

**Freedom of Information  
People's Manual**

## TABLE OF CONTENTS

### **I. Section 1. Overview**

1. Purpose of the Manual
2. Structure of the Manual
3. Coverage of the Manual
4. Freedom of Information Receiving Officer
5. Point Person
6. Initial Decision Maker and Solicitor General

### **II. Section 2. Definition of Terms**

### **III. Section 3. Protection of Privacy**

### **IV. Section 4. Standard Procedure**

1. Filing a Freedom of Information Request
2. Initial Evaluation
3. Transmittal of the FOI request by the Freedom of Information Receiving Officer to the Point Person
4. Role of Point Person in processing the Freedom of Information Request
5. Extension of Time for Acting on FOI Requests
6. Role of Assistant Solicitor General or Director as Initial Decision Maker
7. Role of the Solicitor General
8. Notice to the requesting party of the approval/denial of the Freedom of Information request
9. Approval of Request
10. Role of the Freedom of Information Receiving Officer to transmit the information to the requesting party
11. Denial of Request

### **V. Section 5. Remedies in Case of Denial of Request**

### **VI. Section 6. Fees**

### **VII. Section 7. Administrative Liability**

### **VIII. Annexes**

1. Executive Order No. 02
2. List of Exceptions to the Freedom of Information
3. Flow Chart
4. Freedom of Information Request Form

## SECTION 1: OVERVIEW

**1. Purpose of the Manual:** The purpose of this FOI Manual (Manual) is to provide a guide to assist the public in filing Freedom of Information (FOI) requests under Executive Order (E.O.) No. 2, s. 2016. (**Annex “A”**)

**2. Structure of the Manual:** This Manual sets out the rules and procedures to be followed by the public in filing an FOI request. The Solicitor General is responsible for all actions carried out under this Manual. An Assistant Solicitor General or Director shall act as an Initial Decision Maker (IDM), who shall have overall responsibility for the initial decision on FOI requests.

Any action taken by the IDM on any request for information shall be subject to the review and approval of the Solicitor General. No information shall be released without the approval of the Solicitor General or, by the Assistant Solicitor General acting as Officer-in-Charge.

**3. Coverage of the Manual:** This Manual shall cover all FOI requests directed to the OSG.

**4. Freedom of Information Receiving Officer:** The Freedom Receiving Officer (FRO) shall be from the Docket and Management Service (DMS). The FRO shall hold office at the ground floor of the OSG Main Building.

A request for information may be received by any of the following FROs of the OSG:

<b>CRIMINAL CASES DIVISION</b>	<b>8988-1674 Local 666</b>
1. Leah Villas-Villostas	lvillostas@osg.gov.ph
2. Hazel Stephanie C. Ong	hcong@osg.gov.ph
<b>SPEC. PROC &amp; LAND CASES DIVISION</b>	<b>8988-1674 Local 665/669</b>
1. Edgardo Zapanta	ebzapanta@osg.gov.ph
2. Karen Buquing	kbbuquing@osg.gov.ph
<b>CIVIL CASES DIVISION</b>	<b>8988-1674 Local 667</b>
1. Jenny Rose Anne M. Ignacio	jmignacio@osg.gov.ph
2. Edsel A. Camazo	ecamazo@osg.gov.ph

The FRO before forwarding an FOI request to the Point Person (PP) shall conduct an initial evaluation on the request and advise the requesting party whether the request will be forwarded to the PP for further evaluation, or may be denied based on the following grounds:

- a. The request form is incomplete;
- b. The requesting party refuses to sign the undertaking stated in the FOI request form; or
- c. The information is already disclosed on the OSG's Official Website (osg.gov.ph), data.gov.ph, eFOI.gov.ph.

**5. Point Person:** All lawyers of the Legal Division and staff of the Service Divisions shall be PPs insofar as FOI requests pertaining to cases being handled by each PP or information found in the custody of the PP. The request may be denied based on the following grounds or reasons:

- a. The OSG does not have the information requested;
- b. The information requested contains sensitive personal information protected by Republic Act No. 10173 or the Data Privacy Act of 2012;
- c. The information requested falls under the list of exceptions to right of access to information (**Annex “B”**); or
- d. The request is identical or substantially similar to a request by the same requesting party whose request has already been previously granted or denied by the OSG.

**6. Initial Decision Maker and Solicitor General:** The IDM shall review the recommendation of the PP and shall either approve, deny or return the recommendation to the PP for revision. In all cases, the Solicitor General shall approve or deny all FOI requests after initial action of the IDM.