FERTILIZER and PESTICIDE AUTHORITY

FREEDOM OF INFORMATION

PEOPLE'S MANUAL

2026 Edition

Executive Order No. 02 Series of 2016

Operationalizing the People's Right to Information and Promoting Full Public Disclosure and Transparency in the Executive Branch.

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01 OVERVIEW

1.1. **Purpose.** The People's Freedom of Information (FOI) Manual outlines the procedures that guide and assist the Fertilizer and Pesticide Authority (FPA) in processing information requests pursuant to Executive Order No. 2, series of 2016. **(See Annex A)**

1.2. **Structure of the Manual.** This Manual establishes the rules and procedures to be observed by the Agency and its Regional Field Units (RFUs) when responding to requests for access to information. The FPA Executive Director III holds overall responsibility for the implementation of this Manual and may delegate such authority to the Deputy Executive Director/s, as well as to the Chiefs of the various FPA divisions. The Director may further designate the Chief of the Planning, Management, and Information Division (PMID) as the FOI Decision Maker (FDM), who shall be primarily responsible for issuing initial decisions on FOI requests including the full release, partial release, or denial of requested records.

1.3. **Coverage of the Manual.** This Manual covers all requests for information submitted to the FPA, including those addressed to its Regional Units.

1.4. **FOI Receiving Officer (FRO).** The FPA shall designate an FOI Receiving Officer (FRO), preferably from the Planning, Management, and Information Division (PMID).

The functions of the FRO shall include:

- Receiving all requests for information and endorsing them to the appropriate office that has custody of the requested records, on behalf of the FPA;
- Monitoring all FOI requests and appeals;
- Assisting the FOI Decision Maker (FDM) in the evaluation and resolution of requests;
- Providing assistance and support to the public and to agency personnel regarding FOI processes;
- Compiling statistical information and reports as required; and
- Conducting an initial evaluation of each request and informing the requesting party whether the request will be forwarded to the FDM for further assessment or denied on the following grounds:

- Invalid request;
- The request form contains incomplete or insufficient information;
- The requested information is already publicly available through the FPA's official website, foi.gov.ph, or data.gov.ph.

The designated FOI Receiving Officers of the FPA are listed in Annex C.

1.5. **FOI Decision Maker (FDM).** The FPA shall designate the Chief of the Planning, Management, and Information Division (PMID) as the FOI Decision Maker (FDM). The FDM shall be responsible for the initial evaluation of all information requests and for issuing the initial decision to grant, deny, or partially grant the requested information. If necessary, an alternate FDM may also be designated.

1.6. **Central Appeals and Review Committee.** The FPA shall establish an Central Appeals and Review Committee, which shall be composed of the following:

Chairperson:	Chief, Finance and Administrative Division
Vice Chairperson:	Head, Legal Services Section
Members:	Chief, Laboratory Services Division Chief, Fertilizer Regulations Division Chief, Pesticide Regulations Division Chief, Planning, Management, and Information Division

The Committee shall review and evaluate any appeal submitted by a requesting party. Depending on the nature of the concern, the FPA CARC shall coordinate with the Head of the relevant Division and collaborate with the other Committee members to formulate a coherent, legally sound, and well-substantiated decision on whether to grant, partially grant, or deny the requested information. The Committee shall submit its recommendation to the Director of FPA for consideration.

1.7. Final Appeal:

Upon the recommendation of the Committee, and approval by the Director of FPA, the FDM shall notify the requester of the information of the agency's reply through the FRO. In case the FDM is on official leave, the Head of the FPA may delegate such authority to any Officer, not below the rank of a Division Chief.

Signed this _____ day of _____ at Diliman, Quezon City.

Digitally signed by
Estrada Glenn Dela Cruz
Date: 2026.01.21
13:43:33 +08'00'

GLENN DC. ESTRADA
Executive Director, FPA

02 DEFINITION OF TERMS

ADMINISTRATIVE APPEAL. This refers to an independent review of the initial decision made on an FOI request. If a requesting party is not satisfied with the agency's initial response, they may file an appeal. The designated office within the agency will then conduct an impartial review of that initial decision.

ANNUAL FOI REPORT. This refers to a yearly report that all government agencies must submit to the Presidential Communications Operations Office (PCOO). The report provides details on how each agency implemented the FOI during the year. It includes statistics on the number of FOI requests and appeals received, processed, and those still pending.

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

COMPLEX REQUEST. FOI requests that require multi-track processing that may take additional time to retrieve or produce, depending on the quantity and complexity of the records requested.

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

DATA SHARING. As defined under the Data Privacy Act of 2012, this refers to the disclosure or transfer of personal data to a third party by a personal information controller or personal information processor. In the case of a personal information processor, such disclosure or transfer must be made only upon the instructions of the concerned personal information controller. This term does not include outsourcing arrangements or the disclosure or transfer of personal data from a personal information controller to a personal information processor.

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

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

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

FOI RECEIVING OFFICE. 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. A written request submitted to a government office personally or by email asking for records on any topic. A FOI request can generally be made by any Filipino to any government office.

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

FREQUENT OVERLAPPING REQUESTS. This occurs when a requesting party repeatedly sends correspondence about the same issue, or submits the same request multiple times before the agency has had sufficient time to act on the earlier request.

FREQUENTLY REQUESTED INFORMATION. This refers to information released through an FOI request that the agency expects to be asked for again, or that has already been requested multiple times.

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

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

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

INFORMATION FOR DISCLOSURE. 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. A 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. Shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.

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

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

PENDING REQUEST OR PENDING APPEAL. 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. A FOI request, which reasonably describes the records, sought and is made in accordance with the government office's regulations.

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

PERSONAL GRUDGES. This occurs when a requesting party submits correspondence about a specific government official or employee due to personal hostility, or when the request is made primarily to express dislike or resentment toward that individual.

PROACTIVE DISCLOSURE. 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 and missions.

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

PROFILING. Refers to any form of automated processing of personal data that uses such data to assess or analyze specific personal aspects of an individual, including work performance, economic situation, health, personal preferences, interests, reliability, behavior, location, or movement.

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

PUBLIC SERVICE CONTRACTOR. Defined as a private entity that has dealings, contracts, or transactions of any form or nature with the government or any government agency or office that involves the use of public funds.

RECEIVED REQUESTS OR RECEIVED APPEAL. An FOI request or administrative appeal that an agency has received within a fiscal year.

RECKONING PERIOD. The point at which the retention period for collected personal and sensitive information begins.

REDACTION. The process of editing information to obscure or remove sensitive content, ensuring it is unreadable. In physical documents, redaction can be done using tape or a black marker.

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

REPROCESSED DATA. Refers to the requests for information that have already been proactively released or previously provided in response to an earlier request.

RETENTION. The preservation of personal and sensitive information collected through an FOI request. Such information shall be retained only for as long as necessary to fulfill the purpose for which it was obtained, ensuring the privacy and protection of the requesting party's personal and sensitive information.

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

- About an individual race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;

- About an individual health, education, genetic or sexual life of a person, or to any proceedings for any offense committed or alleged to have committed by such person, the disposal of such proceedings or the sentence of any court in such proceedings;

- Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and

- Specifically established by an executive order or an act of Congress to be kept classified.

SIMPLE REQUESTS. A FOI request that an agency anticipates will involve a small volume of material or which will be able to be processed relatively quickly.

UNREASONABLY COMPLEX REQUEST. This refers to requests that involve multiple concerns and may take thirty-five (35) working days or more to process. For such requests, the requesting party should provide a valid reason or explanation to support the request.

VEXATIOUS FOI REQUESTS. A request is considered vexatious if it is unnecessary or pointless, made with ill intentions, aimed at harassing or embarrassing someone, or if it could cause real or immediate harm to the office, its officials, or employees.

03 PROMOTION OF OPENNESS IN GOVERNMENT

1. **Duty to publish information.** The FPA shall regularly publish, print, and disseminate to the public key information free of charge and in an accessible format, in line with Republic Act No. 11032 of 2018, or the Ease of Doing Business and Efficient Government Service Delivery Act, which amended Republic Act No. 9485, also known as the Anti-Red Tape Act of 2007. This information shall be made available through their website and must be timely, accurate, and updated. Such information includes, but is not limited to:

    a. A description of its mandate, structure, powers, functions, duties and decision-making processes;

    b. A description of its frontline services, the procedure and documentary requirements, and the process cycle time;

    c. The names, duties, and contact details of its key officials;

    d. Work programs, development plans, investment plans, projects, performance targets and accomplishments, and budgets, revenue allotments, and expenditures;

    e. Agency orders, labor advisories, and decisions;

    f. Current and important data and statistics that it generates;

    g. Bidding processes and requirements;

    h. Feedback mechanism by which the public may participate in influencing policy formulation or the exercise of its powers; and

    i. Hotline call/text number/s.

2. **Accessibility of Language and Form.** The FPA shall endeavor to translate key information into major Filipino languages and present it in a popular form and manner.

3. **Keeping of Records.** The FPA shall create and/or maintain proper formats, accurate and reasonably complete documentation of records, policies, transactions, decisions, resolutions, enactments, actions, procedures, operations, activities, communications, and documents received or filed.

04 PROTECTION OF PRIVACY

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

a. It shall ensure that personal information, particularly sensitive personal information, in its custody or under its control is disclosed only as permitted by existing laws.

b. It shall protect information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks, or premature disclosure.

c. The FRO, FDM, or any employee or official who accesses, whether authorized or unauthorized, personal information in the custody of the FPA, shall not disclose that information except as authorized by existing laws.

05 STANDARD PROCEDURE

5.1. Receipt of Request for Information

a. The FRO shall receive the request for request for information from the requesting party and check compliance of the following requirements:

- The request must be in writing (legible, if handwritten) using the Freedom of Information Request Form (Annex F) for walk-in clients or through the eFOI portal;

- The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization;

- The request shall reasonably describe the information requested or contain information sufficient to identify the record/s requested; and,

- The request must clearly and categorically state the reason/s for, or purpose of the request for information.

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

b. 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 assist to reduce it to writing or lodge the request through the eFOI portal.

c. The FRO shall stamp "RECEIVED" on the request form and indicate the date and time of the receipt of the written request, the name, rank, title, and position of the public officer who actually received it, with the corresponding signature. A copy thereof shall be furnished to the requesting party.

   In case of an email request, the email shall be printed out and shall follow the procedure mentioned above, and be acknowledged by email.

d. The FRO shall input the details of the request on the Request Tracking System and allocate a reference number.

5.2. Initial Evaluation. After the receipt of the request for information, the FRO shall evaluate the content of the request.

a. **Request relating to more than one office under the FPA.** If a request for information requires input or action from multiple offices or units within the FPA, the FDM shall coordinate with the concerned offices to gather their inputs. The FRO shall then consolidate and finalize these inputs. This process must still be completed within the fifteen (15) working-day processing period from the date the request is received.

b. **Requested information is not in the custody of FPA or any of its offices.** If the requested information is not in the custody of the FPA or any of its offices or units, following referral and discussion with the FDM, the FRO shall undertake the following steps:

   i. If the requested records belong to another department, the request will be promptly sent to the correct office. The office transferring the request must inform the requesting party that the information is not under their custody within the 15-working-day period.

The 15-working-day timeline for the receiving office will begin on the next working day after they receive the request.

ii. If the requested records are held by an office that is not covered by EO No. 2, s. 2016, the requesting party will be informed of this and given the contact details of that office, if available.

c. **Requested information is already posted and available online.** Should the information being requested be already posted and publicly available on the FPA website, data.gov.ph, or the foi.gov.ph, the FRO shall inform the requesting party of the said fact and provide them with the website link where the information is posted.

d. **Requested information is substantially similar or identical to the previous request.** If the information being sought is substantially similar or identical to a previous inquiry made by the same individual, the submission shall be denied. However, the FRO must inform the individual of the reason for the denial.

5.3. Transmittal of request by the FRO to the FDM. Upon receiving a request for information, the FRO shall review the details of the request and notify the FDM. A copy of the request must be forwarded to the FDM within one (1) day from receipt. The FRO shall also record the date, time, and the name of the FDM who received the request in a logbook, along with the FDM's signature acknowledging receipt.

5.4. Role of FDM in processing the request. Upon receiving the request for information from the FRO, the FDM shall review and assess the details of the request, seeking clarification when necessary. The FDM shall take all appropriate steps to locate and retrieve the requested information and ensure that the complete set of records is submitted to the FRO within ten (10) days from receipt.

If the request requires input from multiple offices within the agency, the FDM shall identify the concerned offices and coordinate with them to obtain their inputs. After the FRO consolidates these inputs, the FDM shall review and approve the final response. This entire process must be completed within ten (10) working days from the date the request is received.

If additional details are needed to identify or locate the information, the FDM shall, through the FRO, request clarification from the requesting party. The 15-working-day period shall be suspended until the required clarification is received, and shall resume on the next working day thereafter.

If the FDM determines that a record contains information that may concern another office, the FDM shall consult with the relevant agency to determine the appropriate level of disclosure before issuing a final decision.

5.5. **Role of FRO to transmit the information to the requesting party.** Upon the receipt of the requested information from the FDM, the FRO shall collate and ensure that the information is complete. The FRO shall then prepare a cover or transmittal letter signed by the FPA Director or the designated officer and ensure that the information is sent to the requesting party within fifteen (15) working days from the date of the request.

5.6. **Notice of the Requesting Party of the Approval/Denial of the Request.** Once the FDM approved or denied the request, he shall immediately notify the FRO, who shall prepare the response to the requesting party either in writing or by email. All actions on FOI requests, whether approval or denial, shall pass through the FPA Director or the designated officer for final approval.

5.7. **Approval of Request.** If the request is approved, the FRO shall ensure that all retrieved records are reviewed for any possible exemptions before release. The FRO shall then prepare a letter or email informing the requesting party, within the prescribed period, that the request has been granted and advising them to pay any applicable fees, if required.

5.8. **Denial of Request.** If a request is denied, whether in full or in part, the FRO shall notify the requesting party in writing within the prescribed period. The notice must clearly state the specific grounds and circumstances that justify the denial.

Failure to inform the requesting party within the required timeframe shall be considered a denial of the request. All FOI request denials must be reviewed and approved by the FPA Director or the designated officer.

5.5. Period Response to Requests. The FPA shall respond to FOI requests within fifteen (15) working days from the date the request is received. A working day refers to any day other than Saturday, Sunday, or a national public holiday in the Philippines. In computing this period, Article 13 of the New Civil Code shall apply.

The date of receipt of the request shall be determined as follows:

a. The date when the request is physically or electronically received by the government office, or when it enters the official email inbox of any authorized staff member; or

b. If the office requires additional details to identify or locate the requested information, the period shall begin the day after the clarification is received from the requesting party.

An exception applies when a request is sent to the email of an absent staff member and an automatic "out of office" reply is issued, directing the sender to another contact person. In such cases, the date of receipt shall be the date the request reaches the inbox of the designated contact.

5.10. Request for an Extension of Time. If the requested information requires an extensive search of the agency's records, involves the review of a large volume of documents, or is delayed due to unexpected events or similar circumstances, the FDM shall inform the FRO.

The FRO shall then notify the requesting party of the need for an extension and clearly state the reasons for it. The extension shall not exceed twenty (20) working days beyond the standard fifteen (15) working-day period, unless exceptional circumstances justify a longer timeframe.

5.11 Facilitation of FOI Feedback Survey to the Requesting Party (FRO). To continuously improve the agency's FOI Program implementation, the FRO shall facilitate the completion of the FOI Feedback Survey by the requesting party, either through a hard copy of the FOI Feedback Form or through the following online form. (ANNEX G)

06 REMEDIES IN CASE OF DENIAL

A denial of access to information may be contested through a written appeal, which must be filed by the same requesting party within fifteen (15) calendar days from receipt of the notice of denial or from the lapse of the period within which the agency should have issued a response.

The appeal should be addressed to the:

DIR. GLENN DC. ESTRADA
Executive Director
Fertilizer and Pesticide Authority

Thru: Ms. Gina C. Tomimbang, CPA, DBA
Chairperson, Central Appeals and Review Committee

The appeal shall be reviewed by the FPA Central Appeals and Review Committee. Based on the Committee's recommendation, the FPA Director shall issue a decision. The entire process shall be completed within thirty (30) working days. Failure to render a decision within this period shall be deemed a denial of the appeal.

Once all administrative FOI appeal remedies have been exhausted, the requesting party may pursue the appropriate judicial action in accordance with the Rules of Court.

07 REQUEST TRACKING SYSTEM

The FPA shall establish a system to trace the requests for information received by it, which may be paper-based, online, or both.

08 FEES

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

2. **No fees shall be charged for the reproduction and/or copying of the requested information.** However, the requesting party must personally claim the hard copy from the FPA Central Office.

09 ADMINISTRATIVE LIABILITY

1. **Non-compliance with the FOI.** Failure to comply within the provisions of this Manual shall be a ground for the following administrative penalties:

1st Offense	Reprimand
2nd Offense	Suspension of one (1) to thirty (30) days
3rd Offense	Dismissal from the service

2. **Procedure.** The Revised Rules on Administrative Cases in the Civil Service shall apply to the resolution of cases covered by this Manual.

3. **Provision for More Stringent Laws, Rules, and Regulations.** Nothing in this Manual shall be interpreted as diminishing or superseding any law, rule, or regulation issued by any body or agency that imposes more stringent penalties.

10 NO WRONG DOOR POLICY

A. Any request for information that does not fall under the jurisdiction of the Agency shall be referred to the appropriate agency. Such referral shall be limited to a maximum of two (2) subsequent transfers.

a. **First Referral.** If the Receiving Officer (RO) determines that the requested information is not in the possession or custody of the Agency, the request shall be referred to the appropriate authority within three (3) working days from receipt of the request.

b. **Second Referral.** The agency to which the request was first referred (First Referral) may, in turn, refer the request to another agency, considering the availability of the information in their office or agency, following the same procedure outlined above, within three (3) working days from receipt of the referral.

B. **Notification of Requesting Party.** The requesting party shall be notified at every phase of the referral process and shall be provided with the reason or rationale for the referral, as well as the contact details of the agency or office to which the request was referred.

C. A referred request shall be considered successfully processed once it has been acknowledged by the appropriate agency and the requesting party has been informed of the referral, including the contact information of the receiving office or agency.

D. If, after a second referral, the requested information is still unavailable, the second receiving office or agency shall deny the request and properly notify the requestor of the reason for the denial.

ANNEX A. FOI FREQUENTLY ASKED QUESTION

INTRODUCTION TO FREEDOM OF INFORMATION (FOI)

Q	1. What is FOI?	2. What is Executive Order No. 2 S. 2016?	3. Who oversees the implementation of EO 2?
A	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.	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. EO 2 was signed by President Rodrigo Roa Duterte on July 23, 2016.	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

Q	4. Who can make an FOI request?	5. What can I ask for under EO on FOI?	6. What agencies can we ask for information?
A	Any Filipino citizen can make an FOI Request. As a matter of policy, requestors are required to present proof of identification.	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.	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.

Q 7. How do I make an FOI request?

A

a. The requestor is to fill up a request form and submits to the agency's Receiving Officer. The Receiving Officer shall validate the request and logs it accordingly on the FOI tracker.

b. If deemed necessary, the Receiving Officer 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.

c. 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.

d. The request shall be forwarded to the officials involved to locate the requested information.

e. Once all relevant information is retrieved, officials will check if any exemptions apply, and will recommend appropriate response to the request.

f. If necessary, the head of the agency shall provide clearance to the response.

g. 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.

Q	8. How much does it cost to make an FOI request?	9. What will I receive in response to an FOI request?	10. How long will it take before I get a response?
A	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.	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.	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.

Q	11. What if I never get a response?	12. What will I receive in response to an FOI request?
A	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) calendar days from the lapse of the 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.	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) calendar 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.

ANNEX B. EXECUTIVE ORDER NO. 2 (S. 2016)

MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 02

OPERATIONALIZING IN THE EXECUTIVE BRANCH THE PEOPLE'S CONSTITUTIONAL RIGHT TO INFORMATION AND THE STATE POLICIES 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 (R.A. 10173), including its Implementing Rules and Regulations, strengthens the fundamental human right of privacy and of communication while ensuring the free flow of information to promote innovation and growth;

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

THE PRESIDENT OF THE PHILIPPINES

SECTION 1. Definition. For the purpose of this Executive Order, the following terms shall mean:

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

(b) "Official record/records" shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.

(c) "Public record/records" shall include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.

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

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

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

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

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

Said inventory of exceptions shall periodically be updated to properly reflect any change in existing law and jurisprudence and the Department of Justice and the Office of the Solicitor General are directed to update the inventory of exceptions as

the need to do so arises, for circularization as hereinabove stated.

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

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

REPUBLIC OF THE PHILIPPINES
PRRD 2016 - 000156

CERTIFIED COPY:

MARIANITO M. DIMAANDAL
DIRECTOR IV
MALACAÑANG RECORDS OFFICE

ANNEX C. FOI RECEIVING OFFICERS OF THE FPA

Name of FOI Receiving Officer	Position
Ivan P. Layag	Planning Officer IV
Camille-Mai M. Valles	Administrative Officer V
Wendycharlene B. Almasen	Administrative Officer IV

Office/Location

FPA Bldg. BAI Compound, Visayas Ave., Quezon City
Planning, Management and Information Division (PMID)

Contact Details

fpacentral.foi@gmail.com

8920-8573

ANNEX D. LIST OF EXCEPTIONS

The following are the exceptions to the right of access to information, as recognized by the Constitution, existing laws, or jurisprudence:

1. Information covered by Executive privilege;

2. Privileged information relating to national security, defense or international relations;

3. Information concerning law enforcement and protection of public and personal safety;

4. Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims of crimes, or the accused;

5. Information, documents or records known by reason of official capacity and are deemed 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.

ANNEX E. FOI REQUEST FLOW CHART

FREEDOM OF INFORMATION PROGRAM
FERTILIZER AND PESTICIDE AUTHORITY

FOI Receiving Officer: **Ivan P. Layag**
Camille-Mai M. Valles
Wendycharlene B. Almasen

FPA Bldg. BAI Compound, Visayas Ave., Quezon City

info@fpa.da.gov.ph

8920-8573

MODE OF REQUEST

ELECTRONIC REQUEST

STEP 1
Go to **www.foi.gov.ph** in 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.

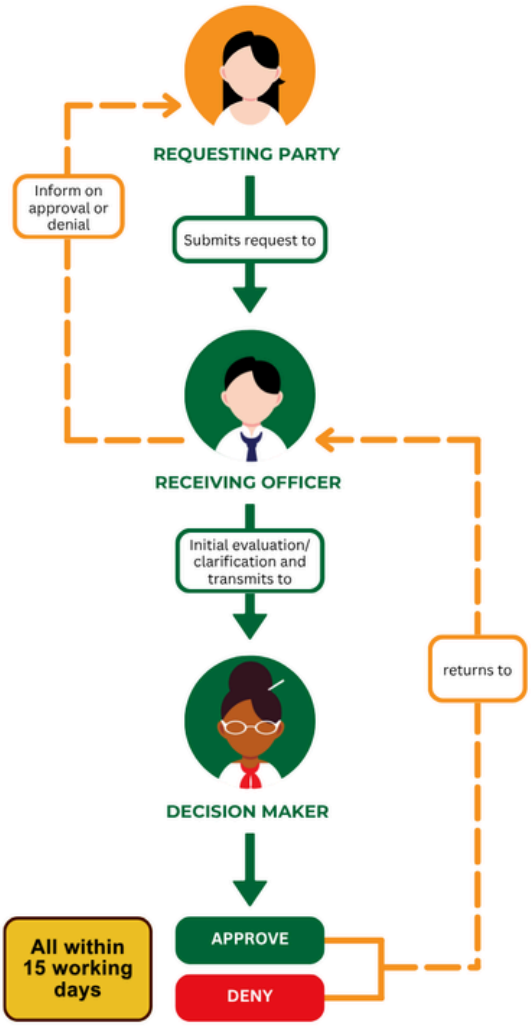
STEP 4
Click the **Make a Request** button, then select the name of the agency you wish to ask.

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.

STANDARD REQUEST



FOR 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 our **Executive Director**. Please provide a detailed explanation of your dissatisfaction with our response within **15 calendar days** from the date of receiving the response. We will conduct the review and communicate the outcome within **30 working days** from the receipt of your review request.

FREEDOM OF INFORMATION PHILIPPINES

BE **INFORMED**, BE **ENGAGED**, KNOW YOUR GOVERNMENT BETTER

ANNEX F. NO WRONG DOOR POLICY

REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Komunikasyon
Ermita, City of Manila

FOI-MC No. 21- 05

FREEDOM OF INFORMATION
MEMORANDUM CIRCULAR

FOR : **ALL AGENCIES, DEPARTMENTS, BUREAUS, OFFICES AND INSTRUMENTALITIES OF THE EXECUTIVE BRANCH INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS (GOCCS), STATE UNIVERSITIES AND COLLEGES (SUCS), AND LOCAL WATER DISTRICTS (LWDS)**

SUBJECT : **GUIDELINES ON THE REFERRAL OF REQUESTED INFORMATION, OFFICIAL RECORD/S AND PUBLIC RECORD/S TO THE APPROPRIATE GOVERNMENT AGENCY OTHERWISE KNOWN AS THE "NO WRONG DOOR POLICY FOR FOI"**

WHEREAS, Executive Order (EO) No. 02, s. 2016 was issued by President Rodrigo Roa R. Duterte to operationalize the Constitutional Right of Access to Information, and Policy of Full Public Disclosure in the Executive Department;

WHEREAS, Memorandum Order (MO) No. 10, s. 2016 designated the Presidential Communications Operations Office (PCOO) as the lead agency in the implementation of EO No. 02, s. 2016;

WHEREAS, Department Order No. 18, s. 2017, issued by the PCOO, created the Freedom of Information – Project Management Office (FOI-PMO) to exercise the mandate of MO No. 10, s. 2016;

WHEREAS, in order to ensure the policy of the President to have an open, transparent and accountable government, it is the mandate of the PCOO to develop programs and mechanisms to enhance the capacity of government agencies to comply with the FOI program;

WHEREAS, there is a need to break the prevailing "silo system" and lack of interconnection among government agencies, with the end goal of a government acting as a singular unit serving its primary client, its citizens;

7th Floor Times Plaza Building, United Nations Ave., Ermita, City of Manila, Philippines

NOW, THEREFORE, by virtue of PCOO's mandate to develop programs and mechanism to ensure compliance with the FOI program, particularly on addressing the issue regarding the referral of any requested information, official record/s, or public record/s to the appropriate government agency, these rules are hereby prescribed and promulgated for the information, guidance and compliance of all concerned:

Section 1. Purpose. – This rule seeks to set guidelines for the referral of any requested information, official record/s, or public record/s to the appropriate government agency by another agency which does not have in its possession or custody the requested information or records, or is not authorized to release the information to the public.

Section 2. Coverage. – This Order shall cover all government agencies under the Executive branch implementing the FOI Program, pursuant to EO No. 2, s. 2016 and all other related issuances, and applies to both paper-based and electronic form of requesting information.

Section 3. Request for Information. – Any person who requests for access to information shall comply with Section 9 of EO No. 02, s. 2016 and all other pertinent laws, existing rules and regulations, issuances, and orders. For purposes of this rule, information and records shall refer to information, official record/s, or public record/s as defined under EO No. 02, s. 2016.

Section 4. Acceptance of request. – As a general rule, all fully compliant requests for information shall be accepted by the FOI Receiving Officer (FRO) and FOI Decision Maker (FDM). No request for information shall be denied or refused acceptance by a government office unless the reason for the request is contrary to the Constitution, pertinent laws, existing rules and regulations, or it is one of the exceptions provided under the Inventory of Exceptions.

Section 5. Process of Referral. – When the requested information is not in the possession of a government agency (government agency no. 1 or GA1), but is available in another government agency (government agency no. 2 or GA2) under the Executive Branch, the request shall be immediately referred by GA1 to GA2 through the most expeditious manner but not exceeding three (3) working days from the receipt of the request. This shall be considered as the "**First Referral**" and a fresh period will apply.

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

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

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

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

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

The requesting party shall be notified of the referral and must be provided with the reason or rationale thereof, and contact details of the government office where the request was referred.

Section 6. FOI Internal Messenger. - The FOI-PMO shall create a **"FOI Internal Messenger"**. Such feature shall be included in the dashboards of FROs and FDMs, located at the eFOI portal or www.foi.gov.ph, where all FROs and FDMs can ask or confirm with each other on which agency has the control and custody of any information or record being requested.

Please see Annex "A" of this Circular for the No Wrong Door Policy Flowchart.

Section 7. Status of the Request. – A request that is referred to the appropriate government agency is considered **successful** if the same is acknowledged and the requested information is disclosed to the requestor.

If GA3, after the second referral, still cannot provide the information requested, it shall deny the said request and shall properly notify the requesting party.

In all phases of the referral, the requesting party shall be informed in writing, email, and/or through the eFOI of the status of his/her request.

Section 8. Inventory of Receiving Officers and Decision Makers, and Agency Information Inventory. – For the convenience of all FROs and FDMs

in implementing this Circular, an inventory of the names and contact details of all designated FROs and FDMs of government agencies, and an Agency Information Inventory (AII) shall be compiled by the FOI-PMO.

The FOI-PMO shall be the central repository of the inventory of all designated FROs and FDMs and shall collate and update the names and contact information of the designated FROs and FDMs of each government agency. The inventory shall be posted at the eFOI portal, www.foi.gov.ph. FOI-PMO shall strictly adhere to Republic Act No. 10173 or the Data Privacy Act of 2012.

To assist the FROs in locating the requested information or record, an annual updating of the AII shall be required of all agencies on-boarded on the eFOI Portal. The consolidated inventory of information shall likewise be made available in the dashboard of the FRO and FDM for ease of access and information.

Section 9. Separability Clause. If, for any reason, any part or provision of this Memorandum Circular is declared invalid or unconstitutional, the other provisions not affected thereby shall remain in full force and effect.

Section 10. Repealing Clause. All orders, rules and regulations, memoranda, circulars, and issuances or any part thereof inconsistent with the provisions of this Memorandum Circular are hereby repealed, amended or modified accordingly.

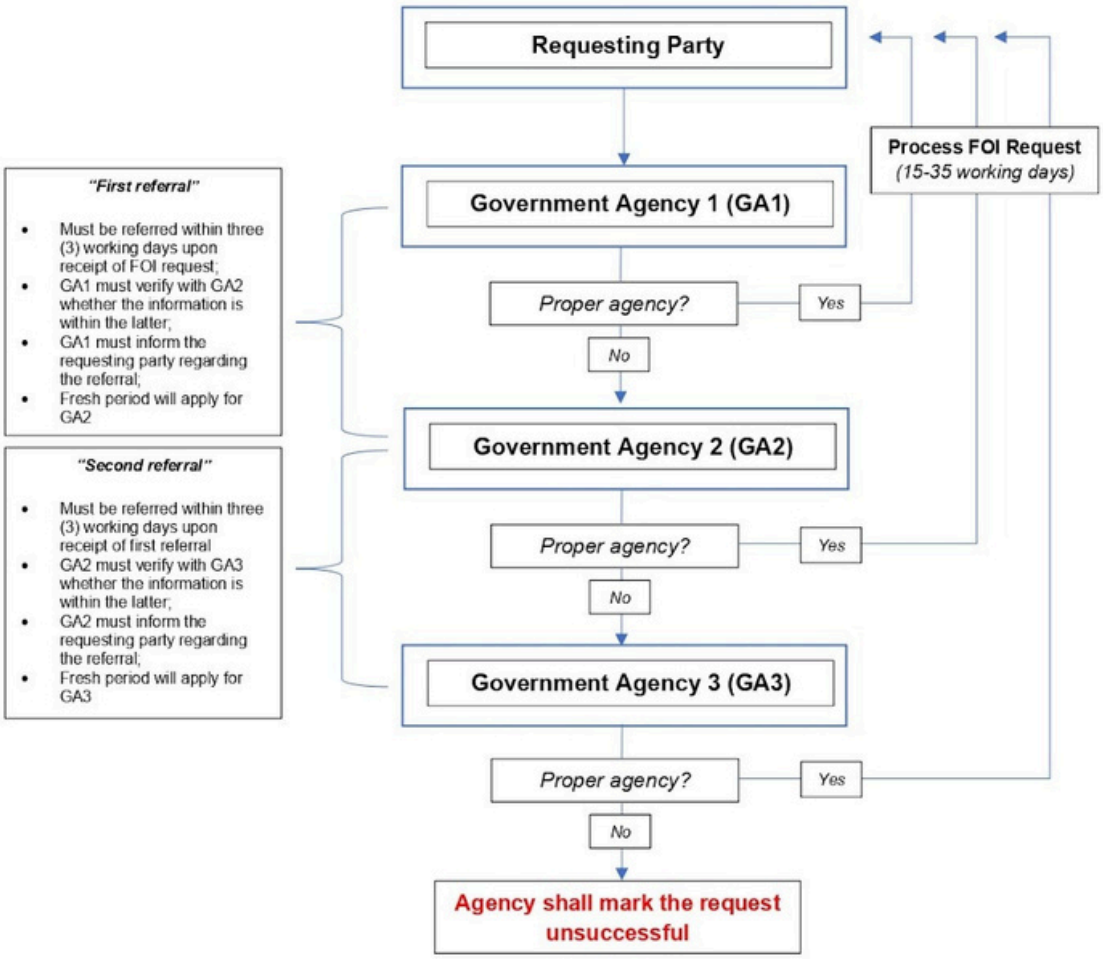
Section 11. Effectivity. This Memorandum Circular shall take effect immediately.

Manila, Philippines, 27th **day of** August **2021.**

JOSE RUPERTO MARTIN M. ANDANAR
Secretary and FOI Champion

Annex A

NO WRONG DOOR POLICY FLOWCHART



NOTE:

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

ANNEX G. FOI Request Form

This document may be reproduced and is NOT FOR SALE

FOI Tracking Number:

FREEDOM OF INFORMATION REQUEST FORM

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

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 ☐ Landline ☐ Mobile Number ☐ Email ☐ Postal Address
   (If your request is successful, we will be sending the documents to you in this manner.)
9. Preferred Mode of Reply ☐ Email ☐ Fax ☐ Postal Address ☐ Pick-Up at Agency
10. Type of ID Given *(Please ensure your IDs contain your photo and signature)* ☐ Passport ☐ Driver's License ☐ SSS ID ☐ Postal ID ☐ Voter's ID ☐ School ID ☐ Company ID ☐ 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

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 ☐ SSS 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)* ◄ _____

FERTILIZER AND PESTICIDE AUTHORITY
FPA Bldg., BAI Compound, Visayas Ave., Diliman, Quezon City

https://fpa.da.gov.ph/

official@fpa.da.gov.ph