.

The FOI mechanism for the Executive Branch is enabled via Executive Order No. 2, series of 2016.

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

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

**3. Who oversees the implementation of EO 2?**

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

**Making a Request**

**4. Who can make an FOI request?**

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





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

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

## 6. What agencies can we ask information?

An FOI request under EO 2 can be made before all government offices under the Executive Branch, including government owned or controlled corporations (GOCCs) and state universities and colleges (SUCs).

FOI requests must be sent to the specific agency of interest, to be received by its respective Receiving Officer.

## 7. How do I make an FOI request?

- 7.1 The requestor fills up a request form and submits this to the agency's FRO.
  - 7.1.1 The FRO shall validate the request and forward the request to the Secretariat who shall log it accordingly on the FOI tracker form.
- 7.2 If deemed necessary, the FRO may clarify the request on the same day it was filed, such as specifying the information requested, and providing other assistance needed by the Requestor.
- 7.3 The request is forwarded to the Decision Maker for proper assessment. The Decision Maker shall check if the agency holds the information requested, if it is already accessible, or if the request is a repeat of any previous request/s.
- 7.4 The request shall be forwarded to the officials concerned to locate the requested information.
- 7.5 Once all relevant information is retrieved, officials will check if any exemptions apply, and will recommend appropriate response to the request.
- 7.6 If necessary, the head of the agency shall provide clearance to the response.
- 7.7 The agency shall prepare the information for release, based on the desired format of the Requestor. It shall be sent to the Requestor depending on the receipt preference.

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

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

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

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



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

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

**11. What if I never get a response?**

If the agency fails to provide a response within the required fifteen (15) working days, the Requestor may write an appeal letter to the Central Appeals and Review Committee within fifteen (15) working days from the lapse of required response period. The appeal shall be decided within thirty (30) working days by the Central Appeals and Review Committee.

If all administrative remedies are exhausted and no resolution is provided, requestors may file the appropriate case in the proper courts in accordance with the Rules of Court.

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

If you are not satisfied with the response, the Requestor may write an appeal letter to the Central Appeals and Review Committee within fifteen (15) working days from the lapse of required response period. The appeal shall be decided within thirty (30) working days by the Central Appeals and Review Committee.

After all administrative remedies have been exhausted and no resolution is provided, requestors may file the appropriate case in the proper courts in accordance with the Rules of Court.

<p>Prepared by: <i>Maria Cristina C. Natonton</i> MARIA CRISTINA C. NATONTON, RN Lead Secretariat PCMC Integrated Data Privacy and FOI Team</p>	<p>Reviewed by: <i>Grace J. Dela Calzada</i> GRACE J. DELA CALZADA, MD, MM,MPM FOI Decision Maker and Team Lead PCMC Integrated Data Privacy and FOI Team</p>	<p>Approved by: <i>Julius A. Leccion</i> JULIUS A. LECCIONES, MD, MPM, MHSA, CESO III FOI Champion Executive Director</p>
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**Republic of the Philippines**  
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**Philippine Children's Medical Center**

<b>Integrated Management System Manual</b>	<b>Effectivity Date:</b> 03 September 2018	
<b>Level II: Policies and Procedures on Freedom of Information (FOI) n</b>	<b>Document Code:</b> DOFO-PCMC-QP16	
<b>Department/Center: Director's Office</b>	<input checked="" type="checkbox"/> Revision	<b>Revision No.</b> 01
<b>Process Owner: Integrated PCMC FOI and Data Privacy Task Force</b>	<input type="checkbox"/> New	
<b>Title: ANNEX B – Scanned Copy of Executive Order No. 02s. 2016</b>	Supersedes: Initial Doc	Copy # 1
		Page 1/6



MALACANAN 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 OF 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 (RA 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

THE PRESIDENT OF THE PHILIPPINES

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 NO. 9111  
 BY: [Signature] DATE: 9/7/16

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 as provided in Section 4 hereof

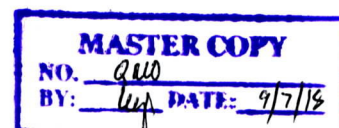
The determination of the applicability of any of the exceptions to the request shall be the responsibility of the Head of the Office which has custody or control of the information, public record or official record, or of the responsible central or field officer duly designated by him in writing

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 an individual's right to privacy 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 laws, 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, and
- (c) Any employee or official 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 regulations

**SECTION 8. People's Freedom of 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



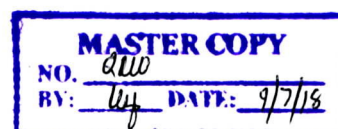


own People's FOI Manual, which shall include, among others, the following information:

- (a) The location and contact information of the head, regional, provincial, and field offices, and other established places where the public can submit requests to obtain information.
- (b) The person or officer responsible for receiving requests for information.
- (c) The procedure for the filing and processing of the request, as provided in the succeeding Section 9 of this Order.
- (d) The standard forms for the submission of requests and for the proper acknowledgment of such requests.
- (e) The process for the disposition of requests.
- (f) The procedure for administrative appeal of any denial of request for access to information, and
- (g) The schedule of applicable fees

**SECTION 9. Procedure.** The following procedure shall govern the filing and processing of requests 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 of exceptions as hereinabove provided.
- (b) The public official receiving the request shall provide reasonable assistance, free of charge, to enable all requesting parties, 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 or 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 the requirements of sub-section (a) hereof as soon as practicable but not exceeding fifteen (15) working days from the receipt thereof. The response mentioned above refers to the decision of the 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 events or other analogous cases. The government office shall



notify the person making the request of such extension, setting forth the reasons for the extension. In no case shall the extension go beyond twenty (20) working days counted from the end of the original period, 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 requested, 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 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 wholly or partially, it shall, as soon as practicable and within fifteen (15) working days from the receipt of the request, notify the requesting party of the denial in writing. The notice shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based. Failure to notify the requesting party of the action taken on the request within the period herein provided shall be deemed a denial of the request for access to information.

**SECTION 13. Remedies in Case of Denial of Request for Access to Information.** A person whose request for access to information has been denied may avail himself of the remedies set forth below.

- (a) Denial of any request for access to information may be appealed to the person or office next higher in authority, following the procedure mentioned in Section 8 (f) of this Order. 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.
- (b) The appeal shall be decided by the person or office next higher in authority within thirty (30) working days from the filing of said written appeal. Failure of such person or office to decide within the afore-stated period shall be deemed a denial of the appeal.
- (c) Upon exhaustion of administrative appeal remedies, the requesting party may file the appropriate judicial action 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 and 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

By the President






  
SALVADOR C. MEDIALDEA  
Executive Secretary



CERTIFIED COPY:  
  
MARIANITO M. DIMAANDAL  
DIRECTOR IV  
MALACANANG RECORDS OFFICE

6

Prepared by:  MARIA CRISOLINA C. NATONTON, RN Lead Secretariat PCMC Integrated FOI and Data Privacy Team	Reviewed by:  GRACE J. DELA CRUZ, MD, MM,MPM FOI Decision Maker and Team Lead PCMC Integrated FOI and Data Privacy Team	Approved by:  JULIUS A. LECCIONES, MD, MPM, MHSA, CESO III FOI Champion Executive Director
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**Republic of the Philippines**  
 Department of Health  
**PHILIPPINE CHILDREN'S MEDICAL CENTER**

Integrated Management Systems Manual  <b>Level II: Policies and Procedure on Freedom of Information</b>	<b>Effectivity Date:</b> September 13, 2019	
	<b>Document Code:</b> DOFO-PCMC-QP017	
<b>Department/Center: Director's Office</b>	<input checked="" type="checkbox"/> Revision	<b>Revision No. 02</b>
<b>Process Owner: PCMC Integrated FOI and Data Privacy Team</b>	<input type="checkbox"/> New	
<b>Title: Annex D- PDF Copy of the Approved FOI Officials and Contact Numbers</b>	Supersedes: 03092018	



**PHILIPPINE CHILDREN'S MEDICAL CENTER**  
 Quezon Avenue, Quezon City

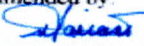
**FREEDOM OF INFORMATION (FOI) OFFICIALS AND CONTACT NUMBERS**

Agency Website	<a href="http://www.pcmc.gov.ph">http://www.pcmc.gov.ph</a>
FOI Champion	<b>JULIUS A. LECCIONES, MD, PhD, DPA, CESO III</b> Executive Director Office of the Director Email: <a href="mailto:officeofthedirector@pcmc.gov.ph">officeofthedirector@pcmc.gov.ph</a> Tel. No: 588-9900 loc. 363
FOI Decision Maker (FDM)	<b>EMMA A. MARIANO, CPA</b> Department Manager, Administrative Services Department Chairperson, PCMC Integrated FOI and Data Privacy Team Email: <a href="mailto:fdmdpo@pcmc.gov.ph">fdmdpo@pcmc.gov.ph</a> Tel. No: 588-9900 loc. 324
FOI Receiving Officer/s (FRO)	<b>RONNEL P. DIMAALA</b> Executive Assistant Office of the Director Email: <a href="mailto:officeofthedirector@pcmc.gov.ph">officeofthedirector@pcmc.gov.ph</a> <a href="mailto:frodpa@pcmc.gov.ph">frodpa@pcmc.gov.ph</a> Tel. No: 588-9900 loc. 363  <b>MARIA CRISTINA ESTRELIN C. NATONTON, RN</b> Nurse IV, Quality Management Office Lead Secretariat, PCMC Integrated FOI and Data Privacy Team Email: <a href="mailto:frodpa@pcmc.gov.ph">frodpa@pcmc.gov.ph</a> <a href="mailto:qmo@pcmc.gov.ph">qmo@pcmc.gov.ph</a> Tel. No: 588-9900 loc. 366

Prepared by:




  
**Maria Cristina Estrelin C. Natonton, RN**  
 Lead Sec. PCMC Integrated FOI and Data Privacy Team

Recommended by:

  
**Emma A. Mariano, CPA**  
 Chairperson, PCMC Integrated FOI and Data Privacy Team

Approved by:

  
**JULIUS A. LECCIONES, MD, PhD, DPA, CESO III**  
 Executive Director

Prepared by:  MARIA CRISTINA C. NATONTON, RN Lead Secretariat PCMC Integrated FOI and Data Privacy Team	Reviewed by:  EMMA A. MARIANO, CPA FOI Decision Maker Chair, PCMC Integrated FOI and Data Privacy Team	Approved by:  JULIUS A. LECCIONES, MD, PhD, DPA, CESO III Executive Director FOI Champion	Page 1/1  32
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**Republic of the Philippines**  
 Department of Health  
**PHILIPPINE CHILDREN'S MEDICAL CENTER**

Integrated Management Systems Manual  <b>Level II: Policies and Procedure on Freedom of Information</b>	<b>Effectivity Date:</b> September 13, 2019
<b>Department/Center: Director's Office</b>	<b>Document Code:</b> DOFO-PCMC-QP18
<b>Process Owner: PCMC Integrated FOI and Data Privacy Team</b>	<input checked="" type="checkbox"/> Revision <b>Revision No. 02</b> <input type="checkbox"/> New
<b>Title: Annex D- PDF Copy of the Reconstitution of the PCMC Integrated FOI and Data Privacy Team</b>	Supersedes: 03092018

Republic of the Philippines  
 Department of Health  
**Philippine Children's Medical Center**  
 Quezon Avenue, Quezon City

08 March 2019

**MEDICAL CENTER ORDER**  
 No. 122 s. 2019

**SUBJECT : Reconstitution of PCMC Integrated Freedom of Information (FOI) and Data Privacy Team**

Effective immediately, the PCMC Integrated Freedom of Information (FOI) and Data Privacy Team is hereby reconstituted as follows:

Chair:	Emma A. Mariano	
Co-Chair:	Gregorio E. Zurbano	
Members	Arnel P. Distor, MBA	
	Management Services	Nowell M. Edles
	Medical Services	Dr. Renee Joy P. Neri
		Dr. Jasmin A. Castillo
		Dr. Karyl Grace C. Espinelli-Baurista
	Education, Training And Research Services	Nestor Q. Galvez
		Dr. Moses C. De Guzman III
		Charito L. Maiquez
	Nursing Services	Grace E. Morales
		Remedios O. Salonga
		Nena U. Caldeo
	Hospital Support Services	Faith M. Gler
		Neonita I. Benafin
		Odeth A. Villegas
	Director's Office	Ellen D. Teves
	FOI Receiving Officer	Anthony Emmanuel T. Garcia
		Rommel P. Dimaala
	Lead Secretariat:	Maria Cristina Estrelin C. Natonton (alternate)
Asst. Lead Sec:	Maria Cristina Estrelin C. Natonton	
	Mirasol C. Bustamante	

The Chair of the team will also act and function as Data Privacy Officer (DPO) and FOI Decision Maker (FDM).

The following are the duties and responsibilities of the **PCMC Integrated Data Privacy and FOI Team** in accordance with Executive Order No. 02 s. 2016 and Data Privacy Act of 2012:

- The Chair will act as Data Privacy Officer (DPO) and FOI Decision Maker (FDM).
- Facilitate PCMC-wide awareness on the integrated implementation of two programs of government;

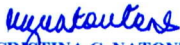


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- Prepare the Information Inventory Registry of PCMC approved by the Executive Director;
- Submit regular periodic reports to the Executive Director;
- Conduct regular validation of updated information posted in the PCMC website;
- Facilitate all Compliance Requirements needed for timely online submission to the Presidential Communications and Operations Office (PCOO) and National Privacy Commission (NPC), including preparation of the PCMC FOI and DPA Manuals;
- Conduct and/or attend relevant meetings with the concerned PCMC units and external parties as required or when necessary;
- Provide assistance and support to the PCMC staff and its public about Data Privacy and FOI in the context of PCMC;
- Prepare and recommend budgetary requirements for approval by the Executive Director to effectively implement both programs.

Previous issuances related to this are hereby rescinded.

This Order issued in the interest of the service is declared official and made of record.

**JULIUS A. LECCIONES, MD, PhD, DPA, CESO III**  
Executive Director

Prepared by:  MARIA CRISTINA C. NATONTON, RN Lead Secretariat PCMC Integrated FOI and Data Privacy Team	Reviewed by:  EMMA A. MARIANO, CPA FOI Decision Maker Chair, PCMC Integrated FOI and Data Privacy Team	Approved by:  JULIUS A. LECCIONES, MD, PhD, DPA, CESO III Executive Director FOI Champion	Page 2/2  34 wj
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**Republic of the Philippines**  
*Department of Health*  
**Philippine Children's Medical Center**

Integrated Management System Manual	<b>Effectivity Date:</b> 03 September 2018	
<b>Level II:</b> Policies and Procedures on Freedom of Information (FOI) n	<b>Document Code:</b> DOFO-PCMC-QP19	
<b>Department/Center:</b> Director's Office	<input checked="" type="checkbox"/> Revision	<b>Revision No.</b> 01
<b>Process Owner:</b> Integrated PCMC FOI and Data Privacy Task Force	<input type="checkbox"/> New	
<b>Title:</b> ANNEX E – List of Exceptions to FOI Request	Supersedes: Initial Doc	Copy # 1
		Page 1/1




**List of Exemptions from granting the FOI request as stated in the EO 02, s. 2016**

*Updated as of 23 January 2017 by the Presidential Communications Operations Office*

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

<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.*

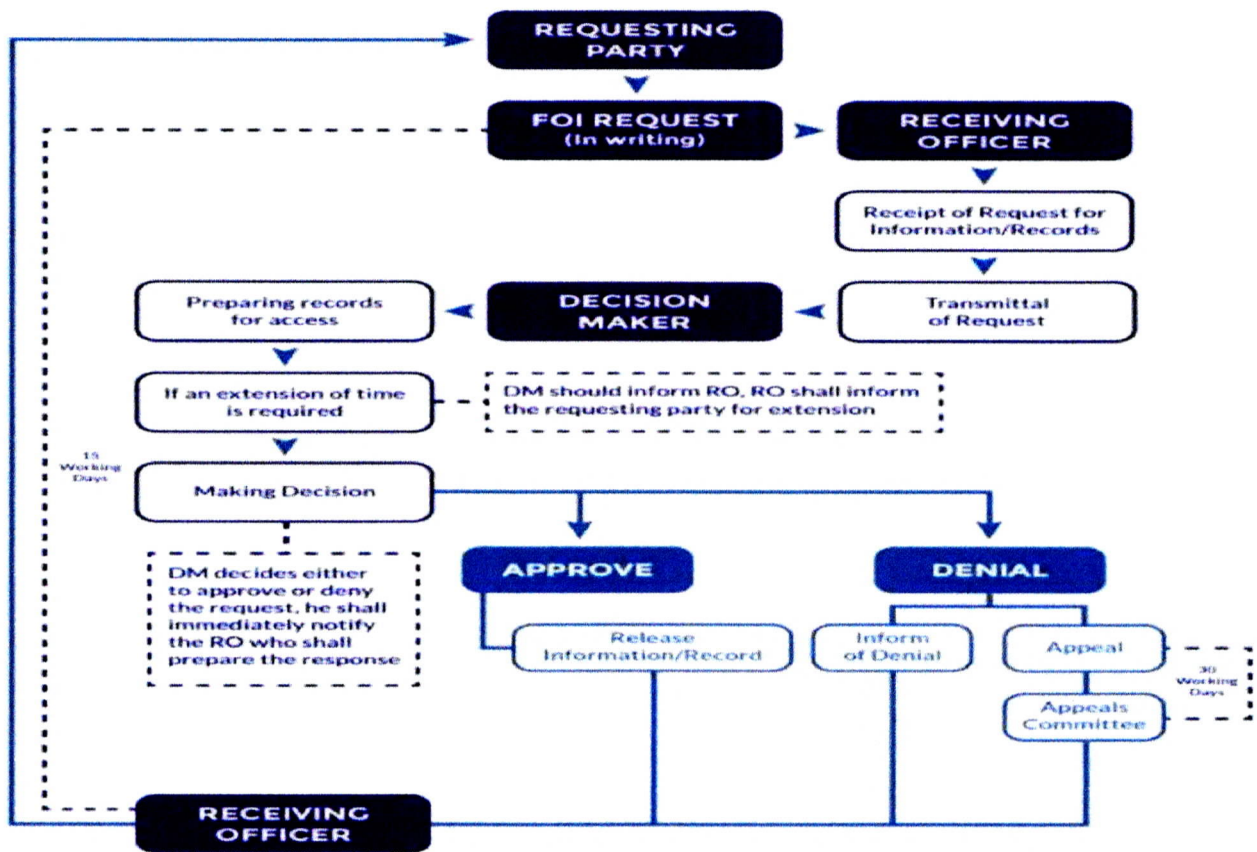
<b>Prepared by:</b>  MARIA CRISTINA C. NATONTON, RN Lead Secretariat PCMC Integrated FOI and Data Privacy Team	<b>Reviewed by:</b>  GRACE J. DELA CRUZ, MD, MM,MPM FOI Decision Maker and Team Lead PCMC Integrated FOI and Data Privacy Team	<b>Approved by:</b>  JULIUS A. LECCIONES, MD, MPM, MHSA, CESO III FOI Champion Executive Director
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**Republic of the Philippines**  
 Department of Health  
**Philippine Children's Medical Center**

Integrated Management System Manual	<b>Effectivity Date:</b> 03 September 2018	
<b>Level II:</b> Policies and Procedures on Freedom of Information (FOI) n	<b>Document Code:</b> DOFO-PCMC-QP20	
<b>Department/Center:</b> Director's Office	<input checked="" type="checkbox"/> Revision	<b>Revision No.</b> 01
<b>Process Owner:</b> Integrated PCMC FOI and Data Privacy Task Force	<input type="checkbox"/> New	
<b>Title:</b> ANNEX F – FOI Request Flow Chart from the PCOO	Supersedes: Initial Doc	Copy # 1
		Page 1/1



**Figure 1: FLOW CHART PROVIDED BY THE PCOO. THIS IS DOWNLOADABLE**

<b>Prepared by:</b>  MARIA CRISTINA C. NATONTON, RN Lead Secretariat PCMC Integrated FOI and Data Privacy Team	<b>Reviewed by:</b>  GRACE J. DELA CALZADA, MD, MM,MPM FOI Decision Maker and Team Lead PCMC Integrated FOI and Data Privacy Team	<b>Approved by:</b>  JULIUS A. LECCIONES, MD, MPM, MHSA, CESO III FOI Champion Executive Director
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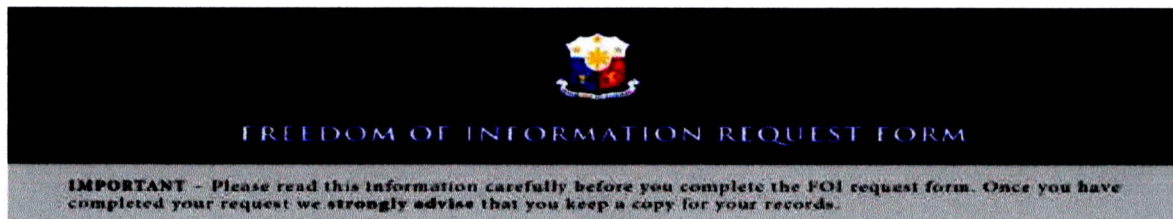
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**Republic of the Philippines**  
**Department of Health**  
**Philippine Children's Medical Center**

<b>Integrated Management System Manual</b>		<b>Effectivity Date:</b> 03 September 2018	
<b>Level II: Policies and Procedures on Freedom of Information (FOI) n</b>		<b>Document Code:</b> DOFO-PCMC-QP21	
<b>Department/Center: Director's Office</b>		<input checked="" type="checkbox"/> <b>Revision</b>	<b>Revision No.</b> 01
<b>Process Owner: Integrated PCMC FOI and Data Privacy Task Force</b>		<input type="checkbox"/> <b>New</b>	
<b>Title: ANNEX G – Downloadable FOI Request Form from PCOO</b>		<b>Supersedes:</b> Initial Doc	<b>Copy # 1</b> Page 1/4



**What is Executive Order No. 2 s. 2016?**

On July 23, 2016, President Rodrigo Roa Duterte signed Executive Order No. 2, also known as the Freedom of Information (FOI) Executive Order (EO). It upholds the constitutional right of people to information on matters of public concern.

The Executive Order covers all government offices under the Executive Branch, including government owned or -controlled corporations (GOCCs) and state universities and colleges (SUCs). It requires all executive departments, agencies, bureaus, and offices to make public records, contracts, transactions and any information requested by a member of the public, except for sensitive information and matters affecting national security.

**What is Freedom of Information?**

The FOI EO is an important enabling mechanism to promote transparency in the government's administrative process. Through FOI, citizens are empowered to make a formal request to get information held by the government, barring certain sensitive and important data related to the nation's security. The FOI complements continuing proactive information disclosure efforts where agencies are duty-bound to publish information in the spirit of openness and transparency.

Freedom of information is an integral element of President Duterte's Good Governance Plan aligned to reforms and initiatives that pursue greater transparency, accountability, and citizen participation in governance.

**Who is overseeing the implementation of FOI Executive Order No. 2?**

The Office of the President through the Presidential Communications Operations Office (PCOO) is overseeing the implementation and operationalization of the FOI program. PCOO is also responsible for monitoring compliance and performance of all government agencies.

**MAKING AN FOI REQUEST**

**Who can make an FOI request?**

Under the FOI EO, any Filipino citizen can make an FOI request. As a matter of policy, requesting parties are required to present proof of identification (e.g., passport, driver's license, SSS ID, voters ID) in the submission of an FOI request.

**Which agencies can I request information from?**

An FOI request can be made to any government office 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.

**What is the procedure for making a valid FOI request?**

*To make a valid request, you must:*

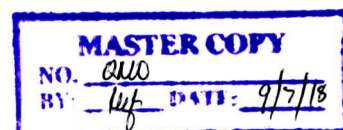
- Place your request in writing. Ensure to state your full name, contact information and provide a valid copy of your government-issued ID as proof of your identity. You can use the attached form or send a letter detailing your request submitted directly to the concerned agency or by email;
- Describe in detail the documents you wish to access; and
- Include the preferred mode of communication in order to be alerted about the status of your request, as well the preferred mode of receiving the documents, should your request be granted.

**FEES**

**How much does it cost to make an FOI request?**

There are **NO FEES** for making an FOI request. An agency however, may charge a reasonable fee for necessary costs associated with processing a request - including costs of printing, delivery, reproduction and/or photocopying.

**NOTE: Use of this FOI request form is optional. Any written format for a Freedom of Information request is acceptable.**



FREEDOM  
of  
INFORMATION

This document may be reproduced  
and is NOT FOR SALE

FOI Tracking Number:



FREEDOM OF INFORMATION REQUEST FORM

(Pursuant to Executive Order No. 24, 2016)  
(as of November 2016)

Please read the following information carefully before proceeding with your application. Use blue or black ink. Write neatly and in BLOCK letters. Improper or incorrectly-filled out forms will not be acted upon. Tick or mark boxes with "X" where necessary. Note: (★) denotes a MANDATORY field.

**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. Title (e.g. Mr, Mrs, Ms, Miss)	2. Given Name/s (including M.I)	3. Surname
_____	_____	_____
4. Complete Address (Apt/House Number, Street, City/Municipality, Province)		
_____		
5. Landline/Fax	6. Mobile	7. Email
_____	_____	_____
8. Preferred Mode of Communication	<input type="checkbox"/> Landline <input type="checkbox"/> Mobile Number <input type="checkbox"/> Email <input type="checkbox"/> Postal Address <i>(If your request is successful, we will be sending the documents to you in this manner.)</i>	
9. Preferred Mode of Reply	<input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Postal Address <input type="checkbox"/> Pick-Up at Agency	
10. Type of ID Given (Please ensure your IDs contain your photo and signature)	<input type="checkbox"/> Passport <input type="checkbox"/> Driver's License <input type="checkbox"/> SSS ID <input type="checkbox"/> Postal ID <input type="checkbox"/> Voter's ID <input type="checkbox"/> School ID <input type="checkbox"/> Company ID <input type="checkbox"/> Others _____	

**B. Requested Information**

11. Agency - Connecting Agency (if applicable)	_____
12. Title of Document/Record Requested (Please be as detailed as possible)	_____
13. Date or Period (DD/MM/YY)	_____
14. Purpose	_____
15. Document Type	_____
16. Reference Numbers (if known)	_____
17. Any other Relevant Information	_____

FREEDOM OF INFORMATION

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## PROCESSING TIMES

### When can I expect to receive a response to an FOI request?

Under the FOI EO, the standard processing time is fifteen (15) working days. During this time, you will be contacted regarding your FOI request through your preferred mode of communication.

If your request is granted, you can expect to receive the documents either through regular mail or email, or be requested to collect the documents at the office you had applied to. Otherwise, the agency will explain why your request is delayed or denied.

### Can an agency request for a time extension?

In some cases, an agency may need more time to review your request and thereby inform you of an extension of processing period. Under such circumstances, an agency is permitted to extend an additional twenty (20) working days should the need arise.

### Can I have my request expedited?

There is no process by which requests can be expedited. All requests will be reviewed equally on a case-by-case basis and allotted the fifteen (15) working day processing period from the time of receipt.

## COMPLAINTS HANDLING

### What if you are not happy with how the agency has handled your request?

Denial of any request for access to information may be appealed to the person or office next higher in the authority, following the procedure indicated in the Agency FOI Manual; 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.

The appeal will be decided by the person or office next higher in authority within thirty (30) working days from the filing of said written appeal. Failure of such person or office to decide within the afore-stated period shall be deemed a denial of the appeal.

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

## IMPORTANT INFORMATION

### Privacy

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 agency gives you access to a document, and if the document contains no personal information about you, the document may be published online in the 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.

### Copyright

According to Sec. 176.1 of the Intellectual Property Code of the Philippines (RA No. 8293, as amended), No copyright shall subsist in any work of the Government of the Philippines. However, prior approval of the government agency or office wherein the work is created shall be necessary for exploitation of such work for profit. Such agency or office may, among other things, impose as a condition the payment of royalties. No prior approval or conditions shall be required for the use of any purpose of statutes, rules and regulations, and speeches, lectures, sermons, addresses, and dissertations, pronounced, read or rendered in courts of justice, before administrative agencies, in deliberative assemblies and in meetings



**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/YYYY)

**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  SBS 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 on 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/YYYY)

Date Documents (if any) Sent (DD/MM/YYYY)

FOI Registry Accomplished  Yes  No

RO Signature

Date (DD/MM/YYYY)



**Figure 2: FOI REQUEST FORM PROVIDED by the PCOO – Downloadable Form**

<p>Prepared by: <i>Maria Cristina C. Natonton</i> MARIA CRISTINA C. NATONTON, RN Lead Secretariat PCMC Integrated FOI and Data Privacy Team</p>	<p>Reviewed by: <i>Grace J. Calzada</i> GRACE J. CALZADA, MD, MM,MPM FOI Decision Maker and Team Lead PCMC Integrated FOI and Data Privacy Team</p>	<p>Approved by: <i>Julius A. Lecciones</i> JULIUS A. LECCIONES, MD, MPM, MHSA, CESO III FOI Champion Executive Director</p>
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**Republic of the Philippines**  
*Department of Health*  
**Philippine Children's Medical Center**

<b>Integrated Management System Manual</b>	<b>Effectivity Date:</b> 03 September 2018	
<b>Level II: Policies and Procedures on Freedom of Information (FOI) n</b>	Document Code: DOFO-PCMC-QP22	
<b>Department/Center: Director's Office</b>	<input checked="" type="checkbox"/> Revision	<b>Revision No.</b>
<b>Process Owner: Integrated PCMC FOI and Data Privacy Task Force</b>	<input type="checkbox"/> New	01
<b>Title: ANNEX H - FOI Registry Report PCOO Template</b>	Supersedes: Initial Doc	Copy # 1
		Page 1/1

**PURPOSE:**

To establish policies and procedures, implement, and monitor documented information on the FOI Registry Report

**SCOPE:**

This document covers all PCMC personnel involved in the process of FOI requests.

**POLICY:**

All concerned PCMC personnel shall abide by the FOI Registry Report Template provided by the PCOO for completion and submission on its due date.

**PROCEDURE:**

The PCMC Integrated FOI/DPA Team Secretariat shall be responsible for completing this Report Form, secure the Executive Director's signature for his approval, and for the Office of the Director to email timely submission to the PCOO, complying with the latter's schedule.

**Table 1: FOI REGISTRY REPORT TEMPLATE**

Year-Quarter	Tracking Number	Request Type	Date Received	Title of Request	Extension?	Status	Date Finished	Days Lapsed	Cost	Appeal's filed?	Remarks
<i>year and quarter of report coverage</i>	<i>Internal FOI Tracking number</i>	<i>if request was lodged through eFOI or standard (paper based)</i>	<i>date request was lodged by requesting party (YYYY-MM-DD)</i>	<i>Title of information requested</i>	<i>if the agency requested for extension or additional 20 working days (YES or NO)</i>	<i>status of request</i>	<i>date request was processed/finished by the agency; if not yet processed/finished, indicate ONGOING</i>	<i>number of days lapsed facilitating the request; if finished within the same day, indicate 0</i>	<i>fees paid by the requesting party or any other citizen for facilitation of request; if none, indicate FREE</i>	<i>if the requesting party or any other citizen filed an appeal for the specific request (YES or NO)</i>	<i>Additional details about the request</i>

<p>Prepared by:            MARIA CRISTYONA C. NATONTON, RN          Lead Secretariat          PCMC Integrated FOI and Data Privacy Team</p>	<p>Reviewed by:            GRACE J. DELA CRUZ, MD, MM,MPM          FOI Decision Maker and Team Lead          PCMC Integrated FOI and Data Privacy Team</p>	<p>Approved by:            JULIUS A. LECCIONES, MD, MPM, MHSA, CESO III          FOI Champion          Executive Director</p>
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 Department of Health  
**Philippine Children's Medical Center**

Integrated Management System Manual		<b>Effectivity Date:</b> 03 September 2018	
Level II: Policies and Procedures on Freedom of Information (FOI) n		<b>Document Code:</b> DOFO-PCMC-QP23	
Department/Center: Director's Office		<input checked="" type="checkbox"/> Revision	<b>Revision No.</b> 01
Process Owner: Integrated PCMC FOI and Data Privacy Task Force		<input type="checkbox"/> New	
Title: ANNEX I - FOI Summary Report PCOO Template		Supersedes: Initial Doc	Copy # 1 Page 1/1

**PURPOSE:**

To establish policies and procedures, implement, and monitor documented information on on the FOI Summary Report.

**SCOPE:**

This document covers all PCMC personnel involved in the process of FOI requests.

**POLICY:**

All concerned PCMC personnel shall abide by the FOI Summary Report Template provided by the PCOO for completion and submission on its due date.

**PROCEDURE:**

The PCMC Integrated FOI/DPA Team Secretariat shall be responsible for completing this Report Form, secure the Executive Director's signature for his approval, and for the office of the director email timely submission to the PCOO, complying with the latter's schedule.

**Table 2 : FOI SUMMARY REPORT TEMPLATE**

Parent Agency Name	Attached Agency Name	Agency Acronym	Agency Type	Year-Quarter	Request Type	Total Processed Requests	STATUS OF PROCESSED REQUESTS							Total Number of Days Lapsed	Average Processing Time	Ongoing Requests	STATUS OF ONGOING REQUESTS			
							Successful	Proactively Disclosed	Partially Successful	Info Under Exceptions	Info Not Maintained	Invalid Request	Closed				Pending	Accepted	Awaiting Clarification	Processing

Prepared by:  MARIA CRISTINA C. NATONTON, RN Lead Secretariat PCMC Integrated FOI and Data Privacy Team	Reviewed by:  GRACE J. DELA CRUZ, MD, MM,MPM FOI Decision Maker and Team Lead PCMC Integrated FOI and Data Privacy Team	Approved by:  JULIUS A. LECCIONES, MD, MPM, MHSA, CESO III FOI Champion Executive Director
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 Department of Health  
**Philippine Children's Medical Center**

<b>Integrated Management System Manual</b>		<b>Effectivity Date:</b> 03 September 2018	
<b>Level II: Policies and Procedures on Freedom of Information (FOI) n</b>		<b>Document Code:</b> DOFO-PCMC-QP24	
<b>Department/Center:</b> Director's Office		<input checked="" type="checkbox"/> Revision	<b>Revision No.</b> 01
<b>Process Owner:</b> Integrated PCMC FOI and Data Privacy Task Force		<input type="checkbox"/> New	
<b>Title:</b> ANNEX J – Agency Information Inventory PCOO Template		<b>Supersedes:</b> Initial Doc	<b>Copy # 1</b>
			<b>Page 1/1</b>

**PURPOSE:**

To establish policies and procedures, implement, and monitor documented information on the Agency Information Inventory Report.

**SCOPE:**

This document covers all PCMC personnel involved in the process of FOI requests.

**POLICY:**

All concerned PCMC personnel shall abide by the FOI Summary Report Template provided by the PCOO for completion and submission on its due date.

**PROCEDURE:**

The PCMC Integrated FOI/DPA Team Secretariat shall be responsible for completing this Report Form, secure the Executive Director's signature for his approval, and for the office of the director email timely submission to the PCOO, complying with the latter's schedule.

**Table 3: AGENCY INFORMATION INVENTORY TEMPLATE**

Agency Information Inventory: PHILIPPINE CHILDREN'S MEDICAL CENTER (PCMC)

Agency_ Abbrv	Agency_Name	Title	Description	File_Format	Online_ Publication	Location_or_ URL	Disclosure	Original_Data_ Owner	Data_ Maintainer	Date_ Released	Frequency_of_ Update
Agency abbreviation	Name of agency (spelled out)	Title of the information	Description of the information	CSV, XLS, SHP, KML, TXT, PDF, DOC, etc.	Yes/No	Location of published information or URL for direct download	Whether the information is either of the following: - <b>Public:</b> info can be disclosed for public consumption regardless of identity - <b>Exception:</b> info is under the Exceptions List - <b>Internal:</b> info only for agency consumption - <b>With fee:</b> info can be disclosed but with corresponding charges based on the agency's mandate/policies/business model - <b>Limited:</b> info, upon verification of the requesting party's identity, can be disclosed to specific person/s and/or entities	Agency or office who originally owns the information	Unit responsible for the information	The date when the information was initially released (YYYY-MM-DD)	Daily, Annually, Biannually, Quarterly, Monthly

<b>Prepared by:</b>  MARIA CRISTINA C. NATONTON, RN Lead Secretariat PCMC Integrated FOI and Data Privacy Team	<b>Reviewed by:</b>  GRACE J. DELA CRUZ, MD, MM,MPM FOI Decision Maker and Team Lead PCMC Integrated FOI and Data Privacy Team	<b>Approved by:</b>  JULIUS A. LECCIONES, MD, MPM, MHSA, CESO III FOI Champion Executive Director
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