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## 1.0 INTRODUCTION

On 23 July 2016, President Rodrigo Roa Duterte issued Executive Order (E.O.) No. 2, series of 2016, on *“Operationalizing in the Executive Branch the People’s Constitutional Rights to Information and the State Policies to Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefore.”* It sets the provisions under which every Filipino may have access to information.

Section 8 of the said E.O. directed all government offices to prepare its own People’s Freedom of Information (FOI) Manual relative to the procedures in requesting for information and the procedures to be followed in processing the said request.

In compliance thereto, the John Hay Management Corporation’s (JHMC) Freedom of Information (FOI) Manual is being published.

## 2.0 PURPOSE

This Manual aims to standardize the procedures in requesting for information and the procedures undertaken by the John Hay Management Corporation (JHMC) in processing the said request in accordance with E.O. No. 02, s. 2016.

## 3.0 SCOPE

This Manual shall apply to all John Hay Management Corporation (JHMC) clients, customers, stakeholders and the general public.

## 4.0 DEFINITION OF TERMS

**Freedom of Information** It is a mechanism to promote transparency in the government’s administrative process wherein the general public may request for information held by the government provided the said information is covered under E.O. No. 2, series of 2016 and other laws, rules and regulations.

**Information** Refers to any records, documents, papers, reports, letters, contract, minutes and transcripts of official meetings, maps, books, photographs, data research materials, films, sound and video recordings, magnetic or other tapes electronic data, computer-stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of JHMC pursuant to law, executive order, and rules and



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regulations or in connection with the performance or transaction of its official business.

<b>Official record</b>	Refers 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.
<b>Public record</b>	It shall include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.
<b>FOI Request Form</b>	Refers to the form accomplished by the Requesting Party in requesting information from JHMC.
<b>Receiving Officer</b>	Refers to the contact person of JHMC to whom the Requesting Party shall submit its FOI Request Form or to whom the general public may request for assistance relative to FOI Process or any pending FOI Request.
<b>Department/ Unit Head</b>	Refers to the head of the Operating Unit who has access and control over the information being requested.
<b>Days</b>	Shall mean calendar days.

## 5.0 PROCEDURE

### 5.1 FOI REQUEST

5.1.1 All request for information shall be in writing through the FOI Request Form. The Requesting Party shall duly accomplish the FOI Request Form and submit the same to the Receiving Officer.

A request for information may be made through electronic mail, provided that the Requesting Party shall attach in the email a scanned copy of a duly accomplished FOI Request Form along with a scanned copy his / her proof of identity (government issued identification card).

If the Requesting Party is unable to make a written request due to illiteracy or physical disability, he/she may be allowed to make a verbal request, however, the same shall be reduced in writing by his/her representative or by the Receiving Officer.

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## 5.2 RECEIPT OF FOI REQUEST

5.2.1 The Receiving Officer shall review the completeness of the FOI Request Form:

- a. The request shall state the name, contact information, and valid proof of identification (government issued identification card) of the Requesting Party.
- b. The request shall describe the information requested and the reason for, or purpose of, the request for information.

5.2.2 If the FOI Request Form is complete, the Receiving Officer shall stamp "RECEIVED", indicating the date and time of receipt and his/her name and position, with his/her signature, otherwise, the Receiving Officer shall transmit the same to the Requesting Party for completion.

The JHMC Receiving Officer shall establish a tracking system for FOI Requests.

5.2.3 John Hay Management Corporation (JHMC), through its President and CEO shall ensure that all request for information shall be acted upon within fifteen (15) days from the receipt of the complete FOI Request Form. However, JHMC reserves the right to extend the fifteen day period when the information requested requires extensive search of official records under its control and custody, examination of voluminous records, the occurrence of fortuitous events and other analogous cases.

## 5.3 ASSESSMENT OF THE FOI REQUEST BY THE LEGAL DEPARTMENT AND SUBMISSION OF ITS RECOMMENDATION

5.3.1 Upon receipt of the complete FOI Request Form, the Receiving Officer shall, within the day of receipt, submit the same to the Legal Department for assessment of the FOI Request.

5.3.2 The Legal Department shall, within three (3) days following the receipt of the FOI Request Form, submit its assessment with its recommendation to the President and CEO (PCEO).

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#### 5.4 APPROVAL OR DENIAL OF THE FOI REQUEST.

5.4.1 The PCEO shall, within three (3) days following the receipt of the assessment made by the Legal Department, APPROVE or DENY the FOI Request.

5.4.2 If the FOI Request is APPROVED, the PCEO shall direct the Department/ Unit Head to locate, retrieve and reproduce the information requested and submits the same to the Receiving Officer within five (5) days following the receipt of the approval of the FOI Request.

The Department/ Unit Head may request for additional time to submit the information requested from the PCEO.

Upon approval of the request for additional time to submit the information requested, the Department Head/Unit Head shall inform the Receiving Officer who shall likewise notify the Requesting Party.

All request for additional time to submit the information requested by the Department/ Unit Head shall be allowed once only.

5.4.3 However, if the FOI Request is DENIED, the PCEO shall issue a Notice of Denial stating the grounds thereof. The Receiving Officer shall transmit the same to the Requesting Party.

The FOI Request shall be denied when the information falls under or is covered by the following:

- a. Inventory of exceptions approved by the Office of the President of the Republic of the Philippines;
- b. Exceptions provided in the Constitution, existing laws and jurisprudence;
- c. Personal and sensitive information pursuant to the Data Privacy Act (R.A. No. 10173);
- d. Information which were already subject of an identical or substantially similar request by the same Requesting Party and which were previously granted or denied;
- e. Information requested is already publicly available on-line;
- f. The information requested does not exist or cannot be found; and
- g. Information requested refer to a third party or other official repository or custodian of the information requested.

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**5.5 RELEASE OF THE INFORMATION REQUESTED OR THE NOTICE OF DENIAL**

5.5.1 Within the day of the receipt of the information from the Department/ Unit Head, the Receiving Officer shall release the same to the Requesting Party upon payment of the required fees.

JHMC reserves the right to deny the release of the information requested if the Requesting Party fails or refuses to pay the required fees.

5.5.2 Within the day of the receipt of the Notice of Denial from the PCEO, the Receiving Officer shall release the same to the Requesting Party.

**5.6 REMEDIES IN CASE OF DENIAL OF THE FOI REQUEST**

**5.6.1 MOTION FOR RECONSIDERATION (MR)**

Should the Requesting Party disagree with the denial of his/her FOI Request, he/she may move for its reconsideration within ten (10) days from receipt of the Notice of Denial.

**5.6.2 APPEAL TO THE OFFICE OF THE DEPARTMENT OF JUSTICE (DOJ) SECRETARY**

In case JHMC affirms its original action and denies the Requesting Party's MR, the denial of such motion may be appealed to the Office of the Department of Justice (DOJ) Secretary within fifteen (15) days from receipt of the denial of the MR.

**4.2 PAYMENT OF REQUIRED FEES**

JHMC shall not charge any fee for accepting request for information. However, JHMC shall charge the following fees to reimburse the necessary and actual costs of reproduction and/or photocopying the requested information:

Nature of the Information	Fees
Records, documents, papers, reports, letters, contracts, minutes/transcript of meetings, books, data, research materials.	Php3.00 per page plus an additional Php5.00 per page if the Requesting Party requested for certified copy of the original.
Photographs, sound and video recordings, computer stored data, electronic data, maps, electronic data, other similar data or materials.	Actual cost of the reproduction of the information.

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**6.0 REPORTORIAL REQUIREMENT AND PUBLICATION**

JHMC through the Receiving Officer shall submit to the DOJ Secretary an annual report on the number of information request received, the nature of information requested and the disposition of such request. The said report shall also be posted in the JHMC website and bulletin board and shall regularly be updated.

**7.0 JHMC FOI FOCAL PERSONS**


JHMC FOI Focal Persons	Office/ Department/ Division/ Unit	Location	Contact Details
<b>Receiving Officers</b>			
a. Community Relations Officer	OPCEO	Cottage 628, JHSEZ, Camp John Hay	(074) 424-5824
b. Records Management Specialist	ICTD	Cottage 624, JHSEZ, Camp John Hay	(074) 444-5823
<b>Department/ Unit Heads</b>			
a. ASD Manager	ASD	Cottage 624, JHSEZ, Camp John Hay	(074) 424-5824
b. HRSD Manager	ASD	Cottage 624, JHSEZ, Camp John Hay	(074) 424-5824
c. Finance Manager	FD	Cottage 625, JHSEZ, Camp John Hay	(074) 444-8980
d. EAMD Manager	EAMD	Cottage 625, JHSEZ, Camp John Hay	(074) 661-4621
e. BDD Manager	BDD	Bellhouse, JHSEZ, Camp John Hay	(074) 424-5824
f. Legal Manager	Legal Department	Cottage 624, JHSEZ, Camp John Hay	(074) 424-5824
g. Corporate Planning Manager	OPCEO	Cottage 624, JHSEZ, Camp John Hay	(074) 424-5824



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h. SSD Manager	SSD	Cottage 624, JHSEZ, Camp John Hay	(074) 424-5824
i. SEZAD Manager	SEZAD	CCA, JHSEZ, Camp John Hay	(074) 423-0601
j. VPCOO	OVPCOO	Cottage 624, JHSEZ, Camp John Hay	(074) 424-5824
k. PCEO	OPCEO	Cottage 624, JHSEZ, Camp John Hay	(074) 424-5824

## 7.1 ATTACHMENTS

- a. Flowchart
- b. FOI Request Form

**APPROVED BY:**



**ALLAN R. GARCIA**  
President and CEO

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JOHN HAY MANAGEMENT CORPORATION  
**FREEDOM OF INFORMATION FLOWCHART**

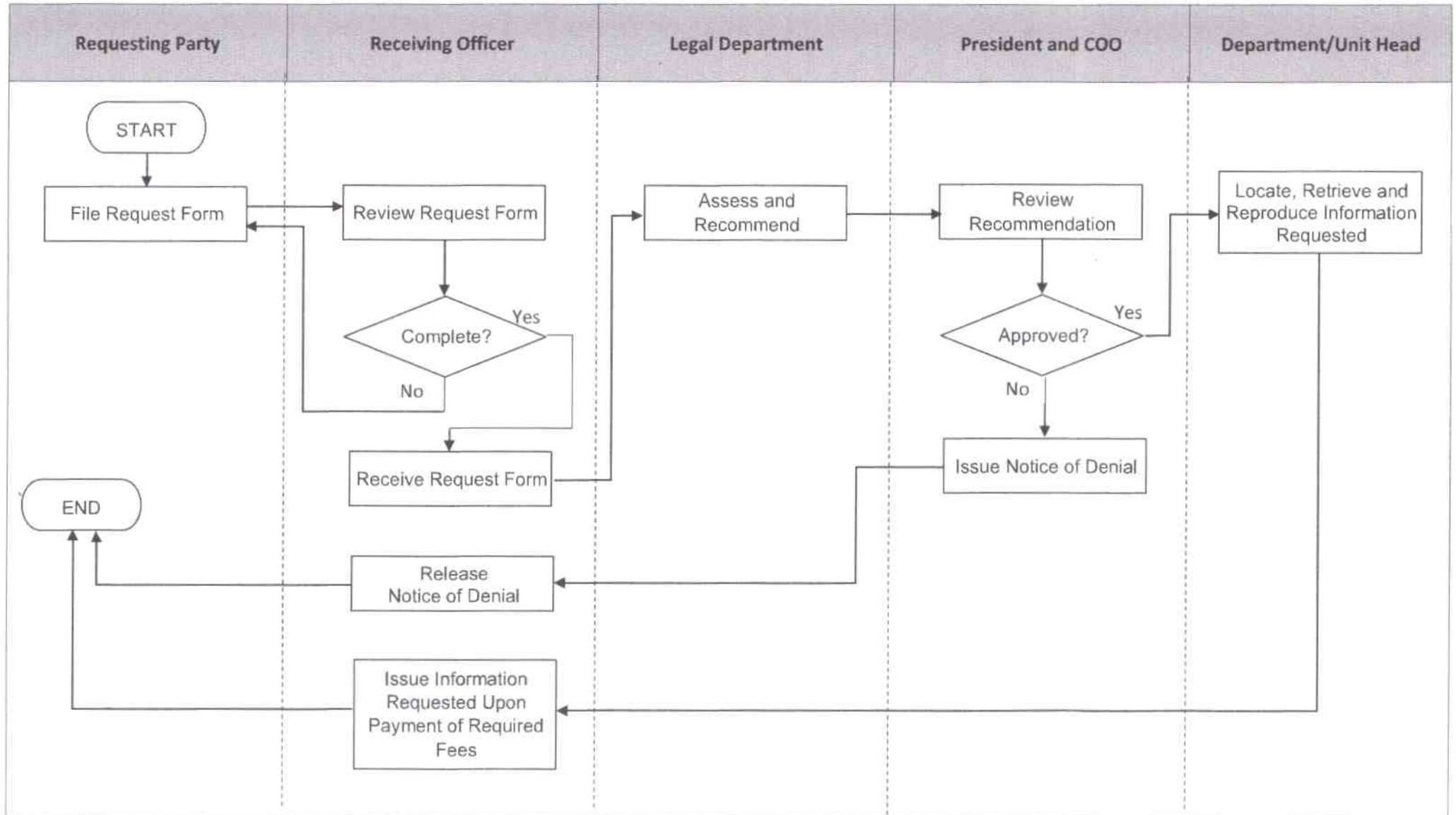
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Reference No.	
<b>REQUESTING PARTY'S INFORMATION</b>	
Date / Time	
Name	
Complete Address	
Telephone No.	
Proof of Identity (Please attach a copy of a government issued identification card.)	

INFORMATION REQUESTED		
TYPE	NO. OF COPIES	REPRODUCTION FEE

PURPOSE:

**CERTIFICATION UNDER OATH**

I hereby certify under oath that the undersigned is the person whose name and signature appears here and that the above-requested information will be used for the stated purpose/s and for no other. None of the contents of such document/information will be disclosed to a third party, except the undersigned. I have not misused any information previously obtained from JHMC. In case where a study is conducted in line with a school-sanctioned project, the identity of the concerned public officer/s or employees/s shall not be unduly disclosed but shall be referred in general terms to prevent unnecessary disclosure of information about the public official/s or employee/s. Should I violate the terms of this undertaking, I understand that I will be proceeded against under the Revised Penal Code for perjury.

\_\_\_\_\_  
*Signature Over Printed Name of the Requesting Party*

**FOR JHMC USE ONLY**

Received by the Receiving Officer:  
 Name : \_\_\_\_\_ Signature: \_\_\_\_\_  
 Position : \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Received by the Legal Department:  
 Name : \_\_\_\_\_ Signature: \_\_\_\_\_  
 Position : \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**(Note: Please see attached assessment with recommendations relative to the FOI Request.)**

<input type="checkbox"/> <b>APPROVED</b>	<input type="checkbox"/> <b>DENIED</b>
Remarks:	Remarks:

\_\_\_\_\_  
**Name and Signature  
President and CEO**