





# FOI Agency Compliance / 2020 FOI PBB Compliance



# We had an **increase** in FOI compliance!

		2016/17	2017/18	2018/19
NGAs		96%	100%	100%
GOCCs		43%	88%	92%
SUCs		23%	92%	96%
LWDs		7%	38%	41%

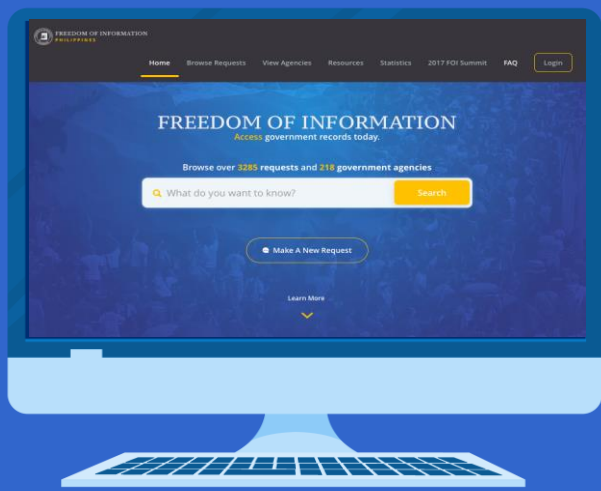
**32%**  
agencies  
with manuals

**63%**  
agencies  
with manuals

**69%**  
agencies  
with manuals



# Agency Onboard



**NGAs**  
186 (98%)



**GOCCs**  
91 (80%)



**SUCs**  
98 (88%)



**LWDs**  
110 (21%)



**LGUs**  
4



## Total Number of FOI Requests

Paper-based **29,490**      Electronic **39,683**

TOTAL **69,173**



# Enhanced FOI Requirements

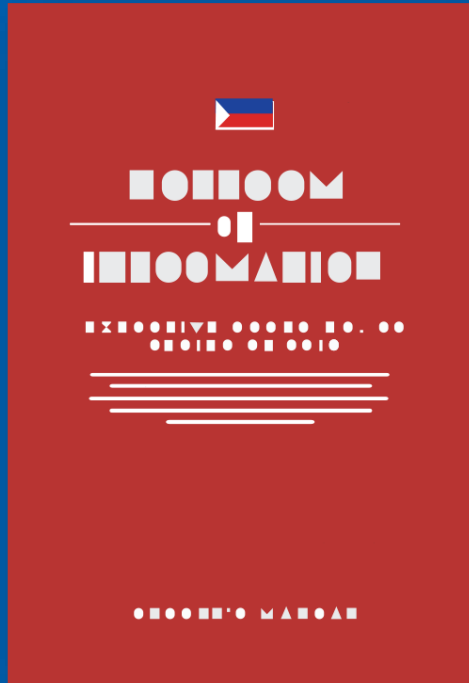
- ✓ Updated People's FOI Manual
- ✓ FOI Reports (*Agency Information Inventory, FOI Registry and Summary*)
- ✓ Agency's website home page containing a visible and functional FOI logo linked to the electronic FOI portal ([www.foi.gov.ph](http://www.foi.gov.ph)) (screenshot)
- ✓ Modified One-page FOI Manual



# PEOPLE'S FOI MANUAL or AGENCY'S FOI MANUAL



# FOI Manual Compliance



**NGAs**  
190 (100%)



**GOCCs**  
102 (92%)



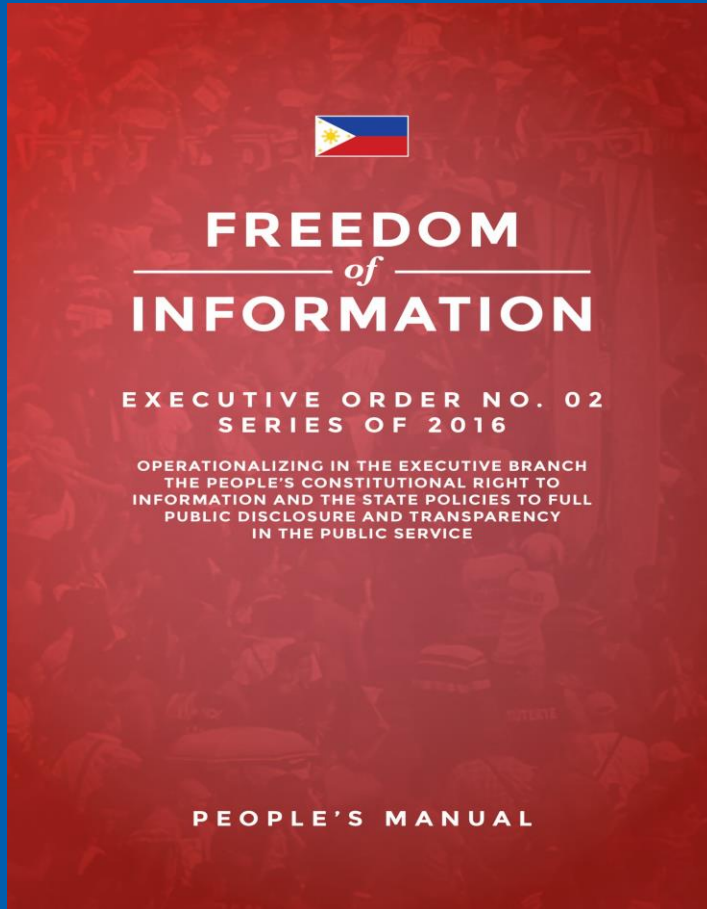
**SUCs**  
105 (94%)



**LWDs**  
215 (41%)



# FOI Manual Contents



- ✓ Receiving Officer/s
- ✓ Contact Information
- ✓ Procedure
- ✓ Standard Forms
- ✓ Appeals
- ✓ Schedule of Fees





# THE FOI REPORTS

- ✓ Agency Information Inventory,
- ✓ FOI Registry and
- ✓ FOI Summary



# Agency Information Inventory :

*It is a master list of all information recorded, stored, kept in or under the control and custody of a government office pursuant to law, executive order, and rules and regulations or connection with the performance or transaction of official business by any government office.*



# FOI Reports : Agency Information Inventory

agency_abbr_v	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 only be disclosed to specific persons 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
DOE	Department Of Energy	<b>About DOE</b>	Organizational Structure		Yes	<a href="http://www.doe.gov.ph/">http://www.doe.gov.ph/</a>	Public	DOE	DOE	2019/10/15	
DOE	Department Of Energy	<b>About DOE</b>	Location Map		Yes	<a href="http://www.doe.gov.ph/">http://www.doe.gov.ph/</a>	Public	DOE	DOE	2019/09/19	
DOE	Department Of Energy	<b>About DOE</b>	Energy Information Resources		Yes	<a href="http://www.doe.gov.ph/">http://www.doe.gov.ph/</a>	Public	DOE	DOE	2019/02/26	
DOE	Department Of Energy	<b>About DOE</b>	Power Compliance Division		Yes	<a href="http://www.doe.gov.ph/">http://www.doe.gov.ph/</a>	Public	DOE	DOE	2019/11/26	
DOE	Department Of Energy	<b>About DOE</b>	Renewable Energy Resources Compliance Division		Yes	<a href="http://www.doe.gov.ph/">http://www.doe.gov.ph/</a>	Public	DOE	DOE	2019/11/26	
DOE	Department Of Energy	<b>About DOE</b>	General Legal Services Division		Yes	<a href="http://www.doe.gov.ph/">http://www.doe.gov.ph/</a>	Public	DOE	DOE	2019/11/26	
DOE	Department Of Energy	<b>About DOE</b>	Renewable Energy Legal Services Division		Yes	<a href="http://www.doe.gov.ph/">http://www.doe.gov.ph/</a>	Public	DOE	DOE	2019/11/26	
DOE	Department Of Energy	<b>About DOE</b>	Procurement Management Division		Yes	<a href="http://www.doe.gov.ph/">http://www.doe.gov.ph/</a>	Public	DOE	DOE	2019/11/26	
DOE	Department Of Energy	<b>About DOE</b>	Treasury Division		Yes	<a href="http://www.doe.gov.ph/">http://www.doe.gov.ph/</a>	Public	DOE	DOE	2019/11/25	
DOE	Department Of Energy	<b>About DOE</b>	Procurement Management Division		Yes	<a href="http://www.doe.gov.ph/">http://www.doe.gov.ph/</a>	Public	DOE	DOE	2019/11/25	
DOE	Department Of Energy	<b>Alternative Fuels</b>	Other Energy Technologies		Yes	<a href="http://www.doe.gov.ph/">http://www.doe.gov.ph/</a>	Public	DOE	DOE	2017/04/10	



# FOI Registry:

*The FOI Registry is a log of all the FOI Request - both in standard and electronic- received by an agency for the specific quarter. The Registry, to be managed by the FOI Receiving Officers (FRO), will be the basis for measuring the agency's performance and compliance on the FOI Program implementation.*



# FOI Reports : FOI Registry

Year-Quarter	Tracking Number	Request Type	Date Received	Title of Request	Extension?	Status	Date Finished	Days Lapse	Cost	Appeals 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; if facilitated, indicate the number of days requested; if none, indicate FREE</i>	<i>fees paid by the requesting party for any other citizen filed an appeal for the specific request (YES or NO)</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>
2017-Q1	#FOI-2017-01-0001	STANDARD	2017-01-03	Production of Energy Minerals in the Phils.	NO	Successful	2017-01-31	19	FREE	No	
2017-Q1	#FOI-2017-01-0002	STANDARD	2017-01-19	Info/Data on Malampaya Funds	NO	Successful	2017-02-08	13	FREE	No	with clarifications from the DOE
2017-Q2	#DOE-640693574283	eFOI	2017-04-09	Annual Price of Crude Oil per Barrel	NO	Closed	2017-07-03	0	FREE	No	
2017-Q2	#DOE-502143672750	eFOI	2017-05-10	Greenhouse Gas Emission Inventory	NO	Successful	2017-05-19	8	FREE	No	Replied via e-mail by DJTT
2017-Q2	#DOE-047177242418	eFOI	2017-05-18	Power Generation Cost (by source)	NO	Info not maintained		21	FREE	No	Replied thru memorandum by DIMCC dated 19 June 2017
2017-Q2	#DOE-817830370275	eFOI	2017-05-23	Power Supply Agreement between Palawan Electric Cooperative and IPPs	NO	Info not maintained		2	FREE	No	Replied 25 May 2017 as per memorandum from DIMCC dated 19 June 2017
2017-Q2	#DOE-042616560242	eFOI	2017-05-24	Commercial and Residential Energy Consumption	NO	Successful	2017-07-31	48	FREE	No	
2017-Q2	#DOE-377700979847	eFOI	2017-05-25	Historical Record and Schedule Preventive Maintenance Shutdown of Mindanao Power Plants	NO	Info under Exceptions List		12	FREE	No	Replied 13 June 2017 as per memorandum from DIMCC dated 19 June 2017
2017-Q2	#DOE-891294228535	eFOI	2017-06-22	The most updated list of Solar and Wind Developers in the Philippines	NO	Successful	2017-17-20	19	FREE	No	Replied via e-mail by Mr. Edward V. Neri of TSMD
2017-Q3	#DOE-568841692561	eFOI	2017-07-21	Breakdown of Government Revenue of Malampaya from 2001 to 2016	NO	Successful	2017-08-13	15	FREE	No	Replied via e-mail by Mr. Angelina M. Pascua



# FOI Summary:

*The FOI Quarterly Summary outlines the quantitative performance of the agency.*



# FOI Reports : FOI Summary

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	STATUS OF ONGOING REQUESTS				
							Successful	Proactively Disclosed	Partially Successful	Info Under Exceptions	Info Not Maintained	Invalid Request	Closed			Ongoing Requests	Pending	Accepted	Awaiting Clarification	Processing
<i>name of parent agency (if any)</i>	<i>name of agency</i>	<i>agency acronym</i>	<i>NGA / GOC / SUC / LGU</i>	<i>year and quarter of report coverage</i>	<i>eFOI / Standard</i>	<i>total number of requests which are already processed</i>	<i>number of requests where information has been uploaded or provided</i>	<i>number of requests where information has been provided through the agency's website even before it was requested</i>	<i>number of requests where cut of many requests, only a number has been provided by the agency</i>	<i>number of requests denied since it is under the FOI Exceptions List</i>	<i>number of requests denied since it is a question, not an actionable item, or request for information stored by the agency</i>	<i>number of requests denied since it is a question, party failed to provide the information needed for clarification--60 calendar days after the "Awaiting Clarification"</i>	<i>number of requests closed since the requesting party failed to provide the information needed for clarification--60 calendar days after the "Awaiting Clarification"</i>	<i>total number of days lapsed over the total number of days lapsed for the period of coverage (do not include ongoing requests)</i>	<i>total number of requests currently being processed</i>	<i>number of requests submitted by requestor s but not yet acknowledged by the Receiving Officer</i>	<i>number of requests acknowledged by the Receiving Officer and forwarded to the Decision Maker concerned</i>	<i>number of requests returned to the requestors for some clarification s or if failed to provide all requirement s such as a valid ID</i>	<i>number of requests received by the Decision Maker and is currently being processed</i>	
Department of Energy	Department of Energy	DOE	NGA	2017-Q1	STANDARD	2	2	0	0	0	0	0	0	32	16.00	0	0	0	0	0
Department of Energy	Department of Energy	DOE	NGA	2017-Q2	eFOI	7	3	0	0	1	2	0	1	110	15.71	0	0	0	0	0
Department of Energy	Department of Energy	DOE	NGA	2017-Q3	eFOI	4	4	0	0	0	0	0	0	33	8.25	0	0	0	0	0
Department of Energy	Department of Energy	DOE	NGA	2017-Q4	eFOI	4	3	0	0	1	0	0	0	38	9.50	0	0	0	0	0
Department of Energy	Department of Energy	DOE	NGA	2018-Q1	eFOI	10	7	0	1	1	1	0	0	308	30.80	0	0	0	0	0
Department of Energy	Department of Energy	DOE	NGA	2018-Q2	eFOI	15	13	0	1	0	0	0	1	178	11.87	0	0	0	0	0
Department of Energy	Department of Energy	DOE	NGA	2018-Q3	eFOI	28	22	1	0	0	5	0	0	173	6.18	0	0	0	0	0
Department of Energy	Department of Energy	DOE	NGA	2018-Q4	STANDARD	2	1	0	0	0	1	0	0	84	42.00	0	0	0	0	0



# FOI REPORTS TEMPLATE:

*[bit.ly/2018FOIReports](http://bit.ly/2018FOIReports)*







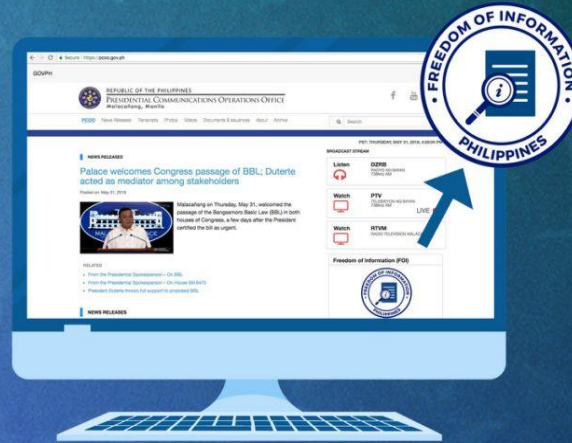
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PHILIPPINES

# FOI AGENCY COMPLIANCE

Posting of FOI logo in the agency's website

# 5

Screenshot of the agency website's home page containing the FOI logo link to [www.foi.gov.ph](http://www.foi.gov.ph)



Visit [www.foi.gov.ph](http://www.foi.gov.ph) for more information.

 [foi@pco.gov.ph](mailto:foi@pco.gov.ph)

 [foiph](https://www.facebook.com/foiph)

 [foi\\_ph](https://twitter.com/foi_ph)

[#FOIKnowIt](https://twitter.com/foi_ph)



**FREEDOM OF INFORMATION**<sup>®</sup>  
Philippines

Building a Community of Informed Citizens

# FOI HI-RESOLUTION LOGO

*[bit.ly/foilogo](http://bit.ly/foilogo)*



# One Page FOI Manual

## Freedom of Information Program

Agency: **PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE**

**Receiving Officer:** Ma. Danica Orcullo  
**Designation:** Project Development Officer  
**Office:** Office of the Assistant Secretary for Policy and Special Concerns

**Receiving Office:** FOI-Project Management Office, Unit 103, BFB Bldg,  
1575 J.P. Laurel St. cor. Matienza St., San Miguel Manila

**Contact Nos:** (02) 8-588-0691 **Email:** foi@pco.gov.ph

### Step 1

Go to [www.foi.gov.ph](http://www.foi.gov.ph) to your browser's home address.



### Step 2

Click the Sign Up button and provide all the required fields. Attach a valid ID to create an account.



### Step 3

Once logged-in, you will be directed to your Dashboard. The Dashboard contains all the FOI requests of the account owner.



### Step 4

Click the Make a Request button then select the name of the agency you wish to ask.



### Step 5

You will now be directed to the Make a Request Page. Accomplish all fields then click Send My Request.



### Step 6

The agency will evaluate your request and will notify you within 15 working days.



### Step 7

The agency will prepare the information for release, based on your desired format. It will be sent to you depending on the receipt of preference.



## Mode of request

### STANDARD



Submit request form with necessary personal documents

OR

### eFOI



Lodge a request through the eFOI Portal ([foi.gov.ph](http://foi.gov.ph))

### FOI Appeals

If you are not satisfied with the response to your FOI request, you may ask us to carry out an internal review of the response by writing to [foi@pco.gov.ph](mailto:foi@pco.gov.ph). Your review request should explain why you are dissatisfied with the response, and should be made within 15 calendar days from the date when you received this letter. We will complete the review and tell you the result within 30 calendar days from the date when we receive your appeal.



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Philippines

Building a Community of Informed Citizens

**DEADLINE:**  
**29 January 2021**



# VALIDATION FORM

[bit.ly/2020FOIPBB](https://bit.ly/2020FOIPBB)

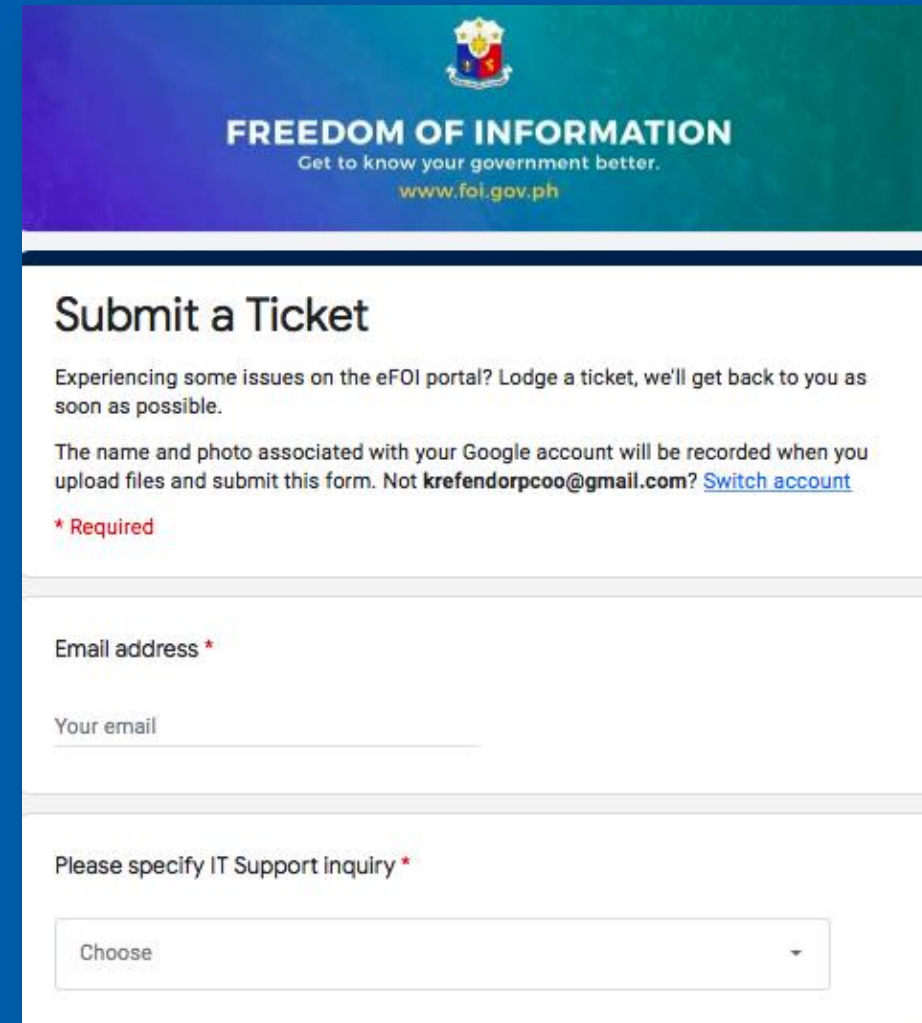
# COMPLETE GUIDELINES

[www.foi.gov.ph/downloads/FOI\\_MC\\_No.\\_2\\_s.2020.pdf](http://www.foi.gov.ph/downloads/FOI_MC_No._2_s.2020.pdf)



# Experiencing some issues on the eFOI portal?

Submit a ticket to  
[bit.ly/FOIServiceDesk](https://bit.ly/FOIServiceDesk)



The screenshot shows the 'Submit a Ticket' page on the Freedom of Information Philippines website. At the top, there is a header with the Philippine coat of arms, the text 'FREEDOM OF INFORMATION', the tagline 'Get to know your government better.', and the website URL 'www.foi.gov.ph'. Below the header, the page title is 'Submit a Ticket'. The main content area contains the following text: 'Experiencing some issues on the eFOI portal? Lodge a ticket, we'll get back to you as soon as possible.' and 'The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not krefendorpcoo@gmail.com? [Switch account](#)'. A red asterisk indicates a required field. The form includes an 'Email address \*' field with a placeholder 'Your email' and a 'Please specify IT Support inquiry \*' dropdown menu with a 'Choose' option.



# CONTACT US

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 **@foiph**

 **foiph**

 **(8) 588-0691**

 **www.foi.gov.ph**

 **foi.pco@gmail.com**

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JP Laurel St. Malacañang, Manila**