



PHILIPPINE COAST GUARD



FREEDOM OF INFORMATION

2023

PEOPLE AND AGENCY'S MANUAL

EXECUTIVE ORDER NO. 02 SERIES OF 2016



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

LETTER OF PROMULGATION

Subject: PCG's Freedom of Information (FOI) Manual

To : All concerned

1. Under the Executive Order No. 2 s of 2016 "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", all government offices under the Executive Branch are directed to fully disclose all public information and other related transaction through the production of People's Freedom of Information Manual.
2. This manual provides the process and guidelines to assist all Filipino People in requesting for information under the Executive Order No. 2 s. of 2016, on Freedom of Information.
3. In view thereof, the Philippine Coast Guard was able to draft the first People's Freedom of Information Manual to serve as a basis in implementing the Freedom of Information Program of the President of the Republic of the Philippines in his advocacy towards transparency and good governance.
4. The PCG's People's Freedom of Information Manual consists of the following subjects Objectives, Coverage of this manual, the Standard Procedure in requesting information, the Fees involved, and the Remedies in case of Denial. It also discusses the Request Tracking System and the Administrative Liability. Moreover, to effectively implement this program, the Public Information Officer of each District/Units shall act as the FOI Receiving Officer while the District Commander or the Head of the Unit shall be the FOI Decision Maker Duties and Responsibilities of the Key Personnel are indicated in this Manual.
5. This manual is hereby promulgated for the information, reference, and guidance of all concerned.


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ADMIRAL PCG



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F O R E W O R D

As a guardian of truth and transparency, the Philippine Coast Guard (PCG) fully endorses the government's commitment to uphold every Filipino's right to information.

In line with this, the command is proud to present the 2023 revised Freedom of Information Manual series, shedding light on one of the most fundamental rights that all Filipino citizens possess. This initiative aligns with the directives of Executive Order No. 02 series of 2016, which mandates full disclosure of public information and related transactions by all offices under the Executive Branch.

Our primary goal is to ensure that requested information will be delivered accurately, and for this purpose, the published Manual provides comprehensive guidelines and standard procedures for requesting information related to the leading maritime agency in the country.

However, the PCG is equally committed to upholding the provisions of the Republic Act No. 10173, known as the Data Privacy Act of 2012, which bolsters the human right to privacy. Consequently, the command will not disclose any information falling within the exceptions specified in the constitution or any existing laws. This includes information pertaining to sensitive and confidential operations carried out by the command, all of which are detailed in this manual as a point of reference for information requests.

Nonetheless, the Philippine Coast Guard wholeheartedly supports the President's efforts to promote good governance. Therefore, we assure you that all information requests will be met in a timely manner, with a strong commitment to providing accurate and factual data to the best of our ability.

CG ADM RONNIE GIL L GAVAN
Commandant, Philippine Coast Guard

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SECTION I: OVERVIEW

I. TITLE

This will also known as the Philippine Coast Guard People's Freedom of Information (FOI) Manual.

II. PURPOSE

In line with the provisions described under Executive Order Nr. 02, PCG's Freedom of Information (FOI) Manual aims the following:

- a. 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.
- d. To achieve the goals of FOI which is to promote transparency, dismiss misinformation, initiate innovation, basis for academic research and to advocate empowerment.

III. COVERAGE OF THE MANUAL

The manual shall cover all requests 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"**)
- g. Guidelines on Referral

SECTION II: DEFINITION OF TERMS

ANONYMIZATION	<ul style="list-style-type: none"> - de-identification of the Requester's Personal Information; to remove identifying information such as Requesting Party's Government ID.
CLASSIFIED INFORMATION	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - the official website of the PCG where people can download the FOI Request Form and access other information, materials, and data on transparency.
CONFIDENTIAL	<ul style="list-style-type: none"> - limited to information; unauthorized disclosure would be prejudicial to the interest of the nation and be advantage to foreign nation.
CONSULTATION	<ul style="list-style-type: none"> - 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."
DATA.GOV.PH	<ul style="list-style-type: none"> - the open data website that serves as the government's comprehensive portal for all public government data that is searchable, understandable, and accessible.
DECISION MAKER: REQUEST MONITORING DASHBOARD	<ul style="list-style-type: none"> - a feature in the eFOI portal that allows assigned FDM to scrutinize, evaluates and process lodged eFOI request.
ELECTRONIC FOI REQUEST	<ul style="list-style-type: none"> - this is a request made by a Filipino Citizen online using the foi.gov.ph portal.
EXCEPTIONS	<ul style="list-style-type: none"> - 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.
EXECUTIVE BRANCH	<ul style="list-style-type: none"> - a government branch of the Philippines of which the FOI program is focused on the Executive branch includes the following but is not limited to the cabinet & all executive departments led by the President.
EXTENSION OF TIME	<ul style="list-style-type: none"> - term used when the regular processing time of 15 working days is not enough to complete the transaction because there is a need to thoroughly search the organizations record. It means that additional 20 working days shall be added to the regular processing time.

EXTRACTION	<ul style="list-style-type: none"> - process of separating or isolating specific information from a set of data.
FOI.GOV.PH	<ul style="list-style-type: none"> - 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 eFOI request for information that is not yet publicly available.
FREEDOM OF INFORMATION (FOI)	<ul style="list-style-type: none"> - a government program that responds 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	<ul style="list-style-type: none"> - a written request for information/ public documents made by a Filipino citizen submitted to the PCG personally or by electronic mail.
FOI DECISION MAKER (FDM)	<ul style="list-style-type: none"> - 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)	<ul style="list-style-type: none"> - a duly designated officer, preferably coming from the Public Affairs Office Service, 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - the action taken when PCG is able to disclose all records in full in response to a FOI request.
INFORMATION	<ul style="list-style-type: none"> - 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.

NO WRONG DOOR POLICY	<ul style="list-style-type: none"> - 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 is not authorized to release the information to the public.
OFFICIAL RECORD/S	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - refers to publicly available data structured in a way that enables the data to be fully discoverable and usable by end users or any interested party.
PARTIAL GRANT/ PARTIAL DENIAL	<ul style="list-style-type: none"> - the action is taken when PCG is able to disclose a portion of the records but must deny other portions of the FOI request.
PEOPLE'S FREEDOM OF INFORMATION (FOI) MANUAL	<ul style="list-style-type: none"> - a manual designed for the general public to guide them in making FOI requests.
PERSONAL INFORMATION	<ul style="list-style-type: none"> - 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.
PROACTIVE DISCLOSURE	<ul style="list-style-type: none"> - information made publicly available by government agencies without waiting for a specific FOI request. Government agencies now post on their websites/ social media accounts a vast amount of material concerning their functions and mission. This information is considered as Public Disclosure.
PUBLIC RECORDS/S	<ul style="list-style-type: none"> - information required by laws, executive order, rules, or regulation to be entered, kept, and made publicly available by a government office.
REACTIVE DISCLOSURE	<ul style="list-style-type: none"> - is a non-routine disclosure of specific information in response to specific requests/ demands and circumstances. FOI requests is an example of Reactive Disclosure.
RECEIVING OFFICER: REQUEST MONITORING DASHBOARD	<ul style="list-style-type: none"> - an eFOI portal feature that allows the FRO to initially evaluate all lodged requests by Requesting Party.
REFERRAL	<ul style="list-style-type: none"> - the act of forwarding a request to other government agency covered by the FOI program.
RESTRICTED	<ul style="list-style-type: none"> - information that should not be published or communicated to anyone except for official purposes.
REQUESTING PARTY	<ul style="list-style-type: none"> - refers to the person/organization who makes an official request, whether in writing or through eFOI portal, for access to information.
REQUEST TRACKING SYSTEM	<ul style="list-style-type: none"> - 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.
SECRET	- limited to information; unauthorized disclosure would endanger national security and can cause serious injury to the interest of the nation or would be a great advantage of foreign nation.
TOP SECRET	- highest degree of protection; unauthorized disclosure would cause grave damage or danger to the nation.
VEXATIOUS REQUEST	- requests that are frivolous, malicious, made in bad faith, intend to harass, vilify, or embarrass or if it poses an actual or imminent danger to the office, or employee/s.
WORKING DAYS	- refers to the days in which the requests can be received and processed. These are usually Monday to Friday, excluding weekends and public holidays.

SECTION III: LIST OF ACRONYMS

CARC	CENTRAL APPEALS AND REVIEW COMMITTEE
EO	EXECUTIVE ORDER
EFOI	ELECTRONIC FREEDOM OF INFORMATION
FOI	FREEDOM OF INFORMATION
FDM	FOI DECISION MAKER
FRO	FOI RECEIVING OFFICER
GA	GOVERNMENT AGENCY
PCG	PHILIPPINE COAST GUARD
RP	REQUESTING PARTY

SECTION IV: PROTECTION OF PRIVACY

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

- a. The PCG 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. The PCG shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks, or premature disclosure;
- c. The FOI Receiving Officer (FRO), FOI Decision Maker (FDM), or any employee or official who has access, whether authorized or unauthorized, to personal information in the custody of PCG, shall not disclose that information except as authorized by existing laws.

SECTION V: 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. TWO (2) WAYS TO REQUEST

This is to briefly define the two (2) ways to request an information in PCG.

a. STANDARD/MANUAL FOI

any Filipino citizen may request information by accomplishing the provided PCG's FOI Request Form at Coast Guard Public Affairs Service (CGPAS). (See **Annex "K"**)

b. ELECTRONIC FOI (EFOI)

a request made by a Filipino citizen through foi.gov.ph or known as the FOI portal.

3. 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 or the Commandant of PCG may delegate this responsibility to concerned staff.

4. FOI RECEIVING OFFICER (FRO)

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

- a.** Evaluates & process FOI requests;
- b.** Monitors incoming FOI/ lodged eFOI requests & appeals;
- c.** Advises FDM on matters concerning FOI;
- d.** Advises and supports the public and staff with regard to FOI;
- e.** Compiles statistical information on the nature and volume of the request;
- f.** Maintains and updates the request tracking system in print or through the database;
- g.** Compiles the FOI reports and other requirements; and
- h.** Updates the Freedom of Information Manual.

5. FOI DECISION MAKER (FDM)

In PCG, the Commandant, being the head of the agency, shall act as the FDM of the organization or may delegate this task to other PCG Officer, 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.

The duly designated FDM of the PCG shall have the following functions:

- a.** Conduct evaluation of the request for information and has the authority to grant the request or deny it based on the following:
 - a.1.** The organization does not have the information requested;
 - a.2.** The information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
 - a.3.** The information requested falls under the list of exceptions to FOI, PCG's List of Exceptions under the provisions of PCG Regulations G 200-001 "**Security Classified Matters**" and the President's Office Memorandum Circular Nr. 78 s. 1964; or

- a.4. The request is an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied.

6. CENTRAL APPEALS & REVIEW COMMITTEE

The CARC shall review and analyze the grant or denial of request of information and provide expert advice to the head of agency on granting or denying of said request for information. (See **Annex "C"**)

The PCG's FOI CARC shall exercise the following:

- a. Receive, review, evaluate, and assess the appeal on the denial of the request for information;
- b. Determine if the appeal was filed within the period provided under EO No. 2, s. 2016;
- c. Recommend to the head of agency the actions on the appeal filed by the requesting party;
- d. Ensure that the appeal be decided within thirty (30) working days from the filing of said appeal; and
- e. Implement the decision of the head of agency regarding the appeal.

7. APPROVAL OR DENIAL OF REQUEST TO INFORMATION

The FDM shall approve or deny all requests for information. In case where the Decision Maker is on official leave, he/she shall designate an officer to act as FDM during the absence of the incumbent.

SECTION VI: STANDARD PROCEDURES

(See flowchart **Annex “E”**)

1. FILING AND RECEIPT OF REQUEST FOR INFORMATION

- a.** FRO shall provide an FOI Request Form to the Requesting Party (RP) or an authorized representative. The RP may also download the FOI Request Form directly from the PCG Website: coastguard.gov.ph
- b.** The FRO shall receive the request for information from the RP and check if the following requirements are fully accomplished:
 - b.1.** The request must be in writing. If the request is made through email, the RP shall attach the scanned copy of the written FOI application request form with a copy of their Valid ID.
 - b.2.** The request must have the name, contact information and valid proof of Identification or authorization of the RP; and
 - b.3.** The request shall reasonably describe the information being requested (See **Annex “F”**)
- c.** In case the RP 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 FRO who actually received it with the corresponding signature and copy furnished to the Requesting Party. In case of email requests, the email message shall be printed out following 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 RP 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 on the PCG's website and social media accounts, data.gov.ph, or foi.gov.ph, the FRO shall deny the request and inform the RP of the said fact. The FRO will subsequently provide them with 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 is considered "**classified**", the request shall be denied. The FRO shall inform the RP of the reason for such denial. (See **Annex "D"**)

d. Requested information is substantially similar or identical to the previous request:

If the information being requested is substantially similar or identical to a previous request by the same requester, the request shall be denied. However, the FRO shall inform the RP of the reason of such denial.

3. PROCESSING AND TRANSMITTAL OF REQUEST TO THE FDM

After the evaluation, the FRO shall process and consolidate all necessary information needed within fifteen (15) working days. 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 fifteen (15) working day period of processing the request is not enough, the FDM may request for an extension of time of additional twenty (20) working days.

5. TRANSMITTAL OF INFORMATION TO THE REQUESTING PARTY

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

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 RP 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 RP 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

EO 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 RP 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 VII: ELECTRONIC FOI PROCEDURE

(See flowchart **Annex “G”**)

1. MAKING REQUEST AT E-FOI PLATFORM

Using the electronic system called **Electronic Freedom of Information (eFOI)** portal at **foi.gov.ph**. RP may make an electronic FOI (e-FOI) request by providing the following information and address it to PCG. (See **Annex “L”**)

- 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 RP of the said fact. The FRO will also provide them the website link where the information is posted.

c. Incomplete/ Invalid 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.

d. Request is referred

If the request is not under the custody of PCG, FRO shall refer the request to other government agency under the FOI Program within three (3) working days. See **Section VIII** for the guidelines of the "No Wrong Door Policy".

3. TRANSMITTAL OF INFORMATION TO THE REQUESTING PARTY

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

a. Reply

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

b. Forward

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

c. Deny

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

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

4. GUIDELINES ON VEXATIOUS FOI REQUEST (FOI-MC NO. 5 S. 2020)

VEXATIOUS FOI REQUEST

Request that are frivolous, malicious, made in bad faith, intended to harass, vilify, or embarrass, or if it poses an actual or imminent danger to the office, officials, or employees.

A REQUEST IS PRESUMED TO BE VEXATIOUS IF:

- Frequent overlapping requests
- Personal grudges
- Unfounded accusations
- Unreasonably complex requests
- Reprocessed data

- Other requests that are meant to harass, embarrass, or put to actual danger

5. ANONYMIZATION

POLICY ON ANONYMISATION ("De-Identification of Requester's Personal Information in the eFOI Portal") FOI-MC No. 21-04

- under this policy, the FRO ensures that all personal information, valid IDs or any other personally identifiable information of the RP are protected and shall be anonymized.

6. REDACTION AND EXTRACTION (FOI-MC No. 4 s 2019)

- Access to official records, and to documents and papers pertaining to official records acts, transactions, or decisions as well as to government research data used as a basis for policy development, shall be afforded the citizen, subject to such limitations as may provided by law;

REDACTION

The FRO or FDMs' process of selectively editing or censoring sensitive or confidential information from a document before its release. The FRO or FDM black out or remove specific text, images, or sections of a document that contain sensitive data. FRO and FDM ensures that sensitive or legally protected information, such as personal details, trade secrets, classified information, or confidential data, is not disclosed to the public or RP. (See **Annex "D"**)

EXTRACTION

The FRO and FDM involve the selective retrieval or separation of specific information from a document or dataset. Instead of providing the entire document, the FRO or FDM extracts only the relevant or requested information. For instance, if the RP seeks specific data points or sections from a larger document, extraction enables the FRO or FDM to isolate and provide only the pertinent information while omitting the rest.

MOSAIC EFFECT

The potential risk is that seemingly innocuous or unrelated pieces of information, when combined or analyzed together with other available information, could reveal sensitive or confidential details.

FOI officers and organizations handling such requests must consider not only individual redactions but also the potential for combining

information to prevent the mosaic effect and safeguard sensitive information.

SECTION VIII: “NO WRONG DOOR POLICY”

(See flowchart **Annex “I” FOI-MC NO. 21-05**)

The No Wrong Door Policy is also known as the Referral System of FOI wherein requested information, official records, or public records that are not under the custody of the organization are referred to the appropriate government agency for proper disposition.

PROCESS OF REFERRAL

1. FIRST REFERRAL

If the requested information is not in the custody of GA1 but is available in GA2 within the Executive Branch, the PCG-FRO is responsible for promptly directing the request to the concerned agency within three (3) working days. Should this referral not take place within the specified time frame, the PCG-FRO is then obliged to process the request, fifteen (15) working days shall apply.

A request that has been forwarded to the concerned government agency is considered successful if the request is acknowledged, and the requested information is subsequently provided to the requester.

2. SECOND REFERRAL

If a request is mistakenly forwarded to an agency within the Executive branch that doesn't possess the requested information, that agency is required to inform both the originating agency and the requester that the requested information is not available in their organization. Subsequently, the agency in question must refer the request to the appropriate agency holding the information within three (3) working days. Failure to do so within this timeframe necessitates that they proceed with the standard fifteen (15) working days period.

If, even after the second referral, the requested information cannot be provided or is unavailable, the request will be denied, and the requester will be notified of this fact. No further referrals beyond the second one will be permitted.

In all cases involving referrals, the concerned agencies must notify the requester in writing through any means stipulated in these guidelines.

SECTION IX: REMEDIES IN CASE 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 Chairman of CARC or a member from PCG-CARC **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 X: REQUEST TRACKING SYSTEM

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

SECTION XI: FEES

The PCG shall not charge any fee for accepting requests for access to information. Except for the following:

Reasonable Cost of Reproduction and Copying of the Information - The PCG-FRO shall immediately notify the requesting party in case there shall be a reproduction and copying fee in order to provide the information. Such fee shall be the actual amount spent by the PCG in providing the information to the requesting party.

Exemption from Fees - The PCG-FRO may exempt any requesting party from payment of fees, upon request stating the valid reason, and showing of proof, why such requesting party shall not pay the fee.

SECTION XII: 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 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 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 fails 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 to 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 SERVICE

139 25TH Street, Port Area, 1018 Manila
Telephone Number: (02)527-8481 loc 6291/6292
Cellphone Number; 0927 560 7729
Email: cgpafoi@gmail.com

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**

Poros Point, San Fernando City La Union
Telephone Number: (072) 700 4474
Contact Numbers: 09457463430
Email Address: cgdnlwn@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, Rawls, 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: 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”

PCG FRO, FDM, AND CARC

PCG Freedom of Information Receiving Officer

CG ENS DIANE ANGELI M VERGOZA

Coast Guard Public Affairs Service

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

Cellphone Number: 0927 560 7729

Email: cgpafoi@gmail.com

PCG Freedom of Information Decision Maker

CG RADM ARMANDO A BALILO PCG

Coast Guard Public Affairs Service

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

Cellphone Number: 0927 560 7729

Email: cgpafoi@gmail.com

PCG Central Appeals and Review Committee

CG LTSG SHIELA ARMAN B CUSTODIO

Central Appeals and Review Committee- Chairman

Coast Guard Legal Service

Coast Guard Public Affairs Service

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

Cellphone Number: 0927 560 7729

Email: cgpafoi@gmail.com

CG LTSG LOVELY GAY B DE LA ROSA

Central Appeals and Review Committee- Member

Coast Guard Public Affairs Service

CG LTJG JEM MARIE DJ LEANDA

Central Appeals and Review Committee- Member

Coast Guard Public Affairs Service

ANNEX “D”

LIST OF EXCEPTIONS

9 INVENTORIES OF EXCEPTIONS UNDER EXECUTIVE ORDER (EO) NO. 2 S. 2016

1. INFORMATION COVERED BY EXECUTIVE PRIVILEGE

- Presidential conversations, correspondences, and discussions in closed-door Cabinet meetings
- Matters covered by deliberative process privilege
 - intra-agency or inter-agency advisory opinions, recommendations, resolutions, minutes of meetings, deliberations, and decisions of executive officials;
 - Information, record or document comprising drafts of decisions, orders, rulings, policy decisions, memorandum

2. PRIVILEGED INFORMATION RELATING TO NATIONAL SECURITY, DEFENSE OR INTERNATIONAL RELATIONS

- information, record, or document that must be kept secret in the interest of national defense or security;
- Diplomatic negotiations, and other information required to be kept secret in the conduct of foreign affairs;
- Patent applications, the publication of which would prejudice national security and interest

3. INFORMATION CONCERNING LAW ENFORCEMENT AND PROTECTION OF PUBLIC AND PERSONAL SAFETY

- investigation records compiled for law enforcement purposes or information;
- informer ' s information;
- when disclosure will put the life and safety of an individual in imminent danger ;
- any information involving apprehension, recovery, etc. of carnapping incidents;
- all proceedings involving application into the Witness Protection Program

4. INFORMATION DEEMED CONFIDENTIAL FOR THE PROTECTION OF THE PRIVACY OF PERSONS AND CERTAIN INDIVIDUALS SUCH AS MINORS, VICTIMS OF CRIMES OR THE ACCUSED

- personal information (birth records, school records, health records, sensitive personal records);

- Source of any news report in newspapers, magazine, or periodicals obtained in confidence;
- Records of proceeding deemed confidential by the law (privacy or protection of victims and witnesses of crime)

5. INFORMATION, DOCUMENTS, OR RECORD KNOWN BY REASON OF OFFICIAL CAPACITY AND ARE DEEMED AS CONFIDENTIAL

- Trade secrets, intellectual property, business, commercial, financial, and other proprietary information;
- PSA records, statistics, survey, census;
- SSS records and reports;
- PIS information;
- HIV and AIDS monitoring and other health intelligence activities;
- Philippine Competition Commission information;
- Omnibus Investments Code of 1987 applications and supporting documents;
- Submitted documents in PHILGEPS;
- Documents, records, information, etc. under the Electronic Commerce Act of 2000;
- Confidential information provided by contractors under Philippine Mining Act of 1995;
- Information received by DOT re accreditation of hotels, resorts, travel and tour agencies;
- Transactions covered by Anti-Money laundering Council (AMLC);
- Confidential information submitted to Tariff Commission;
- Information or reports submitted to Insurance Commissioner under Insurance Code;
- Information on registered cultural properties owned by private individuals;
- Information submitted by colleges/universities to CHED;
- Any secret, valuable or proprietary information of a confidential character known to a public officer, or secrets of private individuals;
- Investigation records or information conducted by Presidential Anti-Corruption Commission (PACC);
- Records of surveillance of suspects, interception, etc. under Anti-Terrorism Act of 2020

6. PREJUDICIAL PREMATURE DISCLOSURE

A premature disclosure of the information would:

- endanger the stability of any financial institution;
- endanger the implementation of proposed official action

7. CONFIDENTIAL OR PRIVILEGED RECORDS OR PROCEEDINGS OR INFORMATION FROM PROCEEDINGS

- Mediation and domestic or international arbitration proceedings, records, evidence, and awards under the Alternative Dispute Resolution Act of 2004;
- Matters involved in an Investor-State mediation;
- Information and statements on proceedings under Labor Code Arbitration proceedings before the Construction Industry;
- Arbitration Commission (CIAC);
- Results of examination made by Securities and Exchange Commission (SEC) on operations, books, and records;
- Information related to investigations under the Securities Regulations Code;
- All proceedings were undertaken by the Insurance Commission;
- Information passed to prosecutors or undersecretaries in cases involving violations of Comprehensive Dangerous Drugs Act of 2002;
- Investigation report and the supervision history of a probationer;
- Classified matters under the Anti-Terrorism Act of 2020 and its IRR;
- Preliminary investigation proceeding before the committee decorum and investigation of government agencies;
- Confidential or privileged information issued by Supreme Court (disbarment proceedings, DNA profiles and results, etc.)

8. MATTERS CONSIDERED CONFIDENTIAL UNDER BANKING AND FINANCE LAWS, AND THEIR AMENDATORY LAWS

- Law on Secrecy of Bank Deposits (RA No. 1405)
- Foreign Currency Deposit Act of the Philippines (RA No.6426)
- General Banking Law of 2000 (RA No. 8791)
- Anti-Money Laundering Act of 2001 (RA No. 9160)
- Credit Information System Act (RA No. 9510)
- RA No.245 as amended by Presidential Decree No. 1878

9. OTHER EXCEPTIONS TO THE RIGHT TO INFORMATION UNDER LAWS, JURISPENDENCE, RULES, AND REGULATIONS

- Treaties, executive agreements, international agreements;
- Testimony from government officials ;
- When SALN is requested by any of the following reason
 - purpose contrary to morals or public policy
 - commercial purpose
- lists, abstracts, SOI that are not part of the duties of the government office requested

PCG SECURITY CLASSIFIED MATTERS

UNDER PCG REGULATIONS G 200-001 DTD 23 SEPTEMBER 2002

1. TOP SECRET (SECTION III)

Information in which unauthorized disclosure would cause exceptionally grave damage or danger to the nation, politically, economically, or militarily.

- a. Strategic plan documenting the overall conduct of war
- b. War planning documents which contain worldwide
 - i. Planning data and assumptions
 - ii. Wartime planning factors to use of nuclear weapons and/or highly classified technical weapons
 - iii. Intelligence estimate of enemy capabilities
 - iv. Force composition and developments
- c. Intelligence documents
- d. Plan or policy governing intelligence operations provided that compromise of such plans and policy or operations
- e. Very important political document
- f. Major governmental projects such as drastic proposal to adjust nation's economy or political set-up.
- g. Matters relating to new and far-reaching experimental, technical, and scientific developments in methods of warfare, defense against chemical, biological, and radiological (CBR) warfare, etc.
- h. Critical information about cryptography
- i. Detailed compilation of data to include analysis of the country's geographical, economic, and industrial build-up and status which are essential in satisfying and supporting the nation's defense plan.
- j. Compilation of secret documents, the aggregation of which increases their overall security value.

2. SECRET (SECTION IV)

Information and material in which unauthorized disclosure would endanger national security, cause serious injury to the interest or prestige of the nation or of any governmental activity or would be a great advantage to foreign nation such as material or information which would:

- Jeopardize the international relations of the Philippines.
 - Endanger the effectiveness of a program or governmental scheme or policy of vital importance to the national defense.
 - Compromise defense plans or scientific or technological developments important to the national defense.
 - Reveal important intelligence operations.
-
- a. War plans or complete plans for future operations of war not included under TOP SECRET and documents showing the disposition of our forces,



the unauthorized disclosure of which could result in actual compromise thereof.

b. High level directives dealing with important negotiations distinct from major negotiations with other countries.

c. Defense or other military plans not included under TOP SECRET or above involving defense of vital areas together with related particulars of operations.

d. New designs of aircraft, projectiles, tanks radar and other devices not classified as TOP SECRET. Grading a material information or project as "SECRET" is, however, justified:

i. It materially influences a major aspect of Coast Guard tactics;

ii. It is sufficiently revolutionary to result in major advance in existing techniques;

iii. It is liable to compromise some other classified projects.

e. Specific information which reveals Coast Guard capabilities or state preparedness of the Philippine Coast Guard such as detailed organization of existing and reserve units.

f. Particulars of operations in progress such as strength of forces engaged in hostilities or quantity or nature of their equipment, or identity or composition of units in an active area of operation and adverse report on general morale affecting major operations.

g. Coast Guard maps, charts and air photographs covering defense areas, establishments or installations, such as bases, coast guard ports and helipads, camps, signal installations, etc. maps, charts, or air photographs will be graded in accordance with actual details shown thereon and not necessarily in accordance with the basic classification.

h. Intelligence and other information not TOP SECRET but which would reveal a secret source and the value of which depends upon concealment of possession of same.

i. Communication security devices and cryptographic material that reveal information of vital importance to the national defense.

j. Troop movements to operational areas, to include major shifts of forces and armaments.

k. Intelligence plans and estimates.

l. Order of battle information, location and moves affecting its information of enemy order of battle will be graded according to the classification of the means by which it was obtained.

m. Compilation of confidential matter, the aggregation of which increases their overall security value.

n. Roster of list of intelligence personnel

o. Documents which contain the following elements of information concerning troop movements or individual travel in operation area, either direct or implied, require a classification of SECRET.

i. Inter-island or inter-zone geographic destinations;

ii. Date and time of departure from port of embarkation, port, enroute, or airport;

iii. Route, name or destination of ship or convoy or of aircraft formation;



- iv. Estimated time of arrival at inter-island or inter-zone destination or port enroute;
- v. The inter-island or enter-zone destination represented by a temporary AFP PO Number;
- vi. Events enroute involving every action.

3. CONFIDENTIAL (SECTION V)

Limited to information and material, the unauthorized disclosure of which while not endangering the national security, would be prejudicial to the interest of prestige of the nation unwarranted injury to an individual or would be of advantage to a foreign nation.

- a. Routine operational and battle reports which contain, information of value but not of vital interest to the enemy.
- b. Routine intelligence reports.
- c. Plans of government projects such as land development, hydroelectric schemes, road development or development of areas, etc.
- d. Technical matter not of major importance but which has distinct coast guard value or requires protection, new weapons calculated to influence minor tactics, or service set of war equipment of standard pattern.
- e. Coast Guard radio frequency and call sign allocation of special significance or those which are changed frequency for security reasons.
- f. Material and devises relating to communication security
- g. Meteorological information of designated areas;
- h. Operational and tactical doctrine or lessons learned in operation.
- i. Documents which contain the following elements of information concerning troop movements or individual travel, either directly or by implication, require a classification of confidential.
 - i. Information or description of unit movements of non-operational significance in areas within or adjacent to operational areas.
 - ii. Complete list of tabulation of units combined with and included under a single shipment for overseas shipment. The combination of a single unit with its overseas shipment number and letter, however, is restricted information.
- j. Documents or manuals containing technical information used for training in or maintenance or inspection of classified munitions of war.
- k. Coast Guard maps, charts, photo maps, and air photographs, the details of which do not warrant secret classification.
- l. Matters investigations and documents of a personal and disciplinary nature, the knowledge of which is desirable to safeguard for administrative reasons.
- m. Ground photographs, negatives, photostats, diagrams, or models of matter deemed to be classified as confidential.



- n. Certain compilation of restricted data or items that individually may be classified restricted but the aggregation of which enhances or increases their security values.
- o. Identification of individual casualties prior to release of official notification to the next of kin by the Adjutant Officer, HPCG.
- p. Material or information which tends to further enemy propaganda or glorify the achievement of personalities.
- q. Extreme losses in material or personnel.
- r. Cases of extreme breaches of discipline.
- s. False, misleading, or unauthenticated statements about Coast Guard or personal affairs
- t. Identification of personnel being investigated for misconduct, anomaly, or fraud prior to the filing of appropriate court martial charges or completion of the findings of boards created for such purpose.
- u. Roster of troops (officer and enlisted men). This includes list of Coast Guard personnel which respective rank, designation, and assignment.

4. RESTRICTED (SECTION VI)

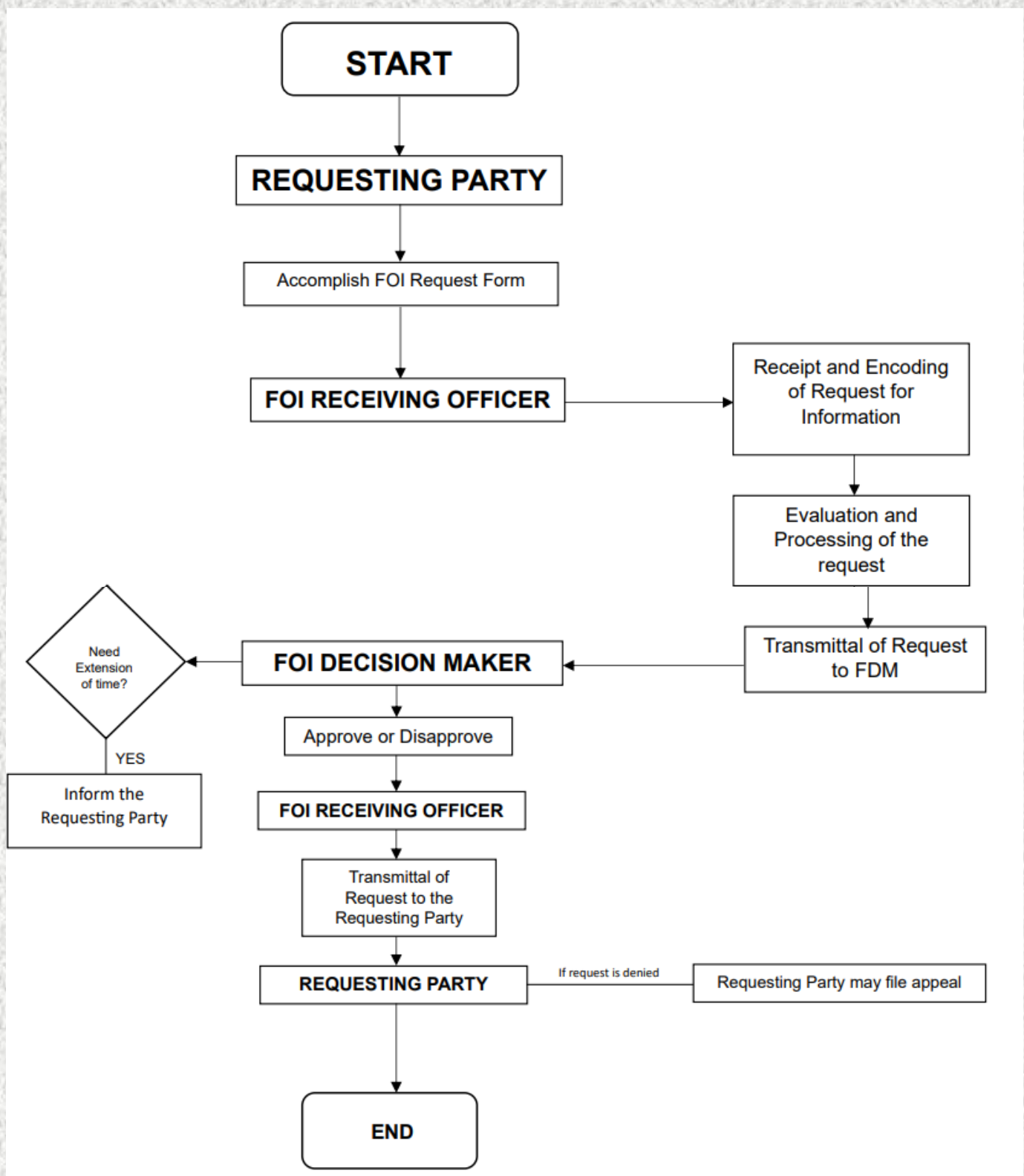
Information and material (other than Top Secret, Secret or Confidential) which should not be published or communicated to anyone except for official purposes shall be classified "Restricted".

- a. Training and technical documents for official use only or not intended for release to the public.
- b. Routine information relating to supply and procurements.
- c. Maps and aerial photographs of remote areas not important or related to defense or security. Said maps and photographs will be graded in accordance with actual details shown thereon.
- d. Ground photographs, negatives, diagrams, or models of Restricted Matter.
- e. Morning reports and strength returns except those of intelligence units which may warrant a higher classification.
- f. Non-tactical radio frequencies and call signs such as those used for training purposes.
- g. All PCG publications prescribing policies and procedures not classified as Top Secret, Secret, or Confidential.
- h. Orders, communications, reports and other documents concerning troop movements which need to be classified any higher if the classified elements of information and unit designations are not included therein and reference to the movement is made by shipment or by main number.



ANNEX “E”

STANDARD FOI FLOWCHART



NOTE:

- **SIMPLE REQUEST** – 7- 15 working days
- **COMPLEX REQUEST** – additional 20 working days

ANNEX “F”

SUMMARIZED STANDARD FOI PROCESS

1. FILING OF FOI REQUEST FORM

- FOI Receiving Officer (FRO) shall provide an FOI Request Form to RP
- The RP shall accomplish the FOI Request Form and Present a valid proof of identification or authorization of the RP
- FRO shall check the completeness of the requirements to access information
- FRO shall stamp the accomplished request “RECEIVED” indicating the date and time
- the receipt of the request, and the name, rank, and position of the receiver
- FRO shall log and input the details of the request in a Request Tracking System

2. EVALUATION

- The FRO shall evaluate the contents of the request
- 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

- 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

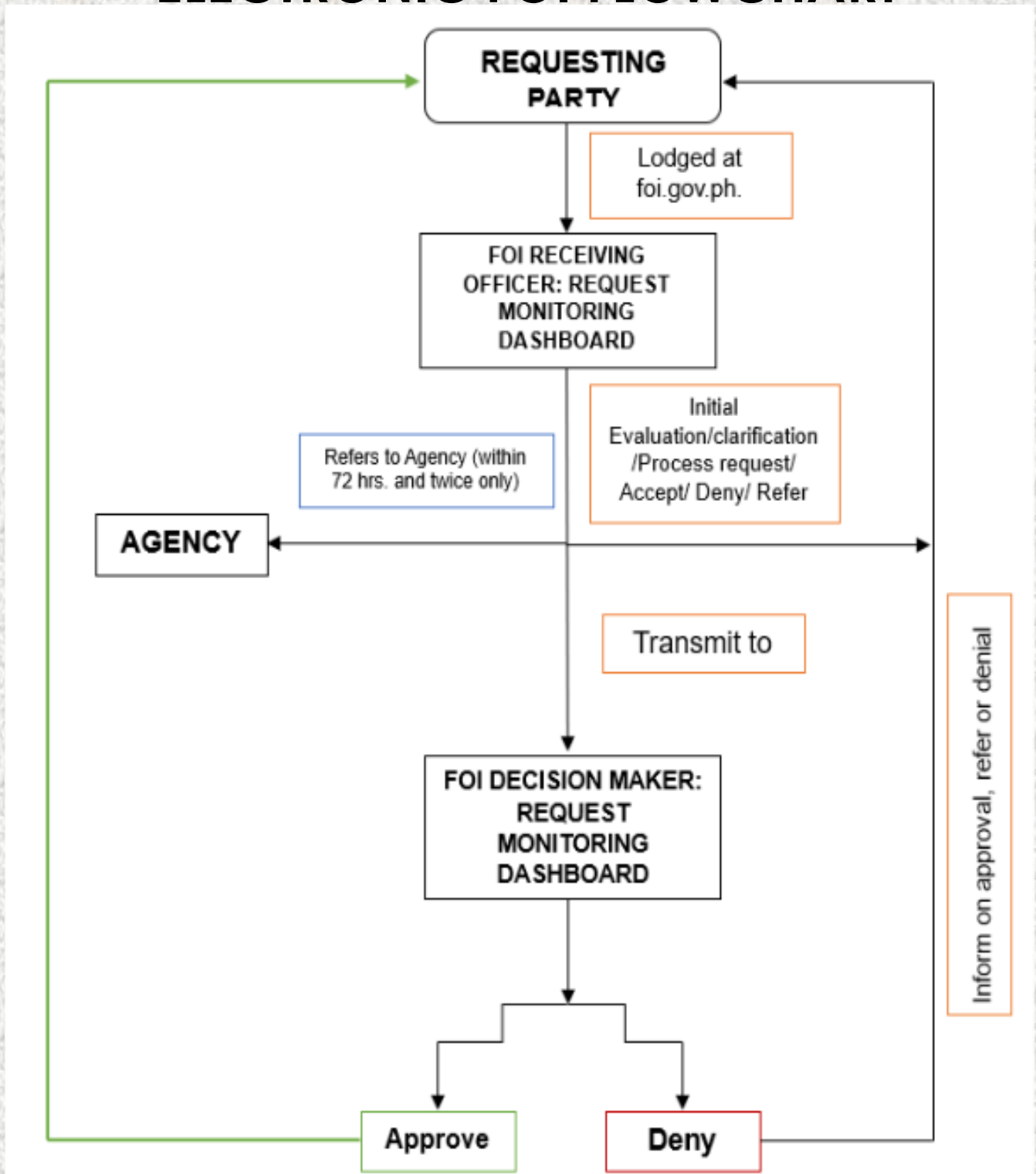
- The FDM shall decide whether to release the records wholly, partially or to deny the request
- In case that the requested information requires extensive search of the Organization's Records, the FDM shall request for a 20 days extension of time.

5. TRANSMITTAL OF INFORMATION TO THE REQUESTING PARTY

- 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 FLOWCHART



NOTE:

- **SIMPLE REQUEST** – 7- 15 working days
- **COMPLEX REQUEST** – additional 20 working days

ANNEX “H”

SUMMARIZED eFOI PROCESS

1. MAKING A REQUEST AT EFOI PORTAL

Using the eFOI portal at foi.gov.ph, RP may make an electronic FOI (e-FOI) request by providing the following information and address it to the 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 the Receiving Officer: Request Monitoring Dashboard for evaluation.

- If the PCG holds the information requested, FRO shall accept the request and assign to the FDM for the approval and release of information. Within 15 working days, FRO shall process and consolidate all necessary information requested.
- If the request is a complex request, additional 20 working days may apply to extend.
- If the request is not in the custody of PCG, FRO shall refer the request and forward it to another agency within three (3) working days.
- 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 inform the requester

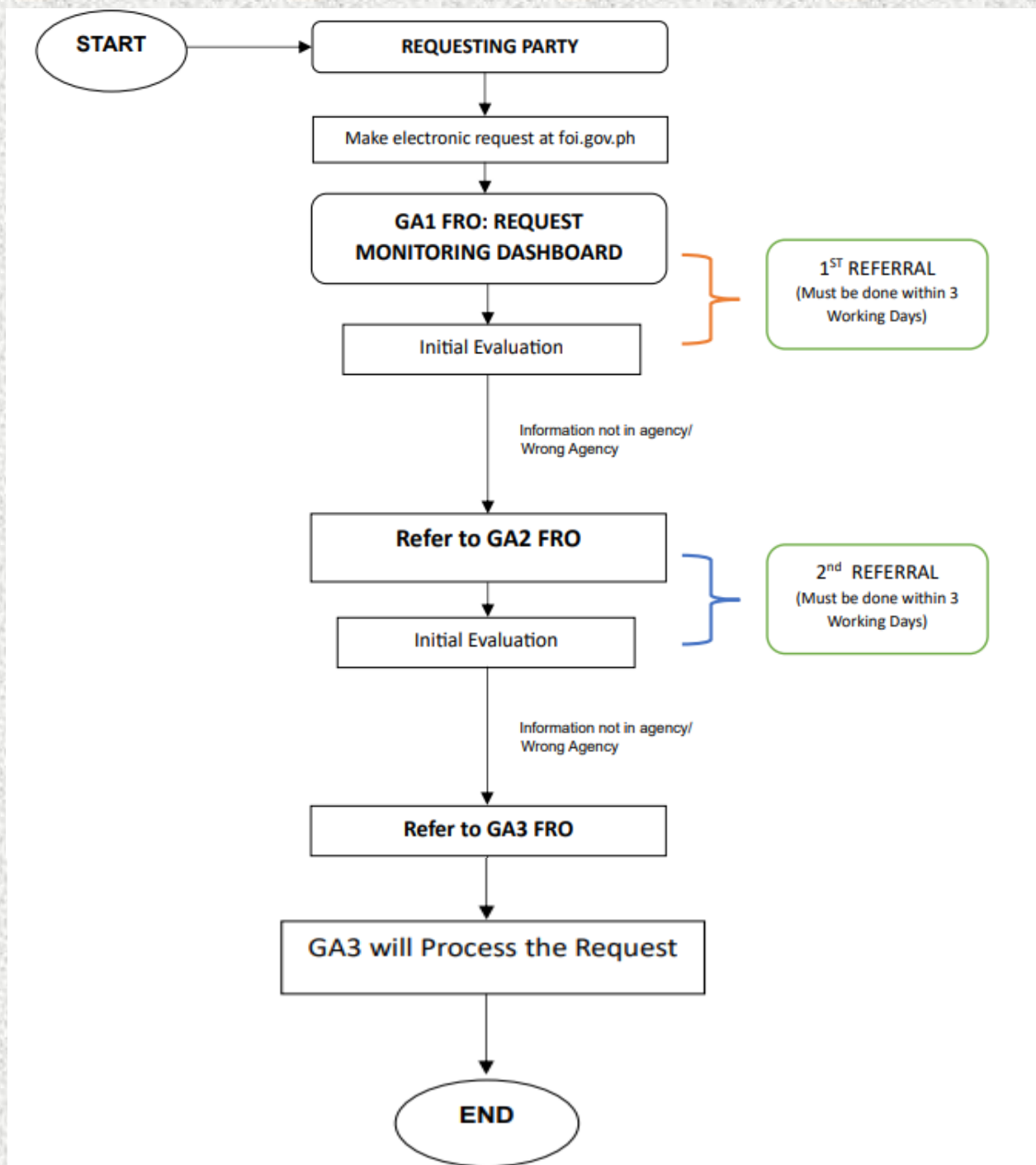
3. TRANSMITTAL OF INFORMATION TO THE REQUESTING PARTY

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. FDM shall send a reply and may attached additional file or documents if available.
- If the request is not in the custody of PCG, FDM shall deny the request as it is the only option/action for the FDM to take.
- If the request falls under exceptions or is “classified information”, Assigned Decision Maker shall deny the request.

ANNEX “I”

NO WRONG DOOR PROCESS



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. 02 s. 2016. No fresh period apply.
- If **GA3** is still not the proper agency for the requested information, GA3 shall mark the request unsuccessful/deny the request.

ANNEX “J”

SUMMARIZED NO WRONG DOOR 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 and 1st REFERRAL

The eFOI request shall be forwarded to the Receiving Officer: Request Monitoring Dashboard for evaluation.

- If the PCG does not hold the information requested but is available in another agency, PCG FRO (GA1) shall refer the request to Government Agency 2 (GA2) in an expeditious manner but not exceeding Three (3) working days.


3. 2nd REFERRAL

GA2 to whom the request was referred by GA1 holds no possession of the information requested, GA2 may refer the request to another government agency (GA3) as Second referral. 2nd referral must be done within 3 working days.

ANNEX "K"

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:
☐ PhilSys 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



ANNEX “L”

PCG eFOI PORTAL

[←](#) [→](#) [G](#) [foi.gov.ph/requests?agency=PCG](#) [🔖](#) [☆](#)

 FREEDOM OF INFORMATION
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PH Coast Guard

Browse over **140** requests from **this** government agency

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Design of the Facilities of the Philippine Coast Guard

Requested from **PCG** by **M. Cacela** at 10:57 PM on October 22, 2023.
Purpose: **Architectural Thesis**
Date of Coverage: **01/01/2021 - 10/22/2023**
Tracking no: **#PCG-095713498627**

✓ PENDING



ABOUT THIS AGENCY

The Philippine Coast Guard is mandated and responsible to perform maritime search and rescue, maritime law enforcement, maritime safety, maritime environmental protection and maritime security.

[🔍 Make a Request](#)

The number of total population of Philippine Coast Guard Personnel (Officer and Non-officer)

[🔍 Agency Information Inventory](#)



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