



PHILIPPINE COAST GUARD



PEOPLES'
FREEDOM
OF INFORMATION



**TANGGAPAN NG KOMANDANTE
(OFFICE OF THE COMMANDANT)
PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila**

FOREWORD

As the Philippine Coast Guard embraced the ideals of transparency and accountability within the government, the Command publishes its People's Freedom of Information Manual as required by the Executive Order No. 2 s. 2016 which directs all offices under the Executive Branch to fully disclose public information and other related transaction.

The primary purpose of this Manual is to provide guidelines and standard procedures to the Filipino Citizens in requesting information concerning the lead maritime agency in the country, the Philippine Coast Guard.

However, as much as the Philippine Coast Guard assures the Filipino People's right to information, the Organization likewise adheres with the provision of the Republic Act No. 10173 or the Data Privacy Act of 2012 which strengthens the fundamental human right of privacy. In view thereof, the Philippine Coast Guard will not disclose any information that falls under exceptions enshrined in the Constitution or any existing laws as well as information that would tackle sensitive and confidential operations conducted by the Command. A list of exceptions is indicated in this Manual to serve as a reference in requesting for information.

Nevertheless, the Philippine Coast Guard fully supports the President's initiative on good governance; hence, the Command will ensure that all requests for information are provided on time and the data released are factual and accurate.


CG ADMIRAL ARTEMIO M ABU
Commandant, Philippine Coast Guard

TABLE OF CONTENTS

SECTION I. OVERVIEW	1
Title	1
Objective of the Manual	1
Coverage of the Manual	1
SECTION II. DEFINITION OF TERMS	2
SECTION III. INTRODUCTION	5
Background	5
Procedure for Release of Information	5
FOI Receiving Officer	5
FOI Decision Maker	6
SECTION IV. STANDARD PROCEDURE	7
Filing and Receipt of Request for Information	7
Evaluation	8
Requested information is not in the custody of PCG	8
Requested information is already posted and available online	8
Requested information falls under the exceptions enshrined in the laws	8
Processing and Transmittal of Request to the FDM	8
Approval or Disapproval of the Request	8
Transmittal of Information to the Requesting Party	9
That the request is approved and is subject for disclosure	9
That the request is denied	9
Request for an Extension of Time	9
SECTION V. ELECTRONIC FREEDOM OF INFORMATION PROCEDURE	10
Making Request at eFOI platform	10
Evaluation	10
Requested is accepted	10
Requested is denied	10
Transmittal of information to the Requesting Party	11
SECTION VI. REMEDIES IN CASE OF DENIAL	12
SECTION VII. REQUEST TRACKING SYSTEM	12
SECTION VIII. FEES	12
SECTION IX. ADMINISTRATIVE LIABILITY	13
Non-compliance with Freedom of Information	13
Procedure	13
Provisions for more stringent laws, rules and regulations	13
ANNEXES	14
A. Executive Order No.2	14
B. PCG Directory	20
C. FOI Receiving Officer and Decision Maker	23
D. List of Exceptions	24

E. Standard FOI Request Flow Chart.....	25
F. Summarized Standard FOI Request Process.....	26
G. Electronic FOI (eFOI) Request Flow Chart.....	28
H. Summarized eFOI Request Process.....	29
I. FOI Request Form.....	30

SECTION I OVERVIEW

1. TITLE

This will also be known as Philippine Coast Guard People's Freedom of Information Manual.

2. OBJECTIVE OF THE MANUAL

In line with the provisions described under Executive Order No. 2, PCG's Freedom of Information (FOI) Manual aims the following:

- a. To guide and assist the Organization in dealing with people's requests for information received under the Executive Order;
- b. Disclose the Organization's information, mandates and functions provided that it does not fall under any of the exemptions enshrined in the Constitution, existing laws, jurisprudence or those information categorized as "Classified" by the organization; and
- c. Support the right of every Filipino to access information, official records, public records and documents.

3. COVERAGE OF THE MANUAL

The Manual shall cover all request for information directed to the Philippine Coast Guard (PCG). It shall contain the following information:

- a. Location and Contact information of the Organization (See "**Annex B**")
- b. Contact Information of the FOI Receiving Officer and FOI Decision Maker (See **Annex "C"**)
- c. Standard Procedures
 - Request to access information
 - Appeal for Denied Request
- d. Electronic Freedom of Information (eFOI) Procedure
- e. Forms to be accomplished
 - FOI Request Form
- f. List of Exceptions (See **Annex "D"**)

SECTION II

DEFINITION OF TERMS

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.

Classified Information – Information or materials that an agency deems to be sensitive that must be controlled, restricted, and protected. The access for said information is limited to a certain group of people with necessary security clearance.

coastguard.gov.ph – the official website of the PCG where people can download the FOI Request Form and other information, materials, and data on transparency.

Decision Maker: Request Monitoring Dashboard – An eFOI portal feature wherein all accepted eFOI request will be further evaluated by the Assigned Decision Maker.

eFOI.gov.ph - The website that serves as the government's comprehensive FOI website for all information on the FOI. This website serves as a portal that provides a central resource for the public to understand the Freedom of Information (FOI), to locate records that are already available online, and to learn how to make e-FOI request for information that is not yet publicly available.

Electronic Freedom of Information (eFOI) Request- This is a request made online using the efoi.gov.ph portal.

Exceptions – information that should not be released or disclosed to the public because they are protected by the Constitution, laws or jurisprudence or are considered to be "classified" information.

Extension of Time – Term used when 15 working-day processing time is not enough because there is a need to extend the search of the organization's records.

Freedom of Information (FOI) – A government program that respond 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 government transactions and operations, provided it shall not put into jeopardy-privacy and matters of national security.

FOI Request- A written request for information/ public documents made by people submitted to the PCG personally or by electronic mail.

FOI Decision Maker (FDM) - An officer may it be the Commandant, Philippine Coast Guard or duly designated officer responsible to conduct evaluation of the request and has the authority to grant or deny the request.

FOI Receiving Officer (FRO) – A duly designated officer, preferably coming from the Public Affairs Office, who receives the request, evaluates the form, recommend action to the FDM, and notify the requesting party of any action to the request whenever available.

Full Denial- The action taken when PCG cannot release any records in response to a FOI request particularly when requested information is exempted from disclosures in its entirety or no records responsive to the request could be located.

Full Grant – The action taken when PCG is able to disclose all records in full in response to a FOI request.

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

Official Record/s – Information produced or received by a public officer or employee, or by 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 or in any interested party.

Partial Grant/ Partial Denial – The action taken when PCG is able to disclose portion of the records but must deny other portions of the FOI request.

People's Freedom of Information (FOI) Manual – A manual designed for the general public to guide them in making FOI request.

Personal Information – Refers to any information, whether recorded in a material form or not form 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.

Public Record/s – Information required by laws, executive order, rules, or regulation to be entered, kept, and made publicly available by a government office.

Referral – The act forwarding a record to the other agency to process the record requested.

Receiving Officer: Request Monitoring Dashboard – An eFOI portal feature wherein all submitted requests for information is presented and initially evaluated.

Requesting Party – Refers to the person/ organization who makes an official request, whether in writing or through eFOI portal, for access to information.

Request Tracking System – Refers to a system to trace the status of all requests for information received by the FRO. This system may be done through logbooks or a database system.

SECTION III INTRODUCTION

1. BACKGROUND

Section 28, Article II of the 1987 Constitution provides that the State adopts and implements a policy of full disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law. Furthermore, Article III of Section 7 of the Constitution guarantees the right of the people to information on matters of public concern.

In order to implement the provisions of the Constitution, the President of the Republic of the Philippines signed Executive Order No. 2, s.2016 mandating full disclosure of information of all offices under the Executive Branch through the production of a People's Freedom of Information (FOI) Manual. (See **Annex "A"**)

2. PROCEDURE FOR RELEASE OF INFORMATION

This Manual shall set out the rules and procedures to be followed by the PCG when a request for access to information is received. The Head of the Organization is responsible for all the actions carried out in accordance with this Manual and may delegate this responsibility to concerned staff.

In the Philippine Coast Guard, the Commandant, being the head of the agency, shall act as the Decision Maker and shall have the overall responsibility in the approval or denial of a FOI request and the release of all information and records being requested.

3. FOI RECEIVING OFFICER (FRO)

The Coast Guard Public Affairs Office (CGPAO) shall be the designated FOI Receiving Officer (FRO) of the Organization. The duly designated FRO of the PCG shall have the following functions:

- a. Evaluation and processing of the request;
- b. Monitoring of all FOI requests and appeals;
- c. Advise the FDM on matters concerning FOI;
- d. Advise and support the public and staff with regard to FOI;
- e. Compilation of statistical information of the nature and volume of the requests;
- f. Maintenance and Updating of the Request Tracking System in print or through database; and

SECTION IV STANDARD PROCEDURES

(See flowchart *Annex "E"*)

1. FILING AND RECEIPT OF REQUEST FOR INFORMATION

- a. CGPAO, or the duly designated FRO shall provide an FOI Request Form to the Requesting Party or an authorized representative. The Requesting Party may also download the FOI Request Form directly from the PCG Website: cgpao@coastguard.gov.ph.
- b. The FRO shall receive the request for information from the Requesting Party and check if the following requirements are fully accomplished:
 - The request must be in writing. If the request is made through email, the Requesting Party shall attach the scanned copy of the written FOI application request form with a copy of their Valid ID.
 - The request must have the name, contact information and valid proof of identification or authorization of the Requesting Party; and
 - The request shall reasonably describe the information being requested (See *Annex "I"*)
- c. In case the Requesting Party is unable to make a written request due to illiteracy or disability, he or she may make an oral request which the FRO shall reduce in writing
- d. Any request received from the District Offices shall be forwarded to FRO through electronic mail within the day of receipt. The FRO shall facilitate the processing of the forwarded request.
- e. The request shall be stamped "**Received**" by the FRO, indicating the date and time of receipt of the written request, and the name, rank and position of the Public Officer who actually received it with corresponding signature and copy furnished to the Requesting Party. In case of email requests, the email message shall be printed out and shall follow the abovementioned procedure, and be acknowledged by electronic mail.
- f. The FRO shall log and input the detail of the request on the Request Tracking System of the Organization and allocate a reference number.

2. EVALUATION

Upon receipt of the request for information, the FRO shall evaluate the contents of the request.

a. Requested information is not in the custody of the PCG

If the requested information is not in the custody of PCG, the FRO shall deny the request and inform the Requesting Party to coordinate and make the request directly with the concerned agency. At the same time, FRO shall forward the requested information to such concerned agency

b. Requested information is already posted and available online

If the information being requested is already posted and publicly available in the PCG's website and social media accounts, data.gov.ph or foi.gov.ph, the FRO shall deny the request and inform the Requesting Party of the said fact. The FRO will subsequently provide them the website link where the information is posted.

c. Requested information falls under the exceptions enshrined in the Constitution, existing laws, jurisprudence or information considered as "Classified"

If the requested information falls under the exceptions enshrined in the Constitution, existing laws, and jurisprudence or considered as "classified", the request shall be denied. The FRO shall inform the Requesting Party the reason for such denial. (See **Annex "D"**)

3. PROCESSING AND TRANSMITTAL OF REQUEST TO THE FDM

After the evaluation, the FRO shall process and consolidate all necessary information needed. After which, he shall forward the request to the FDM for his approval or denial. The FRO staff must record the date, time and name of the FDM staff who received it.

4. APPROVAL OR DISAPPROVAL OF THE REQUEST

Upon the receipt of the request sent by the FRO, the FDM shall decide whether to approve and release the information wholly or partially, or to completely deny the request. In case the 15 working day period of processing the request is not enough, the FDM may request for an Extension of Time.

5. TRANSMITTAL OF INFORMATION TO THE REQUESTING PARTY

After the request has been approved or denied by the FDM, the FRO shall notify the Requesting Party.

a. That the request is approved and is subject for disclosure

The FRO shall ensure that all records are complete prior to release. The FRO shall prepare the letter or email informing the Requesting Party within the prescribed period that the request was granted. The FRO shall record the time, date, the name of the receiver and the name and signature of the FRO Staff to the Request Tracking System.

b. That the request is denied

The FRO shall, within the prescribed period, notify the Requesting Party of the denial in writing or through email. The notice shall clearly set forth the grounds for denial.

6. REQUEST FOR AN EXTENSION OF TIME

Executive Order No. 2, Section 9, sub-section (d) states that the government office shall respond to a request fully compliant with the requirements within fifteen (15) working days from the receipt thereof.

The date of receipt of the request will be either:

- a.** The day on which the request is physically or electronically delivered to the government office, or directly into the email inbox of a member of staff; or
- b.** If the government office has asked the requesting party for further details to identify and locate the requested information, then the 15 working days will commence the day after it receives the required clarification from the requesting party.

However, if the information requested requires extensive search of the organization's records, the FDM shall inform the Requesting Party through the FRO for an Extension of Time setting forth the reasons for such extensions. In no case shall an extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.

A Summarized Standard FOI Request Process is attached in this manual (see **Annex "F"**)

SECTION V

ELECTRONIC FREEDOM OF INFORMATION (EFOI) PROCEDURE

(See flowchart Annex "G")

1. MAKING REQUEST AT EFOI PORTAL

Using an electronic system called electronic Freedom of Information (eFOI) portal at foi.gov.ph, Requesting Party may make an electronic FOI (e-FOI) request by providing the following information and address it to Philippine Coast Guard.

- Title of the Document
- Coverage of Time Period
- Intended Purpose of Use
- Content of the Request

2. INITIAL EVALUATION

Upon submission of the request, the system shall immediately forward the request to **Receiving Officer: Requests Monitoring Dashboard** for initial evaluation:

A. Request is accepted

- If the PCG holds the information requested, FRO, using the electronic system, shall assign a Decision Maker for the approval and release of information. After which, the FRO shall process and consolidate all necessary information needed within 15 working days.

B. Request is denied

a. Wrong Agency

If the requested information is not in the custody of PCG, the FRO shall deny the request and provide the contact details of the correct agency where information must be requested.

b. Information available online

If the information being requested is already posted and publicly available in the PCG's website and social media accounts, data.gov.ph or foi.gov.ph, the FRO shall deny the request and inform the Requesting Party of the said fact. The FRO will also provide them the website link where the information is posted.

c. Incomplete Request

If the requested information has incomplete details, the FRO shall deny the request and will ask the Requesting Party to file another eFOI request indicating all necessary details.

3. TRANSMITTAL OF INFORMATION TO THE REQUESTING PARTY

All accepted e-FOI request shall be forwarded to the **Decision Maker: Requests Monitoring Dashboard** for further evaluation. After which, assigned Decision Maker may send a response using the following options

a. Reply

If the requested information is ready to be disclosed, Assigned Decision Maker shall send a reply and may attached additional file or documents if available.

b. Forward

If the requested information is not in the custody of PCG, Assigned Decision Maker shall forward it to the concern agency.

c. Deny

If the requested information falls under the exceptions or "classified" information, Assigned Decision Maker shall deny the eFOI request.

A Summarized eFOI Request Process is attached in this manual (see **Annex "H"**)

SECTION VI REMEDIES IN CASE OF DENIAL

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

- a. Denial of Request may be appealed by filing a written appeal to the Assistant secretary for Maritime of the Department of Transportation (DOTr) or a duly designated authority from DOTr within fifteen (15) working days from the notice of denial or from the lapse of the period to respond to the request.
- b. The appeal shall be decided by the Commandant, PCG 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.
- c. Upon exhaustion of FOI appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

SECTION VII REQUEST TRACKING SYSTEM

The Coast Guard Public Affairs Office shall establish a system to trace the status of all requests for information received by it. This shall be done through log books and database system.

SECTION VIII FEES

1. NO REQUEST FEE

The Philippine Coast Guard shall not charge fee for accepting requests for access to information.

SECTION IX ADMINISTRATIVE LIABILITY

1. NON-COMPLIANCE WITH FREEDOM OF INFORMATION

Failure to comply with the provisions of this Manual shall be a ground for the following administrative penalties:

- a. 1st Offense-** Reprimand;
- b. 2nd Offense-** Suspension of one (1) to thirty (30) days; and
- c. 3rd Offense-** Dismissal from the service

2. PROCEDURE

The Rules on Disciplinary Board shall be applicable in the disposition of cases under this manual. As to civilian employees, the Revised Rules on Administrative Cases in the Civil Service shall apply.

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 provided for more stringent penalties.

ANNEX "A"

**MALACAÑANG 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 TO FULL PUBLIC DISCLOSURE AND TRANSPARENCY IN THE PUBLIC SERVICE AND PROVIDING GUIDELINES THEREFORE.

WHEREAS, pursuant to Article 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:

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 transcript 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.
- (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, offices, and instrumentalities, including government-owned or controlled corporations, and state universities and colleges. Local government units (LGUs) are encouraged 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 to 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 law 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 regulation, 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 provided in the preceding section. The determination of the applicability of any of the exceptions to the request shall be the responsibility of the Head of the Office, which is in custody or control of the information, public record or official record, or 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 the right to privacy of the individual 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 law, 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 is requested, to vilification, harassment or any other wrongful acts.
- (c) Any employee, official or director 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 to 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 effectivity of this Order, its own People's FOI Manual, which shall include among others the following provisions:

- (a) The location and contact information of the head, regional, provincial, and field offices, and other established places where the public can obtain information or submit requests;

- (b) The person or office responsible for receiving requests for information;
- (c) The procedure for the filing the processing of the request as specified in the succeeding section 9 of this Order;
- (d) The standard forms for the submission of requests and for the proper acknowledgment of requests;
- (e) The process for the disposition of requests;
- (f) The procedure for the administrative appeal of any denial for access to information; and
- (g) The schedule of applicable fees.

SECTION 9. Procedures. The following procedure shall govern the filing and processing of request for access to information.

- (a) Any person who request 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: *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 or updated inventory of exception as hereinabove provided.
- (b) The public official receiving the request shall provide reasonable assistance, free of charge, to enable all requesting parties and 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 and 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 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 decisions of the agency or 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 cases or other analogous cases. The government office shall notify the person making the request of the extension that it will go beyond twenty (20) working days unless exceptional circumstances warrant a long 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 required, 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, in whole or in part, it shall as soon as practicable, in any case within fifteen (15) working days from the receipt of the request, notify the requesting party 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 stipulated shall be deemed a denial of the request for access to information.

SECTION 13. Remedies in Cases of Denial of Request for Access to Information.

- (a) Denial of any request for access to information may be appealed to the person or office higher in the authority, following the procedure mentioned in Section 9 of this Order: Provided, that the written appeal must be filed by the same person making the request within fifteen (15) working days from the notice of denial or from the lapse of the relevant period to respond to the request.
- (b) The appeal may be decided by the person or office 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 part may file the appropriate case in the proper courts in accordance with the Rule 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 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 or 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.

(Sgd.) **RODRIGO ROA DUTERTE**
President of the Philippines

By the President:

(Sgd.) **SALVADOR C. MEDIALDEA**
Executive Secretary

ANNEX "B"

PCG DIRECTORY

NATIONAL HEADQUARTERS PHILIPPINE COAST GUARD

139 25th Street, Port Area, 1018 Manila

Trunk Line: (02) 527-8481 to 89 / (02) 527-3880 to 85

VSAT Hotline: 9000

Cellphone Number: 0917-PCG-DOTC

COAST GUARD PUBLIC AFFAIRS OFFICE

139 25th Street, Port Area, 1018 Manila

Telephone Number: (02) 527-8481 loc 6291/6292

Cellphone Number: 0927 560 7729

Email: cgpao@coastguard.gov.ph

COAST GUARD DISTRICTS

- **Coast Guard District National Capital Region-Central Luzon**
Muelle Dela Industria, Farola Compound Binondo Manila
Telephone Number: (02) 527-3882
Contact Numbers: 09561624587
Email: ncrcldac@gmail.com
- **Coast Guard District Central Visayas**
Arellano Boulevard, Cebu City 6000
Contact Numbers: 09667805606
Email Address: Coastguarddistrict.cv@coastguard.gov.ph
- **Coast Guard District Southwestern Mindanao**
Naval Station, Romulo Espaldon, Bagong Calarian, Zamboanga City
Contact Numbers: 993-1004 / 09672761478
Email Address: hcgdswm@yahoo.com / cgdswm2018@gmail.com
- **Coast Guard District Palawan**
Brgy Liwanag, Port Area Princesa City, Palawan
Contact Numbers: 09751160875
Email Address: cgdpal@coastguard.gov.ph
- **Coast Guard District Southern Tagalog Luzon**
PPA Compound, Brgy. Sta Clara, Batangas
Contact Numbers: 09977854915
Email Address: hcgdstl_opn@yahoo.com
- **Coast Guard District Western Visayas**
Zone 2, Bo. Obrero, Iloilo City
Contact Numbers: 09317137123

Email Address: cgdwv@coastguard.gov.ph

- **Coast Guard District Northwestern Luzon**
Poro Point, San Fernando City La Union
Telephone Number: (072) 700 4474
Contact Numbers: 09457463430
Email Address: cgdnwlzn@coastguard.gov.ph
- **Coast Guard District Southeastern Mindanao**
Km 11, Sasa, Davao City
Contact Numbers: 09555083665 / 09205387037
Email Address: cgdsem@coastguard.gov.ph
- **Coast Guard District Bicol**
Regional Government Center, Rawis, Legaspi City, Albay
Contact Numbers: 09776121237 / 09488744595
Email Address: cgd.bicol@yahoo.com
- **Coast Guard District Northern Mindanao**
1280 Corrales Extension, Macabalan, Cagayan De Oro City
Contact Numbers: 09166893261
Email Address: cgdnm@coastguard.gov.ph
- **Coast Guard District North Eastern Luzon**
64 Caritan Highway, Caritan Centro, Tuguegarao City, Cagayan
Contact Numbers: 09971632854
Email Address: cgdnelzn@coastguard.gov.ph /
cgdnelzn.operation@coastguard.gov.ph
- **Coast Guard District Eastern Visayas**
Ebony Street, Port Area City, Leyte
Contact Numbers: 09162327414
Email Address: cgdev@coastguard.gov.ph
- **Coast Guard District Southern Mindanao**
Makar Wharf, Brgy. Labangal, General Santos City
Contact Numbers: 0965 5163025
Email Address: [cgdsmd3@coastguard.gov.ph](mailto:cgdsm3@coastguard.gov.ph)
- **Coast Guard District Northeastern Mindanao**
2nd Floor, Danaque Bldg. 137 Borromeo St., Brgy. Taft, Surigao City
Contact Numbers: 0951 091 4219 / 0953 397 6127
Email Address: cgdnem@coastguard.gov.ph

- **Coast Guard District Bangsamoro Autonomous Region in Muslim Mindanao**
No. 10 Rajah Tabunaway Blvd., Cotabato City
Contact Numbers: 09564000591 / 09301889389
Email Address: cgdbarmm@coastguard.gov.ph

ANNEX "C"
FOI RECEIVING OFFICER AND FOI DECISION MAKER

PCG Freedom of Information Receiving Officer

LTJG LOVELY GAY B DE LA ROSA PCG

Coast Guard Public Affairs Office

Telephone Number: (02)527-8481 loc 6291/6292

Cellphone Number: 0927 560 7729

Email: cgpao@coastguard.gov.ph

PCG Freedom of Information Decision Maker

COMMO ARMANDO A BALILO PCG

Coast Guard Public Affairs Office

Telephone Number: (02)527-8481 loc 6291/6292

Cellphone Number: 0927 560 7729

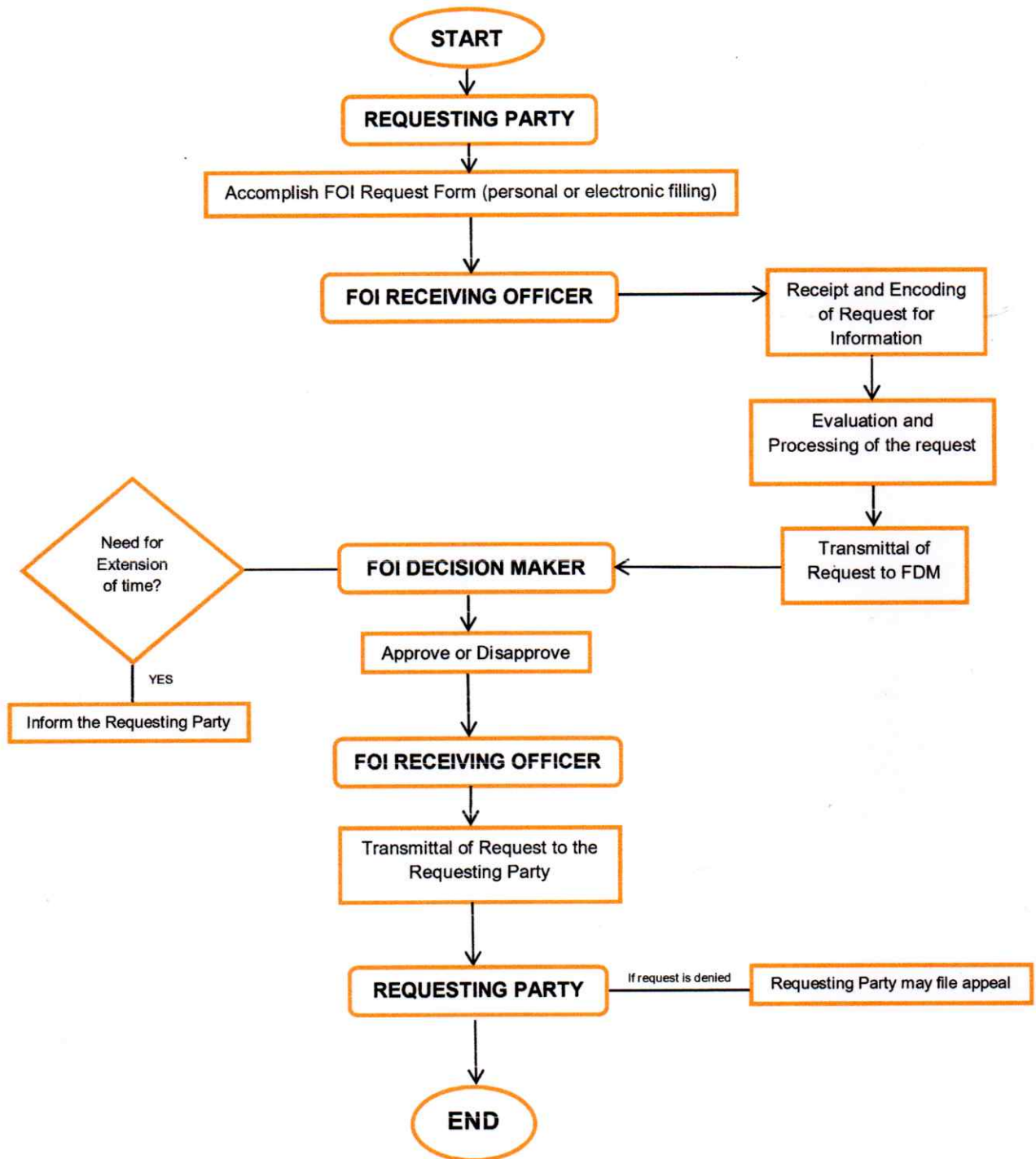
Email: cgpao@coastguard.gov.ph

ANNEX “D” LIST OF EXCEPTIONS

In identifying information that falls under exceptions, the Coast Guard is exercising the provisions of PCG Regulations G 200-001 “Security of Classified Matters” dated 23 September 2002.

ANNEX "E"

STANDARD FOI REQUEST FLOW CHART



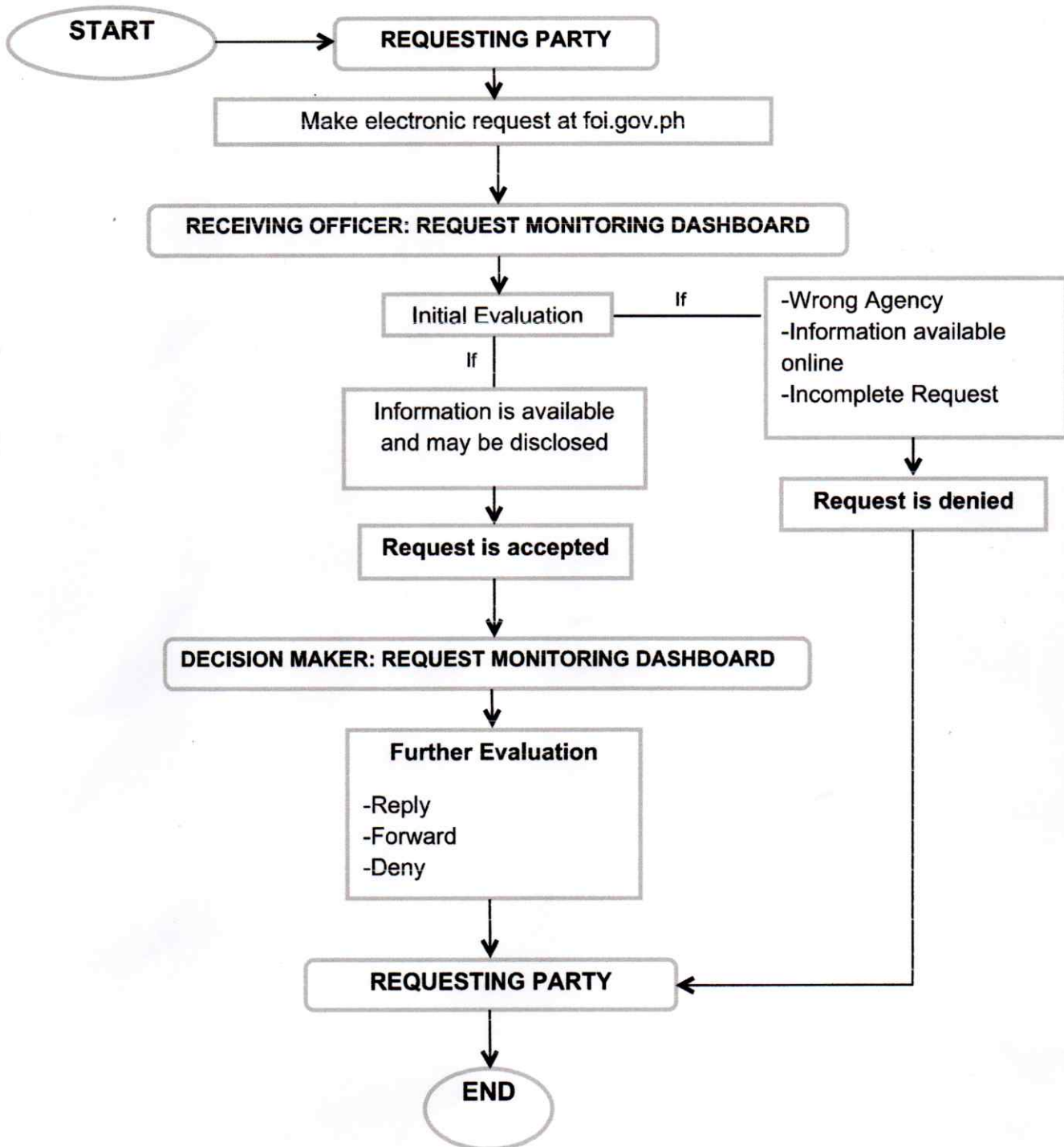
ANNEX “F”

SUMMARIZED STANDARD FOI REQUEST PROCESS

1. FILING OF FOI REQUEST FORM
<ul style="list-style-type: none"> • FOI Receiving Officer (FRO) shall provide an FOI Request Form to the Requesting Party • The Requesting Party shall accomplish the FOI Request Form and Present a valid proof of identification or authorization of the Requesting Party • FRO shall check the completeness of the requirements to access information • FRO shall stamped the accomplished request “RECEIVED” indicating the date and time of the receipt of the request, and the name, rank and position of the receiver • FRO shall log and input the detail of the request in a Request Tracking System
2. EVALUATION
<ul style="list-style-type: none"> • The FRO shall evaluate the contents of the request <ul style="list-style-type: none"> ➤ If the request is not in the custody of the PCG, the FRO shall forward the request to the concerned Agency ➤ If the request is already available online, the FRO shall provide the website link where the information is located ➤ If the request is included to the list of exceptions provided by the existing laws, the FRO shall deny the request
3. PROCESSING AND TRANSMITTAL OF REQUEST TO THE FDM
<ul style="list-style-type: none"> • After the evaluation, the FRO shall process and consolidate the necessary information • FRO shall forward the consolidated information to the FDM for its approval or denial • FRO shall record the date, time and name of the FDM staff who actually received the request
4. APPROVAL OR DISAPPROVAL OF THE REQUEST
<ul style="list-style-type: none"> • The FDM shall decide whether to release the records wholly, partially or to deny the request • In case that the requested information requires extensive search of the Organization’s Records, the FDM shall request for a 20 days extension of time.
5. TRANSMITTAL OF INFORMATION TO THE REQUESTING PARTY
<ul style="list-style-type: none"> • After the request has been approved or denied by the FDM, the FRO shall notify the Requesting Party

- That the request is approved and is subject for disclosure. Prior to the release of information, the FRO shall ensure that the records are complete.
- That the request is denied, the FRO shall notify the applicant of the denial in writing or mail. The notice shall include reason of such denial
- Information to be released shall be logged in the Request Tracking System.

ANNEX "G"
ELECTRONIC FOI (EFOI) REQUEST FLOW CHART



ANNEX "H"
SUMMARIZED EFOI REQUEST PROCESS

1. MAKING A REQUEST AT EFOI PORTAL

- Using the eFOI portal at foi.gov.ph, Requesting Party may make an electronic FOI (e-FOI) request by providing the following information and address it to Philippine Coast Guard.
 - Title of the Document
 - Coverage of Time Period
 - Intended Purpose of Use
 - Content of the Request

2. INITIAL EVALUATION

- The eFOI request shall be forwarded to Receiving Officer: Request Monitoring Dash Board for evaluation.
 - If the PCG holds the information requested, FRO shall accept the request and assign a Decision Maker for the approval and release of information. Within 15 working days, FRO shall process and consolidate all necessary information requested.
 - If the request is not in the custody of PCG, FRO shall deny the request and forward it to another agency.
 - If the request is already available online, FRO shall deny the request and forward the link where the information is located
 - If the information is incomplete, FRO shall deny the request and will ask the Requesting Party to file another request

3. TRANSMITTAL OF INFORMATION TO THE REQUESTING PARTY

- All accepted e-FOI request shall be forwarded to Decision Maker: Request Monitoring Dashboard for further evaluation
 - If the requested information is ready to be disclosed, Assigned Decision Maker shall send a reply and may attached additional file or documents if available.
 - If the request is not in the custody of PCG, Assigned Decision Maker shall forward it to the concerned agency.
 - If the request falls under exceptions or is "classified information", Assigned Decision Maker shall deny the request.

ANNEX "I"
FOI REQUEST FORM

Control Number: PCG FOI-_____



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area,
1018 Manila

**FREEDOM OF INFORMATION
REQUEST FORM**

Date/Petsa: _____

Title of the Document/ Titulong Dokumento: _____

Date/ Taong Saklaw: _____

Purpose/Layunin: _____

Name/ Pangalan: _____

Address/ Tirahan: _____

Contact Number: _____

Proof of Identity/ Katibayan ng Pagkakakilanlan:

☐ Voters ID: _____ ☐ Driver's License: _____
☐ Passport No: _____ ☐ Others (specify): _____

How would you like to receive the information?/ Paraan ng pagtanggap ng impormasyon?

☐ Email: _____ ☐ Pick-up Hours: _____

Requestor's Name and Signature
Pangalan at Lagda

CLAIM SLIP

Name of Applicant/ Pangalan ng Aplikante: _____

Title of the Document/ Titulo ng Dokumento: _____

Receive By/ Natanggap ni: _____

Date and Time Received/ Petsa at Oras ng Pagtanggap: _____

Date of Claim/ Petsa ng Pagkuha: _____

Certified By/ Taong nagpatunay:

FOI Receiving Officer