



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Dilliman, Quezon City, 1100  
Trunkline (632) 929-66-26 • 929-6628 • 929-6635 • 929-4028 • 929-3618  
426-0465 • 426-0001 • 426-0347 • 426-0480 • 426-0491  
Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 988-3367

**DENR ADMINISTRATIVE ORDER**  
**NO. 2016-29**

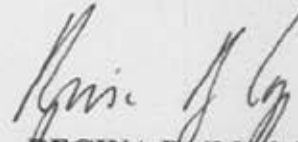
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**SUBJECT : DENR FREEDOM OF INFORMATION MANUAL**

Pursuant to Executive Order No. 02 signed on 23 July 2016 entitled "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", and to ensure that every Filipino has access to information, official records, public records and documents and papers pertaining to official acts, transactions and decisions, and to government research data used as basis for policy development, the enclosed "DENR Freedom of Information Manual (FOI)" is hereby adopted.

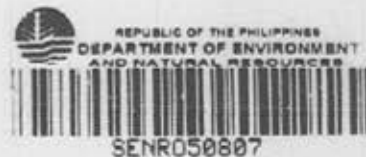
All offices of the DENR and its Bureaus and Attached Agencies shall adhere to the provisions of the said Manual.

This Administrative Order shall take effect fifteen (15) days after its publication in a newspaper of general circulation and upon acknowledgement of receipt of a copy thereof by the Office of the National Administrative Register, University of the Philippines Law Center.

  
**REGINA PAZ L. LOPEZ**  
Secretary

**PUBLICATION: MALAYA BUSINESS INSIGHT**  
**February 1, 2017**

**ACKNOWLEDGEMENT: U.P. LAW CENTER**  
**February 1, 2017**



# **Freedom of Information Manual**

Department of Environment and Natural Resources



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## I. OVERVIEW

1. **Purpose:** The Freedom of Information (FOI) Manual shall provide the guidelines for the Department of Environment and Natural Resources (DENR) in giving information to every Filipino. All actions carried out under this Manual shall be performed by the heads of the various offices of the DENR, as provided in Item No. 2.
2. **Coverage:** The Manual shall cover every request of Filipinos for information directed to the various offices of the DENR, which are as follows:
  - 2.1 Central Office
  - 2.2 DENR Field Offices
    - 2.2.1 Regional Offices
    - 2.2.2 Provincial Environment and Natural Resources Offices (PENROs)
    - 2.2.3 Community Environment and Natural Resources Offices (CENROs)
  - 2.3 Bureaus
    - 2.3.1 Line Bureaus
      - 2.3.1.1 Environmental Management Bureau (EMB) including its Regional Offices
      - 2.3.1.2 Mines and Geosciences Bureau (MGB) including its Regional Offices
    - 2.3.2 Staff Bureaus
      - 2.3.2.1 Ecosystems Research Development Bureau (ERDB)
      - 2.3.2.2 Forest Management Bureau (FMB)
      - 2.3.2.3 Lands Management Bureau (LMB)
      - 2.3.2.4 Biodiversity Management Bureau (BMB)
  - 2.4 Attached Agencies/ Corporations
    - 2.4.1 Laguna Lake Development Authority (LLDA)
    - 2.4.2 National Mapping and Resource Information Authority (NAMRIA)
    - 2.4.3 National Water Resources Board (NWRB)
    - 2.4.4 Natural Resources Development Corporation (NRDC)
    - 2.4.5 Philippine Reclamation Authority (PRA)
    - 2.4.6 Philippine Mining Development Corporation (PMDC)
    - 2.4.7 Palawan Council for Sustainable Development Staff (PCSDS)

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### **3. The DENR**

#### **3.1 Vision**

A nation enjoying and sustaining its natural resources and clean and healthy environment.

#### **3.2 Mission**

To mobilize our citizenry in protecting, conserving, and managing the environment and natural resources for the present and future generations.

#### **3.3 Mandates of its various Offices**

##### **3.3.1 Central Office**

- Responsible for the exercise of the mandate of the Department, such as but not limited to conservation, management, development, and proper use of the country's environment and natural resources (ENR); accomplishment of its objectives and discharge of its powers and functions under Executive Order (EO) No. 192 of 1987.

##### **3.3.2 Regional Office**

- Implement laws, policies, plans, programs, projects, rules and regulations of the Department; and coordinate with regional offices of other departments, offices, agencies in the region and local government units in the enforcement of ENR laws rules and regulations, and in the formulation/implementation of ENR programs and projects.

##### **3.3.3 PENR Office**

- Responsible for planning, coordinating, controlling, preparing and/or updating plans for the protection of environment and development and conservation of natural resources; coordinating ENR management activities in the provinces; enforcing ENR laws, rules and regulations; and investigating and recommending appropriate actions to resolve ENR problems.

##### **3.3.4 CENR Office**

- Implement or enforce ENR laws, rules and regulations at the community level for the protection of environment and conservation of natural resources; maintain up-to-date data on ENR conditions; undertake surveys of areas covered by applications for lease and permits; and collect and account for fees due to government from users of natural resources; and initiate the settlements of conflicts between and among users of natural resources.

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### **3.3.5 Environmental Management Bureau (EMB)**

- Formulate, integrate, coordinate, supervise and implement all policies, plans, programs, projects and activities relative to the prevention and control of pollution as well as management and enhancement of the environment.

### **3.3.6 Mines and Geosciences Bureau (MGB)**

- Has direct charge in the administration and disposition of mineral lands and mineral resources; undertake geological, mining, metallurgical, chemical, and other researches as well as geological and mineral exploration surveys; recommend to the Secretary the granting of mineral agreements to duly qualified persons and monitor the compliance by the contractor of the terms and conditions of the mineral agreements; confiscate surety, performance and guaranty bonds posted through an order to be promulgated by the Director.

### **3.3.7 Ecosystems Research Development Bureau (ERDB)**

- Formulate, implement and coordinate integrated research, development and extension (RDE) agenda/programs on ENR and other related cross-cutting concerns to address the needs of the various sectors in support of the thrusts and programs of the Department; generate science-based information and technologies for the development of policies on sustainable management of ENR; monitor, evaluate and integrate RDE programs along ENR concerns; formulate viable strategies and implements corresponding programs for the promotion and transfer of technologies to various end-users to accelerate technology adoption and commercialization; provide technical assistance to DENR sectors, other stakeholders and civil society; and develop and maintain networks and linkages with relevant local and international institutions.

### **3.3.8 Forest Management Bureau (FMB)**

- Formulate policies and/or programs for the effective protection, development, occupancy, management and conservation of forest lands and watersheds, including grazing and mangrove areas, reforestation and rehabilitation of critically denuded/degraded forest reservations, ancestral lands, wilderness areas and other natural preserves; develop forest plantations including rattan, bamboo, and other valuable non-timber forest resources, rationalization of the wood-based industries; regulate the utilization and exploitation of forest resources to ensure continued supply of forest goods and services taking into consideration the role of forests to climate change mitigation and adaptation and other emerging issues; and develop forestry-specific investment strategies and create opportunities which are aligned with the principles and policies

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relative to forest protection, conservation, management and utilization to promote equitable use and sustainable development.

### **3.3.9 Land Management Bureau (LMB)**

- Formulate and recommend policies and programs for the efficient and effective administration, survey, management and disposition of agricultural (alienable and disposable) lands of the public domain and other lands outside the responsibility of other government agencies; and advise the Secretary on matters involving land management and implementation of the Public Land Act.

### **3.3.10 Biodiversity Management Bureau (BMB)**

- Formulate and recommend policies, guidelines, plans and programs for the management of an national integrated protected areas system (NIPAS) and other governance system, critical habitats, coastal and marine environment, wetlands, caves and other important biodiversity thematic areas, as well as conservation of biological resources including protection, conservation and sustainable use of wildlife resources in the country; conduct policy studies/researches on protected areas system, coastal and marine environment, wetlands, caves and other important biodiversity areas as well as sustainable utilization of biological resources including national parks and other ecotourism/recreational areas; monitor and assess the implementation of policies, guidelines, plans and programs on the conservation of biological diversity and other relevant laws, rules and regulations; develop partnerships and linkages in biodiversity conservation and management; provide technical assistance, coordination, integration and monitor compliance to international commitments relative to biodiversity conservation; and manage the Ninoy Aquino Parks and Wildlife Center (NAPWC) and the National Wildlife Rescue and Research Center (NWRRC).

### **3.3.11 Laguna Lake Development Authority (LLDA)**

- Promote, and accelerate the development and balanced growth of the Laguna Lake area and the surrounding provinces, cities and towns within the context of the national and regional plans and policies for social and economic development and to carry out the development of the Laguna Lake region with due regard and adequate provisions for environmental management and control; preserve the quality of human life and ecological systems; and prevent undue ecological disturbances, deterioration and pollution in the area.

**3.3.12 National Mapping and Resource Information Authority (NAMRIA)**

- Provide the public with map making services, and act as the central mapping agency, depository and distribution facility for natural resources data in the form of maps, charts, texts, and statistics.

**3.3.13 National Water Resources Board (NWRB)**

- Act as the lead government agency for the water sector in the Philippines in terms of water resources and potable water; and ensure the optimum exploitation, utilization, development, conservation and protection of the country's water resource consistent with the principles of "Integrated Water Resource Management".

**3.3.14 Natural Resources Development Corp. (NRDC)**

- Promote the development of the country's natural resources; may conduct mining operation for the development of mineral resources, including seabed quarrying in seven (7) existing mineral reservations, offshore areas and submerged lands within the Philippine Territory; and collect the management fees, service fees, environmental user's fees and other fees in connection with Government Reclamation Projects.

**3.3.15 Philippine Reclamation Authority (PRA)**

- Responsible for all government reclamation projects.

**3.3.16 Philippine Mining Development Corporation (PMDC)**

- Conduct and carry on the business of exploring, developing, mining, smelting, and producing, transporting, storing, distributing, exchanging, selling, disposing, importing, exporting, trading and promotion of gold, silver, copper, iron, and all kinds of mineral deposits and substances; and to put up a world class mine in Diwalwal, Municipality of Monkayo, Compostela Valley Province.

**3.3.17 Palawan Council for Sustainable Development Staff (PCSDS)**

- Serve as the regular professional staff of the Palawan Council for Sustainable Development (PCSD) and provides the machinery to coordinate the policy and functions, implement programs, and organize services as required by the Council in the governance, implementation, and policy direction of the Strategic Environmental Plan for Palawan. PCSD is a policy-making, monitoring, coordinating, and implementing body.

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## II. DEFINITION OF TERMS

**DECISION MAKER:** The Heads of the various offices of the DENR or his/her duly authorized representative shall act as the Decision Maker (DM) and shall be responsible for all requests referred to his/her Office, particularly on:

1. The grant or denial of such requests, and/or;
2. The release of information, public records, or official records, in whole or in part.

The determination of the applicability of any of the exceptions to the request shall be the responsibility of the DM who shall be in control of the information, public record or official record.

**DENR ANNUAL FOI REPORT:** A report to be submitted each year to the Presidential Communications Operations Office (PCOO) by the DENR and its various offices detailing the administration of the FOI. Annual FOI Reports contain statistics on the number of FOI requests and appeals received, processed and pending to each government office.

**DENR WEBSITE:** Government portal for DENR FOI requests developed and maintained by the DENR and can be accessed at [www.denr.gov.ph](http://www.denr.gov.ph).

**EXCEPTIONS:** Information that should not be released and disclosed in response to an FOI request because they are protected by the constitution, laws and jurisprudence.

**FOI CONTACT:** The name, address, and contact details of DENR offices and Records Officers where information can be requested.

**FOI RECORDS OFFICE:** The primary contact at DENR where the requesting party can call and ask questions about the FOI process or the pending FOI request.

**FOI REQUEST:** A written request submitted to DENR office personally or by e-mail asking for records or information. The FOI request can generally be made by any Filipino to any DENR office.

**FOI WEBSITE:** The website that serves as the government's comprehensive FOI website for all information on the FOI. This can be accessed at [www.eFOI.gov.ph](http://www.eFOI.gov.ph).

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

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**FREQUENTLY REQUESTED INFORMATION:** Information released in response to an FOI request that the DENR determines have become or are likely to become the subject of subsequent request for substantially the same records.

**GRANT/DENIAL OF REQUEST:** Giving or non-giving of information or access to information whether in whole or in part.

**INFORMATION:** Any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, or any other similar data 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 and executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.

**INFORMATION FOR DISCLOSURE:** Information promoting the awareness and understanding of policies, programs, activities, rules or regulations affecting the public, government agencies, community and the economy. It also includes information encouraging familiarity with the general operations, thrusts, and programs of the DENR. In line with the concept of proactive disclosure, this type of information is posted at the DENR websites without need for written requests.

**NATIONAL SECURITY:** Protection of a nation from attack or other danger by holding adequate armed forces and guarding state secrets.

**OFFICIAL RECORDS:** Information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.

**OPEN DATA:** Publicly available data structured in a way that enables the data to be fully discoverable and usable by end users. It is consistent with the following principles of Public, Accessible, Described, Reusable, Complete, Timely and Managed Post-Release. This can be accessed at [www.data.gov.ph](http://www.data.gov.ph)

**PENDING REQUEST/APPEAL:** A request/appeal that is still for decision of the RO/DM or person or office next higher in authority, respectively.

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

**PROCESSED REQUEST/APPEAL:** The number of requests/appeals received and acted upon by the various office of the DENR.

**PUBLIC RECORDS:** Information required by laws, executive orders, rules or regulations to be entered, kept, and made publicly available by a government office.

**RECEIVED REQUEST/APPEAL:** The number of requests/appeals received within the year.

**RECORDS OFFICER:** There shall be a Records Officer assigned at the various offices of the DENR who shall be responsible for the following:

1. Receive from the requesting party such request for information in the duly accomplished form provided by the concerned office of the DENR, herein marked as Annex "E", stating the minimum requirements such as: the name and contact information of the requesting party, proof of his/her identification or authorization, description of the information requested, and reason or purpose of the request for information.
2. Provide the requesting party reasonable assistance for the latter to comply with the requirements of the DENR.
3. Ensure that such request shall be stamped by the concerned office of DENR indicating the date and time of receipt thereof, complete name and position or designation of the receiving public officer or employee with the corresponding signature, and a copy thereof furnished to the requesting party; and encode the details of such request in the Document Tracking System (DTS) and allocate a computer-generated document number, if applicable.
4. Ensure that the concerned office of the DENR shall respond in writing to the requesting party indicating the grant or denial, in whole or in part, of access to information within 15 working days from receipt thereof.
5. Extend the period of response to the requesting party for another five (5) working days in case the information requested requires extensive search of office's records facilities, examination of voluminous records, or requires more time due to fortuitous events or analogous cases unless exceptional circumstances warrant a longer period.
6. Inform the requesting party, in writing, of any applicable fees to be paid in case of grant of the request to cover any cost for the reproduction of the information required subject to existing rules and regulations.
7. Notify the requesting party, in writing, of the ground/s and circumstance/s for the denial of such request. Failure to notify within the 15 working day period shall be deemed a denial of such request for access to information.

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8. Forward or refer and provide assistance to the Decision Maker (DM) any written document of the requesting party questioning his/her action in denying reproduction of any document under his/her custody classified as restricted/limited.
9. Refer to the proper or appropriate office of any request for information, public records, or official records that has custody of such records.
10. No longer act on unreasonable subsequent identical or substantially similar request from the same requesting party whose previous request was already granted or denied by the same office of the DENR.
11. Inform the requesting party of the fact that the information requested was already uploaded in the DENR website.
12. Release all applications of the requesting parties for information which were approved or denied.
13. Monitor all requests and actions pertaining to FOI and submit monthly reports to the DM.

**REFERRAL:** The requested information is not within the jurisdiction of the receiving office, the same will be forwarded to the concerned DENR office or agency.

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

1. About an individual race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;
2. About an individual health, education, genetic or sexual life of a person, or to any proceedings for any offense committed or alleged to have committed by such person, the disposal of such proceedings or the sentence of any court in such proceedings;
3. Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses and its denials, suspension or revocation, and tax returns; and
4. Specifically established by an executive order or an act of Congress to be kept classified.

**TRADE SECRET:** Information, including a formula, pattern, compilation, program, device, method, technique, or process, that derives independent economic value, actual or potential, from not being generally known to or readily ascertainable through appropriate means by other persons who might obtain economic value from its disclosure or use; and is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

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### III. PROMOTION OF OPENNESS IN GOVERNMENT

1. **Duty to Publish Information.** The DENR shall regularly publish, print and disseminate at no cost to the public and in an accessible form, in conjunction with Republic Act No. 9485 (The Anti-Red Tape Act of 2007), and through their website, timely, true, accurate and updated key information including, but not limited to:
  - 1.1 A description of its mandate, structure, powers, functions, duties and decision-making processes;
  - 1.2 A description of the frontline services (Service Excellence through Continuous Systems Innovation Monitoring and Evaluation (SECSIME)) it delivers and the procedure and length of time by which they may be availed of;
  - 1.3 The names of its key officials, their powers, functions and responsibilities, and their profiles and curriculum vitae;
  - 1.4 Work programs, development plans, investment plans, projects, performance targets and accomplishments, and budgets, revenue allotments and expenditures;
  - 1.5 Important rules and regulations, orders or decisions;
  - 1.6 Current and important database and statistics that it generates;
  - 1.7 Bidding processes and requirements; and
  - 1.8 Mechanisms or procedures by which the public may participate in or otherwise influence the formulation of policy or the exercise of its powers.
2. **Accessibility of Language and Form.** The DENR shall endeavour to translate key information into major Filipino languages and present them in popular form and means.
3. **Keeping of Records.** The DENR shall create and/or maintain in appropriate formats, accurate and reasonably complete documentation or records, policies, transactions, decisions, resolutions, enactments, actions, procedures, operations, activities, communications and documents received or filed with them and the data generated or collected.

### IV. PROTECTION OF PRIVACY

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

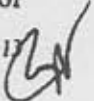
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1. The DENR shall ensure that personal information, particularly sensitive personal information, in its custody or under its control is disclosed only as permitted by existing laws;
2. The DENR shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure;
3. The RO, DM, or any employee or official who has access, whether authorized or unauthorized, to personal information in the custody of the DENR, shall not disclose that information except as authorized by existing laws.

## V. STANDARD OPERATING PROCEDURES (See Annex "D" for flowchart)

### 1. Basic Procedures:

- 1.1 Requesting party to submit to the RO his/her request for information in the duly accomplished form provided by the concerned office of the DENR with supporting documents required by the said office.
- 1.2 RO to provide assistance to the requesting party in complying with the requirements provided by the concerned office of the DENR.
- 1.3 RO to stamp "RECEIVED" the written request for information of the requesting party indicating the date and time of receipt thereof, his/her complete name and position or designation with the corresponding signature, and a copy thereof furnished to the requesting party; encode the details of such request in the Document Tracking System (DTS) and allocate a computer-generated document number, if applicable.
- 1.4 RO to inform the requesting party in writing within 15 working days from receipt of the latter's written request the grant or denial, in whole or in part, of access to information indicating the reasons thereof, the applicable fees to be paid in case of grant of request. The period of response may be extended for another 5 working days in case the information requested requires extensive search of office's records facilities, examination of voluminous records, or requires more time due to fortuitous events or analogous cases unless exceptional circumstances warrant a longer period. Failure to notify the requesting party within the 15 working days or 5 working days extended period shall be deemed a denial of such request for access to information.
- 1.5 RO to refer to the Decision Maker (DM) any written document of the requesting party questioning the former's action in denying reproduction of any document under his/her custody on the basis of exceptions stated in Annex "C". The RO shall also refer to any appropriate office any request for information on documents or records which are not available in the concerned office of the DENR. The RO may no longer act on unreasonable subsequent identical or



substantially similar request from the same requesting party whose previous request was already granted or denied by the same office of the DENR.

- 1.6 DM to act on any request referred to by the RO within 3 working days from receipt of such referral and to inform the RO of his/her action.
- 1.7 RO to release to the requesting party all applications/requests for information, official or public records indicating the reasons for approval of denial thereof.

## VI. REMEDIES IN CASE OF DENIAL OF REQUEST

Denial of any request for access to information falling under the exceptions provided in Annex "C" may be elevated by the requesting party to the person or office next higher in the authority by filing the written appeal within 15 calendar days from notice of denial or from lapse of the period to respond to the request. The appeal shall be decided within 30 working days from receipt of such appeal. Failure of such person or office to decide within the said period shall be deemed a denial of the appeal. Upon exhaustion of administrative remedies, the requesting party may file the case in the proper court.

## VII. FEES

1. The RO shall immediately notify the requesting party in case there shall be a reproduction/authentication fee in order to provide the information. Such fee shall be the actual amount spent by the DENR in providing the information to the requesting party.
2. The DENR may provide digital or electronic copy.

## VIII. ADMINISTRATIVE LIABILITY

1. **Non-compliance with FOI.** Failure to comply with the provisions of DENR FOI Manual may be ground for administrative and disciplinary sanctions against any erring public officer/ employee as provided under Civil Service Commission and other existing laws, rules and regulations.
  - 1.1. 1<sup>st</sup> Offense - Reprimand;
  - 1.2. 2<sup>nd</sup> Offense - Suspension of one (1) to thirty (30) days; and
  - 1.3. 3<sup>rd</sup> Offense - Dismissal from the service.
2. **Procedure.** The Revised Rule on Administrative Cases in the Civil Service Commission shall be applicable in the disposition of cases under this Manual.
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 any body or agency which provides for more stringent penalties.

**ANNEX "A"**



**MALACAÑAN PALACE  
MANILA**

**BY THE PRESIDENT OF THE PHILIPPINES**

**EXECUTIVE ORDER NO. 02**

**OPERATIONALIZING IN THE EXECUTIVE BRANCH THE PEOPLE'S  
CONSTITUTIONAL RIGHT TO INFORMATION AND THE STATE  
POLICIES OF FULL PUBLIC DISCLOSURE AND TRANSPARENCY  
IN THE PUBLIC SERVICE AND PROVIDING GUIDELINES  
THEREFOR**

**WHEREAS**, pursuant to Section 28, Article II of the 1987 Constitution, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law;

**WHEREAS**, Section 7, Article III of the Constitution guarantees the right of the people to information on matters of public concern;

**WHEREAS**, the incorporation of this right in the Constitution is a recognition of the fundamental role of free and open exchange of information in a democracy, meant to enhance transparency and accountability in government official acts, transactions, or decisions;

**WHEREAS**, the Executive Branch recognizes the urgent need to operationalize these Constitutional provisions;

**WHEREAS**, the President, under Section 17, Article VII of the Constitution, has control over all executive departments, bureaus and offices, and the duty to ensure that the laws be faithfully executed;

**WHEREAS**, the Data Privacy Act of 2012 (RA 10173), including its Implementing Rules and Regulations, strengthens the fundamental human right of privacy and of communication while ensuring the free flow of information to promote innovation and growth;

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

**THE PRESIDENT OF THE PHILIPPINES**



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

- (a) "Information" shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recordings, magnetic or other tapes, electronic data, computer-stored data, or any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.
- (b) "Official record/records" shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.
- (c) "Public record/records" shall include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.

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

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

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

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

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

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

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

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

**SECTION 6. Application and Interpretation.** There shall be a legal presumption in favor of access to information, public records and official records. No request for information shall be denied unless it clearly falls under any of the exceptions listed in the inventory or updated inventory of exceptions circularized by the Office of the President as provided in Section 4 hereof.

The determination of the applicability of any of the exceptions to the request shall be the responsibility of the Head of the Office which has custody or control of the information, public record or official record or of the responsible central or field officer duly designated by him in writing.

In making such determination, the Head of the Office or his designated officer shall exercise reasonable diligence to ensure that no exception shall be used or availed of to deny any request for information or access to public records or official records if the denial is intended primarily and purposely to cover up a crime, wrongdoing, graft or corruption.

**SECTION 7. Protection of Privacy.** While providing access to information, public records, and official records, responsible officials shall afford full protection to an individual's right to privacy as follows:

- (a) Each government office per Section 2 hereof shall ensure that personal information in its custody or under its control is disclosed or released only if it is material or relevant to the subject matter of the request and its disclosure is permissible under this Order or existing laws, rules or regulations;
- (b) Each government office must protect personal information in its custody or control by making reasonable security arrangements against leaks or premature disclosure of personal information which unduly exposes the individual whose personal information is requested to vilification, harassment, or any other wrongful acts; and
- (c) Any employee or official of a government office per Section 2 hereof who has access, authorized or unauthorized, to personal information in the custody of the office must not disclose that information except when authorized under this Order or pursuant to existing laws, rules or regulations.

**SECTION 8. People's Freedom of Information (FOI) Manual.** For the effective implementation of this Order, every government office is directed to prepare within one hundred twenty (120) calendar days from the effectivity of this Order, its

own People's FOI Manual, which shall include, among others, the following information:

- (a) The location and contact information of the head, regional, provincial, and field offices, and other established places where the public can submit requests to obtain information;
- (b) The person or officer responsible for receiving requests for information;
- (c) The procedure for the filing and processing of the request, as provided in the succeeding Section 9 of this Order;
- (d) The standard forms for the submission of requests and for the proper acknowledgment of such requests;
- (e) The process for the disposition of requests;
- (f) The procedure for administrative appeal of any denial of request for access to information; and
- (g) The schedule of applicable fees.

**SECTION 9. Procedure.** The following procedure shall govern the filing and processing of requests for access to information:

- (a) Any person who requests access to information shall submit a written request to the government office concerned. The request shall state the name and contact information of the requesting party, provide valid proof of his identification or authorization, reasonably describe the information requested, and the reason for, or purpose of, the request for information: *Provided*, that no request shall be denied or refused acceptance unless the reason for the request is contrary to law, existing rules and regulations, or it is one of the exceptions contained in the inventory of exceptions as hereinabove provided.
- (b) The public official receiving the request shall provide reasonable assistance, free of charge, to enable all requesting parties, particularly those with special needs, to comply with the request requirements under this Section.
- (c) The request shall be stamped by the government office, indicating the date and time of receipt and the name, rank, title or position of the receiving public officer or employee with the corresponding signature, and a copy thereof furnished to the requesting party. Each government office shall establish a system to trace the status of all requests for information received by it.
- (d) The government office shall respond to a request fully compliant with the requirements of sub-section (a) hereof as soon as practicable but not exceeding fifteen (15) working days from the receipt thereof. The response mentioned above refers to the decision of the office concerned to grant or deny access to the information requested.
- (e) The period to respond may be extended whenever the information requested requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous events or other analogous cases. The government office shall

notify the person making the request of such extension, setting forth the reasons for the extension. In no case shall the extension go beyond twenty (20) working days counted from the end of the original period, unless exceptional circumstances warrant a longer period.

- (f) Once a decision is made to grant the request, the person making the request shall be notified of such decision and directed to pay any applicable fees.

**SECTION 10. Fees.** Government offices shall not charge any fee for accepting requests for access to information. They may, however, charge a reasonable fee to reimburse necessary costs, including actual costs of reproduction and copying of the information requested, subject to existing rules and regulations. In no case shall the applicable fees be so onerous as to defeat the purpose of this Order.

**SECTION 11. Identical or Substantially Similar Requests.** The government office shall not be required to act upon an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the same government office.

**SECTION 12. Notice of Denial.** If the government office decides to deny the request wholly or partially, it shall, as soon as practicable and within fifteen (15) working days from the receipt of the request, notify the requesting party of the denial in writing. The notice shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based. Failure to notify the requesting party of the action taken on the request within the period herein provided shall be deemed a denial of the request for access to information.

**SECTION 13. Remedies in Case of Denial of Request for Access to Information.** A person whose request for access to information has been denied may avail himself of the remedies set forth below.

- (a) Denial of any request for access to information may be appealed to the person or office next higher in authority, following the procedure mentioned in Section 8 (f) of this Order. Provided, that the written appeal must be filed by the same person making the request within fifteen (15) calendar days from the notice of denial or from the lapse of the relevant period to respond to the request.
- (b) The appeal shall be decided by the person or office next higher in authority within thirty (30) working days from the filing of said written appeal. Failure of such person or office to decide within the afore-stated period shall be deemed a denial of the appeal.
- (c) Upon exhaustion of administrative appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

**SECTION 14. Keeping of Records.** Subject to existing laws, rules, and regulations, government offices shall create and/or maintain accurate and reasonably complete records of important information in appropriate formats, and implement a

records management system that facilitates easy identification, retrieval and communication of information to the public.

**SECTION 15. Administrative Liability.** Failure to comply with the provisions of this Order may be a ground for administrative and disciplinary sanctions against any erring public officer or employee as provided under existing laws or regulations.

**SECTION 16. Implementing Details.** All government offices in the Executive Branch are directed to formulate their respective implementing details taking into consideration their mandates and the nature of information in their custody or control, within one hundred twenty (120) days from the effectivity of this Order.

**SECTION 17. Separability Clause.** If any section or part of this Order is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force and effect.

**SECTION 18. Repealing Clause.** All orders, rules and regulations, issuances or any part thereof inconsistent with the provisions of this Executive Order are hereby repealed, amended or modified accordingly. *Provided*, that the provisions of Memorandum Circular No. 76 (s. 1964), as amended, shall not be deemed repealed pending further review.

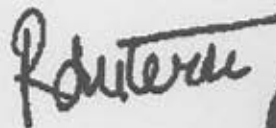
**SECTION 19. Effectivity.** This Order shall take effect immediately upon publication in a newspaper of general circulation.

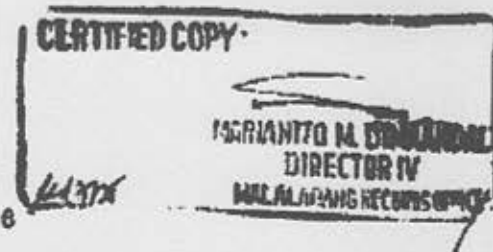
Done, in the City of Manila, this 23<sup>rd</sup> day of July in the year of our Lord Two Thousand and Sixteen.

By the President:

  
SALVADOR C. MEDIALDEA  
Executive Secretary







## ANNEX "B"

## RECORDS OFFICERS OF THE VARIOUS OFFICES OF THE DENR

Office	Location of Records Office	Contact Details	Assigned Records Officer
DENR Central Office	Basement, DENR Central Office, Visayas Avenue, Diliman, Quezon City	(02) 926-8079, (02) 988-3367 loc. 1149-53 <a href="mailto:rmdd@denr.gov.ph">rmdd@denr.gov.ph</a>	Jane G. Bautista
<b>STAFF BUREAUS</b>			
Forest Management Bureau (FMB)	G/F FMB Bldg., Visayas Avenue, Diliman, Quezon City	(02) 925-2141 <a href="mailto:denradminfmb@denr.gov.ph">denradminfmb@denr.gov.ph</a>	Lucia C. Francisco
Biodiversity Management Bureau (BMB)	G/F BMB Bldg., North Avenue, Diliman, Quezon City	(02) 924-6031 – 35 loc. 217 <a href="mailto:bmb@bmb.denr.gov.ph">bmb@bmb.denr.gov.ph</a>	Randy C. Mabana
Ecosystems Research and Development Bureau (ERDB)	G/F ERDB Bldg., College, Los Baños, Laguna	(049) 536-2229 loc. 236/ 0917-3723057 <a href="mailto:erdbrecords@gmail.com">erdbrecords@gmail.com</a> ; <a href="mailto:loutangkeko@yahoo.com">loutangkeko@yahoo.com</a>	Lourdes A. Tangkeko
Land Management Bureau (LMB)	2/F LMB Bldg., Plaza Cervantes, Binondo, Manila	(02) 988-3367 loc. 2105 <a href="mailto:lmb_rkmd@yahoo.com">lmb_rkmd@yahoo.com</a> ; <a href="mailto:denrlmb@yahoo.com">denrlmb@yahoo.com</a>	Victor B. Balde
<b>LINE BUREAUS and REGIONAL OFFICES</b>			
Environmental Management Bureau (EMB)-Central Office	G/F EMB Bldg., DENR Compound, Visayas Avenue, Diliman, Quezon City	(02) 920-2253 <a href="mailto:records@emb.gov.ph">records@emb.gov.ph</a> ; <a href="mailto:nelly_barizo@emb.gov.ph">nelly_barizo@emb.gov.ph</a> ; <a href="mailto:recordsection@hotmail.com">recordsection@hotmail.com</a>	Nelly P. Barizo
EMB-RI	2/F EMB Office, DENR Bldg., Government Center, Brgy. Sevilla, City of San Fernando, La Union	(072) 700-2448/ 700-2449 <a href="mailto:embdenr1@yahoo.com">embdenr1@yahoo.com</a>	Jurma Ann Gargoles
EMB-RII	1/F 20 Pagayaya Road, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan	(078) 396-0724 <a href="mailto:emb@yahoo.com">emb@yahoo.com</a>	Emma V. Cruz
EMB-RIII	G/F Regional Office III, Turquoise St., RAMAR Vill., San Agustin, San Fernando City, Pampanga	(045) 455-3080/F (045) 455-3316 <a href="mailto:josiejanel@yahoo.com">josiejanel@yahoo.com</a>	Ma. Theresa S. Pangilinan
EMB-RIV-A	6/F L&S Bldg., DENR by the Bay, Roxas Blvd., Manila	(02) 536-9784 <a href="mailto:arleta_zamora@yahoo.com">arleta_zamora@yahoo.com</a>	Erlita Zamora
EMB-RIV-B	6/F 1515 L&S Bldg., DENR by the Bay, Roxas Blvd., Manila	(02) 536-9786 <a href="mailto:emb.mimaropa@yahoo.com">emb.mimaropa@yahoo.com</a>	Delfin Carreon

EMB-RV	2/F EMB V Bldg., Regional Center, Rawis, Legazpi City	(052) 742-2824/ 742-2797/ 742-2560 <a href="mailto:ann_arimado@yahoo.com">ann_arimado@yahoo.com</a>	Ma. Anna A. Habana
EMB-RVI	2/F Pacita Salazar, Bldg. 98, Jaro, Iloilo City	(033) 300-1135/ F (033) 509-9133 <a href="mailto:Shijimara123@gmail.com">Shijimara123@gmail.com</a>	Phoebe Jones Portillo
EMB-RVII	G/F Greenplains Subd., Banilad, Mandaue City	(032) 346-9426 <a href="mailto:bea_lawas@yahoo.com">bea_lawas@yahoo.com</a>	Maribel M. Lawas
EMB-RVIII	1/F Cathedral Compound, Brgy. Luntad, Palo, Leyte	(053) 832-1088 <a href="mailto:emb8_records@yahoo.com">emb8_records@yahoo.com</a>	Ladylle P. Olidan
EMB-RIX	G/F Lantawan, Pasonanca, Zamboanga City	(062) 985-0428/ 985-0429/ 992-7156/ 215-4137 <a href="mailto:donna58legaspi@yahoo.com">donna58legaspi@yahoo.com</a>	Donna Legaspi
EMB-RX	1/G DENR X Compound, Macabalan, Cagayan de Oro City	(088) 856-9362/ 856-9363	Sittie Carima L. Rengia
EMB-RXI	3/F North Wing, DENR Xi Compound, Km. 7, Lanang, Davao City	(082) 233-0809/ 234-0061/ 327-2023 <a href="mailto:agacodilla@yahoo.com">agacodilla@yahoo.com</a>	Baldina Balguia
EMB-RXII	G/F Regional Government Center, Brgy. Carpenter Hill, Koronadal City	(083) 228-1071 <a href="mailto:embregionxii@gmail.com">embregionxii@gmail.com</a>	Salve T. Avana
EMB-RXIII	G/F NIA Compound, Brgy. Ambago, Butuan City	(085) 342-5332/ F (085) 816-0890 <a href="mailto:embcaragaofficial@gmail.com">embcaragaofficial@gmail.com</a>	Grace Dejolde
EMB-CAR	2/F CAR DENR Compound, Gibraltar, Baguio City	(074) 446-6440/ 443-4909 <a href="mailto:embcar_baguio566@yahoo.com">embcar_baguio566@yahoo.com</a>	Virginia Basinga
EMB-NCR	G/F National Ecology Center, East Ave., Diliman, Quezon City	(02) 515-0683 <a href="mailto:embncr.records@yahoo.com">embncr.records@yahoo.com</a>	Mary Grace Alejo
EMB-NIR	G/F No. 1 Luzuriaga St., Brgy. 13, Bacolod City, Negros Occidental	(034) 704-4389 <a href="mailto:emb_nir@yahoo.com">emb_nir@yahoo.com</a>	Emmanuel Gaurana
<b>Mines and Geosciences Bureau (MGB) – Central Office</b>	G/F MGB Bldg., MGB Compound, North Avenue, Diliman, Quezon City	(02) 667-6700 loc. 155 <a href="mailto:minescorecords@yahoo.com">minescorecords@yahoo.com</a>	Elvie C. Antenor
MGB-RI	3/F Government Center, Brgy. Sevilla, City of San Fernando, La Union	(072) 607-2686 <a href="mailto:mgb_rol@yahoo.com">mgb_rol@yahoo.com</a>	Margarette S. Mangaoang
MGB-RII	No. 18 Dalan Na Pagayan cor. Matunung, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan	(078) 304-0694 <a href="mailto:mgb_2@yahoo.com">mgb_2@yahoo.com</a>	Marie Rose Tangan

MGB-RIII	2/F Cleofers Bldg., Gen. Hizon Avenue, City of San Fernando, Pampanga	(045) 961-3523 <a href="mailto:mubr3@yahoo.com">mubr3@yahoo.com</a>	Lyn C. Sibug
MGB-RIV-A	8/F 1515 L&S Bldg., DENR by the Bay, Roxas Blvd., Manila	(02) 310-8897 <a href="mailto:mgbcalabarzon@yahoo.com">mgbcalabarzon@yahoo.com</a>	Johnny De Manuel
MGB-RIV-B	7/F 1515 L&S Bldg., DENR by the Bay, Roxas Blvd., Manila	(02) 310-1369 <a href="mailto:region4b@mgb.gov.ph">region4b@mgb.gov.ph</a>	Jenny Nacario
MGB-RV	G/F DENR V Bldg., Regional Center Site, Rawis, Legazpi City	(052) 482-1056 <a href="mailto:mubr5@yahoo.com">mubr5@yahoo.com</a>	Carmen A. Espenilla
MGB-RVI	G/F Queen City Garden Mall, J. De Leon St., Iloilo City	(033) 509-3336 <a href="mailto:mgb6iloilo@yahoo.com">mgb6iloilo@yahoo.com</a>	Rowena L. Catalan
MGB-RVII	2/F MGB Bldg., Greenplains Subd., Banilad, Mandaue City	(032) 346-9309 <a href="mailto:mgb7cebu@yahoo.com">mgb7cebu@yahoo.com</a>	Christopher R. Rafols
MGB-RVIII	G/F Manlurip-McArthur Park Road, Candahug, Palo, Leyte 6501	(053) 832-4214 <a href="mailto:region8@mgb.gov.ph">region8@mgb.gov.ph</a> ; <a href="mailto:jessampalmero@gmail.com">jessampalmero@gmail.com</a>	Jessa M. Palmero
MGB-RIX	3/F MSL Bldg., Veterans Ave., Zamboanga City 7000	(062) 9922194 <a href="mailto:mgb_ro9@yahoo.com">mgb_ro9@yahoo.com</a> ; <a href="mailto:admin@mgb9.com">admin@mgb9.com</a>	Carina L. Malinao
MGB-RX	Macabalan, Cagayan de Oro City	(088) 856-2110 <a href="mailto:denrmgb10@yahoo.com">denrmgb10@yahoo.com</a>	Cyril A. Belono
MGB-RXI	2/F MGB XI Bldg., Brgy. 27-C, Davao City 8000	(082) 222-1968 <a href="mailto:mgbxi@gmail.com">mgbxi@gmail.com</a> ; <a href="mailto:info@mgbxi.org">info@mgbxi.org</a>	Estrella C. Casanaan
MGB-RXII	G/F Prime Regional Center, Brgy. Carpenter Hill, Koronadal, South Cotabato 9506	(083) 2286130 <a href="mailto:region12@mgb.gov.ph">region12@mgb.gov.ph</a> ; <a href="mailto:malvngimenez@gmail.com">malvngimenez@gmail.com</a> ; <a href="mailto:mgbxii@gmail.com">mgbxii@gmail.com</a>	Ma. Lyn E. Gimenez
MGB-RXIII	MGB CARAGA Regional Office, Km. 2 National Highway, Surigao City, Surigao Del Norte	(086) 826-5256 <a href="mailto:infor@mubr13.ph">infor@mubr13.ph</a> ; <a href="mailto:mgb13@mgb13.ph">mgb13@mgb13.ph</a>	Raymond Polinar
MGB-CAR	G/F 80 Diego Silang St., Baguio City	(074) 442-6392 <a href="mailto:car_mgb@yahoo.com">car_mgb@yahoo.com</a>	Cleofe S. Depago
<b>ATTACHED AGENCIES</b>			
Laguna Lake Development Authority (LLDA)	3/F LLDA Building, National Ecology Center, East Avenue, Diliman, Quezon City	(02) 376-4044 loc. 126	Priscilla S. Francisco
National Mapping and Resource Information Authority (NAMRIA)	Lawton Avenue, Fort Andres Bonifacio, 1634 Taguig City	(02) 889-9955 <a href="mailto:zaleano@namria.gov.ph">zaleano@namria.gov.ph</a>	Zenaida Leano



Natural Resources Development Corporation (NRDC)	9/F DENR Bldg., 1515 Roxas Blvd., Ermita, Manila	(02) 521-9421 loc. 103 <a href="mailto:jsdimalanta_nrdc@yahoo.com">jsdimalanta_nrdc@yahoo.com</a> ; <a href="mailto:admin-nrdc@denr.gov.ph">admin-nrdc@denr.gov.ph</a>	Josefina S. Dimalanta
National Water Resources Board (NWRB)	8/F NIA Bldg., EDSA, Quezon City	(02) 920-2793 <a href="mailto:caesar.soliven@nwrp.gov.ph">caesar.soliven@nwrp.gov.ph</a>	Cesar Soliven
Palawan Council for Sustainable Development Staff (PCSDS)	3/F PCSD Bldg., Sport Complex Road, Sta. Monica Height, Puerto Princesa City, Palawan	(048) 434-4235 <a href="mailto:oed@pcsd.gov.ph">oed@pcsd.gov.ph</a>	Marilou Kuddana
Philippine Reclamation Authority (PRA)	7/F Legaspi Tower 200, 107 Paseo de Roxas, Makati City	(02) 459-5000 loc. 7614 <a href="mailto:info@pea.gov.ph">info@pea.gov.ph</a>	Sylvia J. Dela Cruz
Philippine Mining Development Corporation (PMDC)	30/F West Wing, Philippine Stock Exchange, Condominium Center, Exchange Road, Brgy. San Antonio, Pasig City	(02) 706-1631 <a href="mailto:info@pdmc.com.ph">info@pdmc.com.ph</a>	Kristhine R. Gaor
<b>DENR REGIONAL AND FIELD OFFICES</b>			
DENR-National Capital Region (NCR)	3/ F National Ecology Center, East Ave., Quezon City	(02) 988-3367 loc. 3207; (02) 374-0091; (02) 373-4313 <a href="mailto:denrnrc_recordsunit@yahoo.com">denrnrc_recordsunit@yahoo.com</a>	Myra M. Elot / Ludivina L. Aromin
DENR-Cordillera Administrative Region (CAR)	G/F DENR Compound, Gibraltar, Baguio City 2600	(074) 424-8509/ 424-4812 <a href="mailto:records_denrcar@yahoo.com.ph">records_denrcar@yahoo.com.ph</a> ; <a href="mailto:denrcargenservices@yahoo.com">denrcargenservices@yahoo.com</a> ; <a href="mailto:pi_bautista@yahoo.com">pi_bautista@yahoo.com</a>	Levina A. Velasco
PENRO Abra	Casamata Hill, Bangued, Abra	(074) 752-8252 <a href="mailto:denrpenroabra1987@yahoo.com">denrpenroabra1987@yahoo.com</a>	Crizelle Angelie B. Esquilona
CENRO Bangued	Casamata Hill, Bangued, Abra	(074) 752-5319 <a href="mailto:cenro_bangued@yahoo.com">cenro_bangued@yahoo.com</a>	Ma. Glenda Joy A. Aberilla
CENRO Lagangilang	Lagangilang, Abra	(074) 752-8252 <a href="mailto:cenrolagangilang@yahoo.com.ph">cenrolagangilang@yahoo.com.ph</a>	Hazel Mae G. Barbero
PENRO Apayao	2/F LAMS Bldg., DENR-CAR, PENRO Apayap Compound, San Isidro, Luna, Apayao	0926-5060515/ 0917-5940180 <a href="mailto:apayaopenro@yahoo.com">apayaopenro@yahoo.com</a> ; <a href="mailto:miguelvasquez@yahoo.com">miguelvasquez@yahoo.com</a>	Miguel L. Vasquez
CENRO Calanasan	2/F CENRO Sub-Office, Payanan, San Gregorio, Luna, Apayao	0926-1252017 <a href="mailto:cenroluna@yahoo.com">cenroluna@yahoo.com</a> ; <a href="mailto:cenrocalanasan@yahoo.com">cenrocalanasan@yahoo.com</a>	Ginalyn G. Viernes
CENRO Conner	2/F CENRO Conner Bldg., Buluan, Conner, Apayao	0905-6439461 <a href="mailto:cenroconner@gmail.com">cenroconner@gmail.com</a>	Jane B. Tupagen

<b>PENRO Benguet</b>	Wangal, La Trinidad, Benguet	0906-8434078 <a href="mailto:penrobenguet@yahoo.com">penrobenguet@yahoo.com</a>	Zsarla Krisenver L. Pudol
<b>CENRO Baguio</b>	DENR Compound, Gibraltar Rd., Baguio City	(074) 442-7316/ 0908-1025379 <a href="mailto:cenrobaguio@yahoo.com">cenrobaguio@yahoo.com</a>	Ma. Lina R. Pedroso
<b>CENRO Buguias</b>	Taneg, Mankayan, Benguet	0948-5378294 <a href="mailto:cenrobuguias@yahoo.com">cenrobuguias@yahoo.com</a>	Martina B. Lokey
<b>PENRO Ifugao</b>	Bannit, Payawan, Lamut, Ifugao	(02) 988-3367 loc. 5110/ 0916-5947721 <a href="mailto:penroifugao2012@yahoo.com">penroifugao2012@yahoo.com</a> ; <a href="mailto:sonador2008@yahoo.com">sonador2008@yahoo.com</a>	Norcen K. Nabokiag
<b>CENRO Alfonso Lista</b>	Namillangan, Alfonso Lista, Ifugao	(02) 988-3367 loc. 5120/ 0935-6146589 <a href="mailto:cenroalista@yahoo.com">cenroalista@yahoo.com</a> ; <a href="mailto:venus_asterio@gmail.com">venus_asterio@gmail.com</a>	Venus A. Diego
<b>CENRO Lamut</b>	Bannit, Payawan, Lamut, Ifugao	0997-4008957/ 0936-8759200 <a href="mailto:cenrolamut55@yahoo.com">cenrolamut55@yahoo.com</a> ; <a href="mailto:normabelingon02@gmail.com">normabelingon02@gmail.com</a>	Norma G. Belingon
<b>PENRO Kalinga</b>	Purok 6, Hilltop, Bulanao, Tabuk, Kalinga	(074) 872-2179/ 0919-3582899 <a href="mailto:penro_kal_car@yahoo.com">penro_kal_car@yahoo.com</a>	Rhodora B. Boclongan
<b>CENRO Pinukpuk</b>	Pinukpuk Junction, Pinukpuk, Kalinga	(074) 872-2216/ 0939-7743121 <a href="mailto:cenropinukpuk@gmail.com">cenropinukpuk@gmail.com</a>	Zenith Grace C. Bajo
<b>CENRO Tabuk</b>	Dagupan Centro, Tabuk City, Kalinga	0939-6431625 <a href="mailto:cenro_tabuk@yahoo.com.ph">cenro_tabuk@yahoo.com.ph</a>	Krishna Deanne T. Battikin
<b>PENRO Mt. Province</b>	PENRO Bontoc, Upper Caluttit, Bontoc, Mt. Province	0921-7990933/ 0910-4245297 <a href="mailto:penro_mtprovince@yahoo.com">penro_mtprovince@yahoo.com</a>	Myril D. Ngina
<b>CENRO Paracelis</b>	Poblacion, Paracelis, Mt. Province	(074) 462-4130/ 0939-6448765/ 0918-6293071 <a href="mailto:cenro_paracelis@yahoo.com">cenro_paracelis@yahoo.com</a> <a href="mailto:josefadampilag@gmail.com">josefadampilag@gmail.com</a>	Josefa P. Dampilag
<b>CENRO Sabangan</b>	Nacagang, Tambingan, Sabangan, Mt. Province	0918-5126239/ 0918-2149920 <a href="mailto:cenrosabangan@yahoo.com">cenrosabangan@yahoo.com</a>	Dyezebel L. Cabradilla
<b>DENR Region I</b>	4/F, DENR1 Bldg., Government Center, Sevilla, San Fernando City, La Union	(072) 242-5342; (072) 607-8344 <a href="mailto:adrecordsdenr1@yahoo.com">adrecordsdenr1@yahoo.com</a> ; <a href="mailto:cresencioflorendo@yahoo.com.ph">cresencioflorendo@yahoo.com.ph</a>	Caridad O. Lubiano/ Cresencio L. Florendo
<b>PENRO Ilocos Norte</b>	Giron St., cor. Castro Avenue, Laoag City, Ilocos Norte	(077) 772-0254 <a href="mailto:penro_inorte@yahoo.com">penro_inorte@yahoo.com</a>	Josielyn F. Ufano
<b>CENRO Bangui</b>	Brgy. Manayon, Bangui, Ilocos Norte	<a href="mailto:denr_bangui@yahoo.com">denr_bangui@yahoo.com</a>	Aida Q. Garvida
<b>CENRO Laoag City</b>	Brgy. Barit, Laoag City, Ilocos Norte	077) 771-1476 <a href="mailto:cenrolaoag@yahoo.com">cenrolaoag@yahoo.com</a>	Roem C. Tunac

<b>PENRO Ilocos Sur</b>	2/F DENR PENRO Office Bldg., Quirino Blvd., Zone V, Bantay, Ilocos Sur	(077) 674-0549 <a href="mailto:penrois@yahoo.com">penrois@yahoo.com</a>	Richmond John D. Rionguigui
<b>CENRO Tagudin</b>	2/F DENR-CENRO Office, Bitalag, Tagudin, Ilocos Sur	0917-6734855 <a href="mailto:cenro_tagudin@yahoo.com">cenro_tagudin@yahoo.com</a>	Godofredo R. Pader
<b>CENRO Bantay</b>	2/F DENR CENRO Office, Quirino Blvd., Zone V, Bantay, Ilocos Sur	(077) 674-0457 <a href="mailto:cenrobantay@yahoo.com">cenrobantay@yahoo.com</a>	Michael Angelo A. Taborda
<b>PENRO La Union</b>	PENRO Bldg., Government Center, Sevilla, San Fernando City, La Union	(072) 242-3780/ 888-7567 <a href="mailto:penrolaunionsfc@yahoo.com.ph">penrolaunionsfc@yahoo.com.ph</a>	Jonalyn G. Oreta
<b>PENRO Pangasinan</b>	CENRO Office (Main) 1/F AB Fernandez West, Dagupan City	(075) 523-7447/ 516-2162 <a href="mailto:denrpenropangasinan@yahoo.com">denrpenropangasinan@yahoo.com</a>	Evangeline Evangelista
<b>CENRO Alaminos City</b>	CENRO Office 2/F, San Jose Drive, Alaminos City, Pangasinan	(075) 632-3174 <a href="mailto:cenro.alaminos@gmail.com">cenro.alaminos@gmail.com</a>	Milagros D. Reynaldo
<b>CENRO Dagupan City</b>	CENRO Office, 1/F Tondaligan, Bonuan, Dagupan City	(075) 529-2823 <a href="mailto:cenrodagupan@yahoo.com">cenrodagupan@yahoo.com</a>	Melanie O. Dela Cruz
<b>CENRO Urdaneta City</b>	CENRO Office (Old Bldg.), 1/F Brgy. Anonas, Urdaneta City, Pangasinan	(075) 696-1065 <a href="mailto:denrcenro_urd@yahoo.com">denrcenro_urd@yahoo.com</a>	Tabitha Andrea V. Ylarde
<b>DENR Region II</b>	G/F DENR Compound, Carig Sur, Tuguegarao City, Cagayan Valley 3500	(078) 304-0768/ (02) 988-3367 loc. 2314; 0935-3807450 <a href="mailto:adm.generalrecords@gmail.com">adm.generalrecords@gmail.com</a> ; <a href="mailto:denr02_land@yahoo.com">denr02_land@yahoo.com</a>	Alma A. Lorenzo/ Emalinda Andal
<b>PENRO Batanes</b>	DENR-PENRO Bldg., Brgy. San Antonio, Basco, Batanes 3900	0998-5659285/ 0909-8100314 <a href="mailto:penrobatanes@yahoo.com.ph">penrobatanes@yahoo.com.ph</a> ; <a href="mailto:penrobatanes@gmail.com">penrobatanes@gmail.com</a>	Shanli C. Abad
<b>PENRO Cagayan</b>	Nursery Compound, San Gabriel, Tuguegarao City	(078) 844-0422 <a href="mailto:penrocagayan@yahoo.com">penrocagayan@yahoo.com</a>	Marie Jean G. Payba
<b>PENRO Cagayan Sub-Office</b>	Carig Sur, Tuguegarao City	(078) 395-0147 <a href="mailto:cenro_tug@yahoo.com">cenro_tug@yahoo.com</a>	Ma. Arlene C. Aggabao
<b>CENRO Alcala</b>	Baybayog, Alcala, Cagayan	0916-6782766 <a href="mailto:ilarde.viernes@yahoo.com">ilarde.viernes@yahoo.com</a>	James M. Espejo
<b>CENRO Aparri</b>	Maura, Aparri, Cagayan	(078) 888-0024 <a href="mailto:denjimark@yahoo.com">denjimark@yahoo.com</a>	Kelvin Mark O. Evangelista
<b>CENRO Sanchez Mira</b>	Centro 2, Sanchez Mira, Cagayan	(078) 396-0542 <a href="mailto:cenrosmira@yahoo.com">cenrosmira@yahoo.com</a>	Veronica E. Espejo
<b>CENRO Solana</b>	Lannig, Solana, Cagayan	0977-8479328 <a href="mailto:cenro_solana@yahoo.com">cenro_solana@yahoo.com</a>	Virginia D. Arao

<b>PENRO Isabela</b>	PENRO Compound, Osmeña, City of Ilagan, Isabela	(078) 323-1238 <a href="mailto:denr_penro_ilagan@yahoo.com">denr_penro_ilagan@yahoo.com</a>	Ma. Lydia T. Rivero
<b>PENRO Roxas Sub-Office</b>	Centro, Roxas, Isabela	0917-6919941 <a href="mailto:cenro_roxas@yahoo.com">cenro_roxas@yahoo.com</a>	Mercedita B. Dizon
<b>CENRO Cabagan</b>	Cansan, Cabagan, Isabela	0935-7467491 <a href="mailto:cenrocabagan1@gmail.com">cenrocabagan1@gmail.com</a>	Juan A. Paguirigan
<b>CENRO Cauayan</b>	Silawit, Cauayan City, Isabela	0917-8015003/ 0906-6153151 <a href="mailto:cauayancenro@yahoo.com">cauayancenro@yahoo.com</a>	Ronald Rave R. Ramos
<b>CENRO Naguilian</b>	San Manuel, Naguilian, Isabela	0917-3701965 <a href="mailto:denrcenronaguilian@yahoo.com.ph">denrcenronaguilian@yahoo.com.ph</a>	Preciosa G. Santos
<b>CENRO Palanan</b>	Centro West, Palanan, Isabela	0918-3701197 <a href="mailto:denrpalanan@gmail.com">denrpalanan@gmail.com</a>	Nora O. Banzuela
<b>CENRO San Isidro</b>	CENR Office Compound, Bldg. #2, Ramos East, San Isidro, Isabela	0915-6676353 <a href="mailto:cenrosanisidro@yahoo.com">cenrosanisidro@yahoo.com</a>	Linglingay R. Uania
<b>PENRO Nueva Vizcaya</b>	Capitol Compound, Bayombong, Nueva Vizcaya	0915-8679192	Prencesita P. Aganon
<b>PENRO Bayombong, Nueva Vizcaya Sub-Office</b>	Magsaysay, Bayombong, Nueva Vizcaya	0926-3055311	Nanette Lorraine T. Lacbayan
<b>CENRO Aritao</b>	Darapidap, Aritao, Nueva Vizcaya	0927-9107776	Celia C. Catubig
<b>CENRO Dupax</b>	Dupax Del Norte, Nueva Vizcaya	0926-2773887	Carren Jae D. Manzano
<b>PENRO Quirino</b>	PENR Office, Andres Bonifacio, Diffun, Quirino	0936-4968459 <a href="mailto:denr_qrno@yahoo.com">denr_qrno@yahoo.com</a> ; <a href="mailto:penroquirino@gmail.com">penroquirino@gmail.com</a>	Abbygail Y. Oria
<b>CENRO Diffun</b>	CENR Office, Andres Bonifacio, Diffun, Quirino	0905-7767460 <a href="mailto:denr_qrno@yahoo.com">denr_qrno@yahoo.com</a> ; <a href="mailto:penroquirino@gmail.com">penroquirino@gmail.com</a>	Jasmine Love D. Nelmidia
<b>CENRO Nagtipunan</b>	CENR Office, Dipantan, Nagtipunan, Quirino	0905-9323957 <a href="mailto:nagtipunandnr@gmail.com">nagtipunandnr@gmail.com</a>	Jay N. Pindog
<b>DENR Region III</b>	G/F Diosdado Macapagal Government Center, Brgy. Maimpis, San Fernando City, Pampanga 2000	(02) 988-3367 loc. 2516/ 0906- 4015906; 0917-5322510 <a href="mailto:recordsunitdenr3@yahoo.com">recordsunitdenr3@yahoo.com</a> ; <a href="mailto:elsatongol@yahoo.com">elsatongol@yahoo.com</a>	Ma. Socorro B. Rivera/ Elsa Malabanan Tongol
<b>PENRO Aurora</b>	Brgy. Pingit, Baler, Aurora	(042) 209-9212/ 0917-6305542 <a href="mailto:mariazeny6@yahoo.com">mariazeny6@yahoo.com</a>	Zenaida M. Porqueriño
<b>CENRO Casigurrán</b>	Brgy. Calanguasan, Casiguran, Aurora	0910-3398447 <a href="mailto:zylenegraceamatorio@yahoo.com">zylenegraceamatorio@yahoo.com</a>	Zylenegrace Amatorio

CENRO Dingalan	Brgy. Casagsacan, Dingalan, Aurora	0949-4174495 <a href="mailto:neliaflora@gmail.com">neliaflora@gmail.com</a>	Nelia Flora
CENRO Dingalan Sub-Office	Brgy. Florida, Maria Aurora, Aurora	0907-7922698 <a href="mailto:iambubbly1127@gmail.com">iambubbly1127@gmail.com</a>	Rosanna M. Lombres
<b>PENRO Bataan</b>	Ala Uli, Pilar, Bataan	(047) 633-5405 <a href="mailto:penrobataan@yahoo.com">penrobataan@yahoo.com</a>	Rizalina B. Diaz
CENRO Bagac	Binukawan, Bagac, Bataan	0908-3744371	Vnaida S. Hapin
CENRO Dinalupihan	San Ramon, Dinalupihan, Bataan	(047) 633-1405 <a href="mailto:cenrodinalupihan@yahoo.com">cenrodinalupihan@yahoo.com</a>	Aleah Louise S. Diwa
<b>PENRO Bulacan</b>	2/F Lysa Queen, San Pablo, Malolos City, Bulacan	(044) 794-7090 <a href="mailto:denr_bulacan@yahoo.com">denr_bulacan@yahoo.com</a>	Abelardo C. Manio, Jr.
CENRO Baliuag	Brgy. Pagala, DRT Highway, Baliuag, Bulacan	<a href="mailto:cenrosanrafael@yahoo.com">cenrosanrafael@yahoo.com</a>	William M. Carreon
CENRO Tabang	2/F Lipana Bldg., Tabang, Guiguinto, Bulacan	(044) 794-0152 <a href="mailto:cenro_tabang@yahoo.com">cenro_tabang@yahoo.com</a>	Roselda Calaipan
<b>PENRO Nueva Ecija</b>	Brgy. Singalat, Palayan, Nueva Ecija	(044) 940-1973/ 0916-7663143 <a href="mailto:denr_nuevaccija@yahoo.com">denr_nuevaccija@yahoo.com</a>	Rufina T. Gutoc
CENRO Cabanatuan City	DENR Cabanatuan City Hall Compound, Kapitan Pepe Subd., Cabanatuan City, Nueva Ecija	(044) 940-5695 <a href="mailto:aldreen_sinX@yahoo.com">aldreen_sinX@yahoo.com</a>	Aldreen G. Salonga
CENRO Northern Nueva Ecija	Poblacion West Science City of Muñoz, Nueva Ecija	(044) 456-0711 <a href="mailto:denrcenromunoz@yahoo.com">denrcenromunoz@yahoo.com</a>	Carina V. Curamen
<b>PENRO Pampanga</b>	San Antonio, Guagua, Pampanga	(045) 436-6964 <a href="mailto:cenropampanga@yahoo.com">cenropampanga@yahoo.com</a>	Amy A. Capati
<b>PENRO Tarlac</b>	2/F DENR-PENRO Tarlac, MacArthur Highway, Brgy. Paraiso, Tarlac City	(045) 958-3486 <a href="mailto:denr_penrotarlac@yahoo.com">denr_penrotarlac@yahoo.com</a>	Cheyselle Anne R. Patdo
CENRO Camiling	2/F DENR-CENRO Camiling TAU Compound, Brgy. Malacampa, Camiling, Tarlac	(045) 491-5736 <a href="mailto:cenrocamiling@yahoo.com">cenrocamiling@yahoo.com</a>	Shirley M. Nazarro
CENRO Capas	1/F DENR-CENRO Capas Death March, Brgy. Cut- Cut, 1 <sup>st</sup> , Capas, Tarlac City	(045) 324-0016 <a href="mailto:cenrotarlaccity@yahoo.com">cenrotarlaccity@yahoo.com</a>	Belinda P. Escoto
<b>PENRO Zambales</b>	Balili, Palanginan, Iba, Zambales	(047) 811-1339 <a href="mailto:denrzambales@yahoo.com">denrzambales@yahoo.com</a>	Daisy A. Fabileña
CENRO Masinloc	Sta. Rita, Masinloc, Zambales	(047) 821-1294/ 0927-9690367 <a href="mailto:cenro_masinloc@yahoo.com">cenro_masinloc@yahoo.com</a>	Charlemagne D. Dedicatoria
CENRO Olongapo City	Upper Kalaklan, Olongapo City	(047) 224-2669 <a href="mailto:cenroolongapo@yahoo.com">cenroolongapo@yahoo.com</a>	Teresita G. Tagara

<b>DENR Region IV-A (CALABARZON)</b>	G/F DENCRIS Business Center, National Highway, Brgy. Halang, Calamba City, Laguna	(049) 502-5525; 0916-5749443 a_denrcalabarzon@yahoo.com.ph ;yenney17@yahoo.com	Guia V. Castaños/ Irene Nievaes
<b>PENRO Batangas</b>	Kumintang Ibaba, Batangas City	(043) 723-6956 penrobatangas@yahoo.com	Roccilyn-Vi M. Halili
<b>CENRO Lipa City</b>	Brgy. Maraway, Lipa City, Batangas by October 2016	(043) 722-0883 cenrobatangas@yahoo.com	Reymunda A. Andal
<b>CENRO Calaca</b>	1/F & 3/F DENR-CENRO Calaca Office, Vizconde St., Poblacion IV, Calaca, Batangas	(043) 424-0162 cenro_calaca@yahoo.com	Dexter Arvin D. Manalo
<b>PENRO Cavite</b>	Brgy. Luciano, Trece Martires City, Cavite	(046) 419-2474 penrocavite@yahoo.com	Aida P. Astoveza
<b>PENRO Laguna</b>	Brgy. Lalakay, Los Baños, Laguna	(049) 536-3854 penro_losbanos@yahoo.com	Gene G. Litan
<b>CENRO Pagsanjan</b>	Brgy. Lalakay, Los Baños, Laguna	(049) 536-3854 cenro_laguna@yahoo.com	Ma. Cecilla DJ. Castillo
<b>PENRO Quezon</b>	Brgy. Iyam, Lucena City, Quezon	(042) 373-5524 penroquezon@yahoo.com	Isabel Firme
<b>CENRO Calauag</b>	Brgy. Sabang dos, Calauag, Quezon	(042) 301-7084 cenro_calauag@yahoo.com	Edward R. Acuña
<b>CENRO Catanauan</b>	Brgy. 9, Catanauan, Quezon	(042) 315-8236 cenro_catanauan@yahoo.com	Venancio Merluza
<b>CENRO Pagbilao</b>	Brgy. Talipan, Pagbilao, Quezon	(042) 710-2815 denrpagbilaoquezon@yahoo.com	Cresencia S. Meneses
<b>CENRO Real</b>	Poblacion, Real, Quezon	(042) 536-6095 cenro_real@yahoo.com	Jasmin M. Baronia
<b>PENRO Rizal</b>	Ynares Bldg., Rizal Provincial Compound, Cabrera St., Brgy. Dolores, Taytay, Rizal	(02) 515-3906/ 515-3946 penrorizal@yahoo.com	Eleonor D. Pintucan
<b>DENR Region IV-B (MIMAROPA)</b>	1515 L&S Bldg., Roxas Blvd., Ermita, Manila	(02) 405-0327/ 988-3367 loc. 2707 admimar4b@gmail.com	Rosemarie F. Rodriguez/ Allan Azul
<b>PENRO Marinduque</b>	Capitol Compound, Bangbangalon, Boac, Marinduque	(042) 332-1913/ 332-1490 denr_marinduque@yahoo.com.ph	Eden P. Palacios
<b>PENRO Mindoro Occidental</b>	DENR Compound, Mamburao, Occidental Mindoro	0936-7126777/ 0950-5563626 msd-occmdo@yahoo.com	Cristine Joy T. Francisco

CENRO Sablayan	CENRO Compound Sablayan, Occidental Mindoro	0912-8815800 <a href="mailto:denrcsby02@gmail.com">denrcsby02@gmail.com</a>	Merry Ann L. Castillo
CENRO Sablayan Station	CENRO Compound Sablayan, Occidental Mindoro	0908-5462720 <a href="mailto:msd-ocemdo@yahoo.com">msd-ocemdo@yahoo.com</a>	Dan Jasper O. Verdera
CENRO San Jose	CENRO Compound San Jose, Occidental Mindoro	0999-5942030 <a href="mailto:denrcenrosanjose@yahoo.com">denrcenrosanjose@yahoo.com</a>	Maria Paz C. Capitan
<b>PENRO Mindoro Oriental</b>	2/F PENR Office, Ilang-ilang St., Brgy. Suqui, Calapan City, Oriental Mindoro	(043) 288-3006 <a href="mailto:penro_orientalmin@yahoo.com">penro_orientalmin@yahoo.com</a>	Josephine V. Gucco
CENRO Roxas	CENR Office, Brgy. San Mariano, Roxas, Oriental Mindoro	0927-8447997 <a href="mailto:cenroroxas_orientalmin@yahoo.com">cenroroxas_orientalmin@yahoo.com</a>	Silveria A. Merquita
CENRO Socorro	CENR Office, Brgy. Pasi II, Socorro, Oriental Mindoro	<a href="mailto:cenrosocorro@gmail.com">cenrosocorro@gmail.com</a>	Michael Angelo M. Morente
CENRO Socorro-Sub Office	CENR Socorro Sub Office, Brgy. Tibag, Calapan City, Oriental Mindoro	(043) 288-5517 <a href="mailto:calcen123@yahoo.com">calcen123@yahoo.com</a>	Delia T. Almaraz
<b>PENRO Palawan</b>	DENR-PENRO Palawan, Brgy. Sta. Monica, Puerto Princesa City	(048) 433-5638 <a href="mailto:denrpalawan@yahoo.com">denrpalawan@yahoo.com</a>	Bella S. Ardales
CENRO Brooke's Point	DENR-CENRO Brooke's Point Palawan, M. Rodriguez St., Poblacion District I, Brooke's Point, Palawan	0926-3748587 <a href="mailto:cenro_brkspt@yahoo.com">cenro_brkspt@yahoo.com</a>	Marivic C. Quitain
CENRO Coron	DENR-CENRO Coron, Palawan, Brgy. 5, Coron, Palawan	0920-8704673 <a href="mailto:cenro_coron@yahoo.com">cenro_coron@yahoo.com</a>	Marina A. Abe
CENRO Puerto Princesa City	DENR-CENRO Puerto Princesa City, National Highway, Brgy. Sta. Monica, Puerto Princesa City, Palawan	(048) 433-0660 <a href="mailto:cenroppchuc@yahoo.com">cenroppchuc@yahoo.com</a>	Elizabeth S. Palatino
CENRO Quezon	DENR-CENRO Quezon, Palawan, Poblacion, Quezon, Palawan	0977-7871592 <a href="mailto:cenroquezonpal@yahoo.com">cenroquezonpal@yahoo.com</a>	Anita S. Llorca
CENRO Roxas	DENR-CENRO Roxas, Palawan, Brgy. 3, Poblacion, Roxas, Palawan	0917-7741013 <a href="mailto:denroxaspal@yahoo.com">denroxaspal@yahoo.com</a>	Rinades L. Jusos
CENRO Taytay	DENR-CENRO Taytay, Palawan, National Highway, Poblacion, Taytay, Palawan	0955-5826780/ 0910-7006630 <a href="mailto:cenrotaytaypal@yahoo.com.ph">cenrotaytaypal@yahoo.com.ph</a>	Elvie G. Base
<b>PENRO Sub-Office Narra, Palawan</b>	PENRO Sub-Office Narra, Palawan, G.P. Cruz St., Poblacion, Narra, Palawan	0950-2412735 <a href="mailto:cenronarra_pal@yahoo.com.ph">cenronarra_pal@yahoo.com.ph</a>	Caesar V. Mantubig

<b>PENRO Romblon</b>	PENR Office, Tabing-dagat, Odiongan, Romblon	(042) 567-5032 <a href="mailto:penrorom_r4b@yahoo.com.ph">penrorom_r4b@yahoo.com.ph</a>	Joevir J. Cabaron
<b>DENR Region V</b>	G/F DENR Regional Office No. V, Rawis, Legazpi City	(052) 482-0689; 0917-4102763 <a href="mailto:ibayelizabeth@yahoo.com">ibayelizabeth@yahoo.com</a> ; <a href="mailto:chiefmiles17@gmail.com">chiefmiles17@gmail.com</a>	Elizabeth B. Ibay/ Ma. Mila B. Arias
<b>PENRO Albay</b>	Lapu-Lapu St., Legazpi City	(052) 480-7295 <a href="mailto:penro_albay@yahoo.com">penro_albay@yahoo.com</a>	Rachel A. Aguilar
<b>CENRO Guinobatan</b>	BUCAF Compound, Morera, Guinobatan, Albay	(053) 484-6252 <a href="mailto:cenroguinobatan@yahoo.com">cenroguinobatan@yahoo.com</a>	Eden M. Robles
<b>PENRO Camarines Norte</b>	Brgy. Pamorangan, Daet, Camarines Norte	(054) 440-0737/ 0918-7017266 <a href="mailto:penro.camnorte@yahoo.com">penro.camnorte@yahoo.com</a>	Ramely C. Urbano
<b>PENRO Camarines Sur</b>	Panganiban Drive, Naga City, Camarines Sur	(054) 472-8252 <a href="mailto:penro_camsur@yahoo.com.ph">penro_camsur@yahoo.com.ph</a>	Betty G. Buenagua
<b>CENRO Iriga City</b>	Sta. Cruz, Iriga City	(054) 456-0901 <a href="mailto:c/o_penro_camsur@yahoo.com">c/o penro_camsur@yahoo.com</a>	Lorna B. Villaflor
<b>CENRO Sipocot</b>	South Centro, Sipocot, Camarines Sur	(054) 450-6044 <a href="mailto:cenrosipocot@yahoo.com.ph">cenrosipocot@yahoo.com.ph</a>	Theresa Ma. P. Balmeo
<b>CENRO Goa</b>	Catagbacan, Goa, Camarines Sur	(054) 472-8252 <a href="mailto:penro_camsur@yahoo.com">penro_camsur@yahoo.com</a>	Peter Aurel J. Orata
<b>PENRO Catanduanes</b>	PENRO Catanduanes Technical Services Division Office, San Isidro Vill., Virac, Catanduanes	0920-4677248/ 0927-2867153/ 0919-4085921 <a href="mailto:denrcatanduanespenro@yahoo.com.ph">denrcatanduanespenro@yahoo.com.ph</a>	Lucily B. Padayao
<b>PENRO Masbate</b>	Airport Road, Masbate City	(056) 333-3393 <a href="mailto:denr_penro_mbt@yahoo.com">denr_penro_mbt@yahoo.com</a>	Arieth E. De La Cruz
<b>CENRO Mobo</b>	Airport Road, Mobo, Masbate	(056) 582-0532 <a href="mailto:denr_cenromobo@yahoo.com">denr_cenromobo@yahoo.com</a>	Rosalie F. Fajardo
<b>CENRO San Jacinto</b>	Brgy. Burgos, San Jacinto, Masbate City	0939-8966376 <a href="mailto:denr_cenrosj@yahoo.com">denr_cenrosj@yahoo.com</a>	Imelda V. Almodiel
<b>PENRO Sorsogon</b>	B. Flores St., Burabod, Sorsogon City, Sorsogon	(056) 421-5545 <a href="mailto:denr_sorcicity@yahoo.com.ph">denr_sorcicity@yahoo.com.ph</a>	Marilou A. Bongon
<b>DENR Region VI</b>	G/F Building II, DENR, Region VI, Pepita Aquino St., Iloilo City	(033) 503-3563/ (02) 988-3367 loc. 2905; (033) 337-2274 <a href="mailto:recordsunit.denr.r6@gmail.com">recordsunit.denr.r6@gmail.com</a> ; <a href="mailto:dors.malanguis@yahoo.com">dors.malanguis@yahoo.com</a>	Rhoda April Rosalind G. Enicola/ Doreen Malanguis
<b>PENRO Aklan</b>	DENR PENRO Kalibo, Aklan, Bliss Site, Kalibo, Aklan	(036) 268-4102	Niña Quely M. Navarra



<b>PENRO Antique</b>	Binirayan Hills, San Jose, Antique	(036) 540-7292/ 540-8498 <a href="mailto:denr_ant@yahoo.com">denr_ant@yahoo.com</a>	Selda J. Laspiñas
<b>CENRO Culasi</b>	CENRO Culasi, Lumogdang St., Poblacion, Culasi, Antique	(036) 277-8125 <a href="mailto:cenro_culasi@yahoo.com">cenro_culasi@yahoo.com</a>	Ariel D. Fernando
<b>CENRO Belison</b>	CENRO Belison, Poblacion, Belison, Antique	0977-8269144 <a href="mailto:cenrobelison@yahoo.com">cenrobelison@yahoo.com</a>	Mary Grace B. Lavilla
<b>PENRO Capiz</b>	DENR-PENRO Capiz Compound, Brgy. Lanot, Roxas City	(036) 621-0015/ 621-5240/ 621-6069 <a href="mailto:penrocapiz@gmail.com">penrocapiz@gmail.com</a> ; <a href="mailto:penrocapiz@yahoo.com">penrocapiz@yahoo.com</a>	Rubi Ann B. Repil
<b>PENRO Guimaras</b>	Technical Services Building, DENR PENRO Guimaras, San Miguel, Jordan, Guimaras	0918-5939680 <a href="mailto:marygrace36_macayan@yahoo.com">marygrace36_macayan@yahoo.com</a>	Mary Grace M. Macayan
<b>PENRO Iloilo City</b>	Old Rotary Park, Brgy. Concepcion, Iloilo City	(033) 509-9543 <a href="mailto:denr6_iloilo@yahoo.com">denr6_iloilo@yahoo.com</a>	Rolly B. Surmion
<b>CENRO Barotac Nuevo</b>	Brgy. Tabucan, Barotac Nuevo, Iloilo	(033) 315-2340 <a href="mailto:mafelgtianga@gmail.com">mafelgtianga@gmail.com</a>	Mafel G. Tianga
<b>CENRO Iloilo</b>	Brgy. Guibongan, Miag-ao, Iloilo	(033) 315-2340 <a href="mailto:tresgallefo@gmail.com">tresgallefo@gmail.com</a>	Francisco T. Gallego III
<b>CENRO Sara</b>	Brgy. San Nicolas, San Dionision, Iloilo	(033) 517-2174/ 0917-7075960 <a href="mailto:lizavec@yahoo.com">lizavec@yahoo.com</a>	Ma. Elisa F. Villar
<b>DENR Region VII</b>	G/F Admin. Bldg., DENR VII, Sudlon, Lahug, Cebu City	(032) 414-4115/ (02) 988-3367 loc. 3007; (032) 714-7669 <a href="mailto:materesitabrava@gmail.com">materesitabrava@gmail.com</a> ; <a href="mailto:mariafebaquirquir@yahoo.com">mariafebaquirquir@yahoo.com</a>	Maria Teresita B. Brava/ Maria Fe Baquirquir
<b>PENRO Bohol</b>	G/F Old PENRO Bldg., New Capitol Site, Tagbilaran City, Bohol	(038) 411-0228 <a href="mailto:penro_bohol@yahoo.com">penro_bohol@yahoo.com</a> ; <a href="mailto:rma.mildred@yahoo.com">rma.mildred@yahoo.com</a>	Mildred T. Relampagos
<b>CENRO Tagbilaran City</b>	Basement CENRO Bldg., New Capitol Site, Tagbilaran City, Bohol	(038) 412-1026 <a href="mailto:denrtagb7@yahoo.com.ph">denrtagb7@yahoo.com.ph</a>	Danilo E. Floresca
<b>CENRO Talibon</b>	CENRO Talibon Bldg., Brgy. San Jose, Talibon, Bohol	(038) 4160156/ 416-0157 <a href="mailto:penro_talibon@yahoo.com.ph">penro_talibon@yahoo.com.ph</a>	Jeffrey Q. Evangelista
<b>PENRO Cebu</b>	G/F PENRO Bldg., DENR VII, Banilad, Mandaue City	(032) 2365732/ 3430316 <a href="mailto:penrocebu@yahoo.com">penrocebu@yahoo.com</a> ; <a href="mailto:eaviles1955@yahoo.com">eaviles1955@yahoo.com</a>	Evangeline P. Aviles
<b>CENRO Argao</b>	G/F CENRO Bldg., DENR VII, Lamacan, Argao, Cebu	(032) 367-7193 <a href="mailto:cenroargao_cebu@yahoo.com">cenroargao_cebu@yahoo.com</a>	Salome Mamac
<b>CENRO Cebu City</b>	G/F CENRO Bldg., DENR VII, V. Sotto cor. Arellano Blvd., Pier 3, Cebu City	(032) 254-2559 <a href="mailto:cenro_cebucity@yahoo.com">cenro_cebucity@yahoo.com</a>	Inocencia M. Casia

<b>PENRO Siquijor</b>	G/F PENRO Bldg., Larena, Siquijor	(035) 377-2081 <a href="mailto:penrosiquijor@gmail.com">penrosiquijor@gmail.com</a>	Cesar P. Maglangit
<b>DENR Region VIII</b>	2/F Administrative Bldg., DENR Regional Office 8, Tacloban City	(053) 832-0832; (053) 321-1668 <a href="mailto:recordsunitdenr@gmail.com">recordsunitdenr@gmail.com</a> ; <a href="mailto:cristinamoquia@yahoo.com">cristinamoquia@yahoo.com</a>	Ma. Shiela P. Cuizon-Sumpo/ Cristina O. Moquia
<b>PENRO Biliran</b>	G/F DENR-PENRO Biliran, Brgy. Larrazabal, Naval, Biliran	(053) 500-4115 <a href="mailto:penrobiliran@yahoo.com">penrobiliran@yahoo.com</a>	Maristela A. Villordon
<b>PENRO Eastern Samar</b>	1/F DENR-PENRO Borongan, Capitol Site, Brgy. Alang-alang, Borongan City	(055) 560-9374/ 0999-5480187 <a href="mailto:penroborongon@yahoo.com.ph">penroborongon@yahoo.com.ph</a>	Corazon A. Flores
<b>CENRO Borongan City</b>	1/F DENR-CENRO Borongan, Capitol Site, Brgy. Alang-alang, Borongan City	0998-8591930 <a href="mailto:annavivz84@gmail.com">annavivz84@gmail.com</a>	Annaviv O. Zacate
<b>CENRO Dolores</b>	1/F DENR-CENRO Brgy. 10, Dolores, Eastern Samar	0946-1388838/ 0910-9189414 <a href="mailto:denrcenrodol@yahoo.com">denrcenrodol@yahoo.com</a>	Felicidad S. Ramos
<b>PENRO Leyte</b>	Records Bldg., DENR PENRO Leyte, Candahug, Palo, Leyte	(053) 832-4283/ 323-7485 <a href="mailto:penroleyte@yahoo.com">penroleyte@yahoo.com</a>	Patrick A. Katada
<b>CENRO Albucera</b>	G/F DENR CENRO Albucera, Poblacion, Albucera, Leyte	(053) 562-9394 <a href="mailto:cenro.albucera@yahoo.com">cenro.albucera@yahoo.com</a>	Illuminada A. Verona
<b>CENRO Baybay</b>	2/F DENR CENRO Baybay City, Zone 23, Magsaysay St., Baybay City, Leyte	(053) 335-3644 <a href="mailto:cenrobaybaycity@yahoo.com">cenrobaybaycity@yahoo.com</a>	Fatima L. Feman
<b>CENRO Palo</b>	G/F DENRO CENRO Palo, Candahug, Palo, Leyte	(053) 832-4335/ 832-4192 <a href="mailto:cenropalo@gmail.com">cenropalo@gmail.com</a>	Evelyn J. Caca
<b>PENRO Northern Samar</b>	1/F DENR-PENRO Northern Samar, UEP Compound, Catarman, Northern Samar	0946-1788192 <a href="mailto:ednavcardeño@gmail.com">ednavcardeño@gmail.com</a>	Edna V. Cardeño
<b>CENRO Catarman</b>	1/F DENR-CENRO Catarman, UEP Compound, Catarman, Northern Samar	0975-7124290 <a href="mailto:perujerry@yahoo.com">perujerry@yahoo.com</a>	Gerardo T. Peru
<b>CENRO Pambujan</b>	1/F DENR-CENRO Pambujan, Brgy. 8, Pambujan, Northern Samar	0939-6717463 <a href="mailto:danicamorado@gmail.com">danicamorado@gmail.com</a>	Ma. Danica G. Morado
<b>PENRO Southern Leyte</b>	Capitol Site, Brgy. Asuncion, Maasin City, Southern Leyte	(053) 381-2824/ 570-8607 <a href="mailto:denrpenrosouthernleyte@gmail.com">denrpenrosouthernleyte@gmail.com</a>	Aniceta Z. Acosta
<b>CENRO Maasin City</b>	G/F DENR CENRO Maasin City, Capitol Site, Brgy. Asuncion, Maasin City	(053) 381-2824/ 570-8607 <a href="mailto:cenromsn@yahoo.com">cenromsn@yahoo.com</a>	Lloyd Z. Bantug

CENRO San Juan	2/F DENRO CENRO San Juan, Brgy. Sto. Niño, San Juan, Southern Leyte	0917-6316473 <a href="mailto:cenro_san_juan@yahoo.com">cenro_san_juan@yahoo.com</a>	Cherryl M. Adal
PENRO Samar	G/F DENR-PENRO Samar, Brgy. Guinapunan, Catbalogan City, Samar	(055) 543-8122/ 543-8954/ 251-6220/ 0917-3255724 <a href="mailto:catbpenro@yahoo.com">catbpenro@yahoo.com</a> ; <a href="mailto:acmacarbare19@yahoo.com">acmacarbare19@yahoo.com</a>	Andrea Charlotte B. Macabare
CENRO Sta. Rita	Brgy. San Juan, Sta. Rita, Samar	0917-3059806 <a href="mailto:cenrostarita@gmail.com">cenrostarita@gmail.com</a> ; <a href="mailto:vinespalacio@gmail.com">vinespalacio@gmail.com</a>	Venus C. Palacio
CENRO Catbalogan	Records Bldg., DENR-CENRO Catbalogan, Brgy. Poblacion, Catbalogan City	(055) 543-8857/ 543-9618/ 0918-6094101 <a href="mailto:cenrocatbalogan@yahoo.com">cenrocatbalogan@yahoo.com</a> ; <a href="mailto:cristinaudquin@yahoo.com">cristinaudquin@yahoo.com</a>	Cristina A. Udquin
DENR Region IX	DENR IX Regional Office Bldg., Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City	<a href="mailto:denr9recordsunit@yahoo.com">denr9recordsunit@yahoo.com</a> ; <a href="mailto:neonimayo@gmail.com">neonimayo@gmail.com</a>	Teodora C. Britanico/ Neonita Delas Penas
PENRO Zamboanga Del Norte	Sta. Isabel, Dipolog City, Zamboanga del Norte	(065) 212-3200 <a href="mailto:nnecosia@yahoo.com">nnecosia@yahoo.com</a>	Noemi Necosia
CENRO Dapitan City	Rizal Park, Talisay, Dapitan City, Zamboanga Del Norte	0977-8321097 <a href="mailto:cenro_dapitan7@yahoo.com">cenro_dapitan7@yahoo.com</a>	Roda Delos Reyes
CENRO Liloy	Brgy. Fatima, Liloy, Zamboanga Del Norte	0909-9199045 <a href="mailto:cenro-liloy@yahoo.com">cenro-liloy@yahoo.com</a>	Merlyn Gahud Holoyohoy
CENRO Dipolog City	Sta. Isabel, Dipolog City, Zamboanga Del Norte	(065) 212-2767/ F (065) 212-5505 <a href="mailto:denrcenro_dipolog@yahoo.com">denrcenro_dipolog@yahoo.com</a>	Arturo Robles
CENRO Siocon	Brgy. Poblacion, Siocon, Zamboanga Del Norte	0977-8303635 <a href="mailto:cenrosiocon@gmail.com">cenrosiocon@gmail.com</a>	Ruby Ann Cancaner
PENRO Zamboanga Del Sur	Sagun St., Pagadian City, Zamboanga del Sur	(062) 214-1455 <a href="mailto:penro9b_zds@yahoo.com">penro9b_zds@yahoo.com</a>	Candelaria N. Araojo
CENRO Guipos	Brgy. Katipunan, Guipos, Zamboanga Del Sur	0935-3063280/ 0946-1637749 <a href="mailto:cenroguipos@yahoo.com">cenroguipos@yahoo.com</a>	Victorio Castillo
CENRO Pagadian City	V. Sagun St., Gatas District, Pagadian City	(062) 214-2483/ F (062) 214-1453 <a href="mailto:cenro_pag@yahoo.com">cenro_pag@yahoo.com</a>	Trinidad T. Cabanlit
PENRO Zamboanga Sibugay	DENR PENRO Office, Ipil, Zamboanga Sibugay	(062) 333-5479 <a href="mailto:denrpenro@yahoo.com">denrpenro@yahoo.com</a>	Dionaldo Gonzaga
CENRO Buug	Poblacion, Buug, Zamboanga Sibugay	(062) 344-8125 <a href="mailto:cenro_buugzs@yahoo.com">cenro_buugzs@yahoo.com</a>	Roldan Alajas

CENRO Cabasalan	Cabasalan, Zamboanga Sibugay	0977-8272936	Evangeline Mangubat
CENRO Zamboanga	Gov. Alvarez St., Zamboanga City	0917-7101584 <a href="mailto:cenrowestzc@yahoo.com">cenrowestzc@yahoo.com</a>	Ben Acana
DENR Region X	Macabalan, Cagayan de Oro City	(088) 856-7025; 0921-2172815 <a href="mailto:r10.gssrecordunit@gmail.com">r10.gssrecordunit@gmail.com</a> ; <a href="mailto:agnesgonzales@yahoo.com">agnesgonzales@yahoo.com</a>	Wengeline M. Torres/ Agnes Gonzales
PENRO Bukidnon	Brgy. 9, Capitol Drive, Malaybalay City, Bukidnon	(088) 813-5464/ 0926-6900056 <a href="mailto:recorpenrobuk@yahoo.com">recorpenrobuk@yahoo.com</a>	Marites C. Salo
CENRO Don Carlos	Don Carlos Sur, Don Carlos, Bukidnon	0917-3235716 <a href="mailto:r10cenro.dcarlos@gmail.com">r10cenro.dcarlos@gmail.com</a>	Mary Ann C. Paggao
CENRO Valencia	Brgy. 9, Capitol Drive, Malaybalay City, Bukidnon	(088) 813-3306 <a href="mailto:r10cenro.valenciacity@gmail.com">r10cenro.valenciacity@gmail.com</a>	Norma A. Escobia
CENRO Manolo Fortich	Brgy. Tankulan, Manolo Fortich, Bukidnon	0905-8933013 <a href="mailto:r10cenro.manolofortich@gmail.com">r10cenro.manolofortich@gmail.com</a>	Juliet F. Maraviles
CENRO Talakag	Landing, San Isidro, Talakag, Bukidnon	0906-5537505 <a href="mailto:r10cenro.talakag@gmail.com">r10cenro.talakag@gmail.com</a>	Gilda S. Adecor
PENRO Camiguin	Government Center, Lakas, Poblacion, Mambajao, Camiguin	(088) 387-0040 <a href="mailto:r10penro.camiguin@gmail.com">r10penro.camiguin@gmail.com</a>	Liezel R. Castillo
PENRO Lanao Del Norte	G/F Annex Bldg., PENR Office, Tubod, Lanao Del Norte	(063) 227-6070 <a href="mailto:r10penro.lanaodelnorte@gmail.com">r10penro.lanaodelnorte@gmail.com</a>	Noraida Ura Obinay
CENRO Iligan City	G/F Administrative Bldg., CENR Office, Iligan City, Lanao Del Norte	(063) 221-2813 <a href="mailto:r10cenro.iligancity@gmail.com">r10cenro.iligancity@gmail.com</a>	Aslimah Balayo Muti
CENRO Kolambugan	2/F Administrative Bldg., CENR Office, Kolambugan, Lanao Del Norte	(063) 2275070 <a href="mailto:r10cenro.kolambugan@gmail.com">r10cenro.kolambugan@gmail.com</a>	Nilfa Balisco Cornell
PENRO Misamis Occidental	3/F PENRO Bldg., Oroquieta City, Misamis Occidental	(088) 531-1186/ 545-0388 <a href="mailto:r10penro.misocc@gmail.com">r10penro.misocc@gmail.com</a> <a href="mailto:elsienorculanar@yahoo.com">elsienorculanar@yahoo.com</a>	Elsie C. Llegunas
CENRO Oroquieta	2/F New Bldg., DENR Compound, Lower Lamac, Oroquieta City	(088) 531-2003 <a href="mailto:r10cenro.oroquieta@gmail.com">r10cenro.oroquieta@gmail.com</a>	Nanette Silva Violon
CENRO Ozamis City	G/F CENRO Building, Purok-7, Gango, Ozamis City	(088) 521-1252 <a href="mailto:balcefine.abuton@yahoo.com">balcefine.abuton@yahoo.com</a>	Balcefine A. Abuton
PENRO Misamis Oriental	Malasag Heights, Cugman, Cagayan de Oro City	(088) 855-2318/ 0906-5320121 <a href="mailto:r10penro.misor@gmail.com">r10penro.misor@gmail.com</a> ; <a href="mailto:armznmur@gmail.com">armznmur@gmail.com</a>	Armi Muriel C. Lloren
CENRO Initao	Malasag Heights, Cugman, Cagayan de Oro City	(088) 855-2347/ 0905-9792814; <a href="mailto:mona.uy04@yahoo.com">mona.uy04@yahoo.com</a>	Monaliza V. Uy

CENRO Gingoog City	Dugenio St., Brgy. 26, Gingoog City	(088) 861-0539/ 0905-1577996 <a href="mailto:r10cenro.gingoogcity@gmail.com">r10cenro.gingoogcity@gmail.com</a> ; <a href="mailto:donalddcalingin@yahoo.com">donalddcalingin@yahoo.com</a>	Donald A. Calingin
DENR Region XI	G/F Km. 7, Lanang, Davao City, Davao Del Sur 8000	(082) 234-6752/ (02) 988-3367 loc. 3513/ (082) 296-2509 <a href="mailto:denrecords@gmail.com">denrecords@gmail.com</a> ; <a href="mailto:recordsxi@yahoo.com">recordsxi@yahoo.com</a>	Edmundo C. Baba/ Olga S. Malbog
PENRO Tagum City	Km. 55, National Highway, Tagum City	(084) 216-6302/ 216-4858 <a href="mailto:denrpenro_ddn@yahoo.com">denrpenro_ddn@yahoo.com</a>	Darlyn M. Acosta
CENRO Panabo City	Panabo, Davao Del Norte	(084) 216-6302/ 216-4858 <a href="mailto:denrpenro_ddn@yahoo.com">denrpenro_ddn@yahoo.com</a>	Gilda V. Reyes
CENRO New Corella	Magdum, Tagum City	(084) 216-6302/ 216-4858 <a href="mailto:denrpenro_ddn@yahoo.com">denrpenro_ddn@yahoo.com</a>	Welfreda E. Deadio
PENRO Davao Del Sur	DENR-PENRO RXI-4, Provincial Capitol Compound, Brgy. Matti, Digos City, Davao del Sur	(082) 553-2009/ 272-1894 <a href="mailto:denrpenro_delsur@yahoo.com">denrpenro_delsur@yahoo.com</a>	Merlinda M. Alcoriza
CENRO XI-4C, Davao City	DENR-CENRO RXI-4C, Governor Chavez St., Davao City	(082) 227-8143 <a href="mailto:cenroeast@yahoo.com">cenroeast@yahoo.com</a>	Nelly D. Yee
CENRO XI-4A, Digos, Davao del Sur	DENR-CENRO RXI-4A, Digos, Davao Del Sur, Mabini Superhighway, Digos City, Davao del Sur	(082) 553-8756 <a href="mailto:denr.digos@gmail.com">denr.digos@gmail.com</a>	Rosario C. Abejaron
CENRO XI-4B, Malalag, Davao del Sur	DENR-CENRO RXI-4B, Poblacion Malalag, Davao Del Sur	(082) 272-0244 <a href="mailto:cenro_malalag@yahoo.com">cenro_malalag@yahoo.com</a>	Ramelyn M. Villarmia
PENRO Davao Occidental	Poblacion Malita, Davao Occidental	0977-8268900 <a href="mailto:denrpenrodavaooccidental@gmail.com">denrpenrodavaooccidental@gmail.com</a>	Constantine B. Sanchez
PENRO Davao Oriental	Government Center, Brgy. Dahican, Mati City, Davao Oriental	(087) 811-4176 <a href="mailto:denrx2mati@hotmail.com">denrx2mati@hotmail.com</a>	Peter Vincent O. Hingpit
CENRO Baganga	Lambajon, Baganga, Davao Oriental	0917-8445401 <a href="mailto:cenrobaganga@yahoo.com">cenrobaganga@yahoo.com</a>	Roy G. Diaz
CENRO Lupon	Poblacion, Lupon, Davao Oriental	(087) 808-0132 <a href="mailto:cenrodenrlupon@gmail.com">cenrodenrlupon@gmail.com</a>	Edwin D. Udtohan
CENRO Mati	Brgy. Matiao, Mati City, Davao Oriental	(087) 388-3569 <a href="mailto:cenromaticity@gmail.com">cenromaticity@gmail.com</a> ; <a href="mailto:cenromati@gmail.com">cenromati@gmail.com</a>	Melba O. Hingpit
CENRO Manay	San Ignacio, Manay, Davao Oriental	<a href="mailto:cenroxi2c.manay@gmail.com">cenroxi2c.manay@gmail.com</a>	Genevieve Manguib
PENRO Compostela Valley	New Bldg., PENR Office, P-2, Poblacion, Nabunturan, Compostela	0920-9717748 <a href="mailto:nyleissej21@gmail.com">nyleissej21@gmail.com</a>	Jessiclyn D. Espinosa

	Valley		
CENRO Maco	CENR-Office, Brgy. Anislagan, Maco, Compostela Valley	0925-8263203 <a href="mailto:adie_puti2008@yahoo.com">adie_puti2008@yahoo.com</a>	Adeline M. Bueno
CENRO Monkayo	CENR Office, Santan St., Poblacion, Monkayo, Compostela Valley	0919-8402531 <a href="mailto:vilmacatayas@yahoo.com.ph">vilmacatayas@yahoo.com.ph</a>	Vilma C. Catayas
DENR Region XII	2/F Aurora Quezon St., Koronadal City, South Cotabato 9506	(083) 228-6223/6228; (083) 228-1404 <a href="mailto:benjepalmars@gmail.com">benjepalmars@gmail.com</a> ; <a href="mailto:lovelynmama@rocketmail.com">lovelynmama@rocketmail.com</a>	Benje P. Legayada/ Lovelyn G. Mama
PENRO Kidapawan	DENR Compound, Quirino Drive, Kidapawan City, North Cotabato	(064) 577-1412 <a href="mailto:recordspenroxii@gmail.com">recordspenroxii@gmail.com</a>	Susan H. Bongaitan
CENRO Matalam	Satellite Office, Quirino Drive, Kidapawan City	(064) 521-1326 <a href="mailto:cenromatalam@gmail.com">cenromatalam@gmail.com</a>	Ponciana B. Hernandez
CENRO Midsayap	Poblacion 3, Midsayap	<a href="mailto:cenromidsayap@yahoo.com">cenromidsayap@yahoo.com</a>	Lorena D. Cawasatig
PENRO Saranggani	Poblacion, Alabel, Saranggani Province	(083) 508-2008/2009 <a href="mailto:denrpenro-alabel@yahoo.com">denrpenro-alabel@yahoo.com</a>	Irish Amor B. Reyes
CENRO Glan	Poblacion, Glan, Saranggani Province	(083) 262-1014 <a href="mailto:cenro_glan@yahoo.com">cenro_glan@yahoo.com</a>	Maria Teresita E. Quimpan
CENRO Kiamba	Poblacion, Kiamba, Saranggani Province	(083) 826-0281 <a href="mailto:denr12_cenrokaimba@yahoo.com">denr12_cenrokaimba@yahoo.com</a>	Jayson M. Addat
PENRO South Cotabato	G/F PENRO South Cotabato, Blk., Martinez, Subd., Brgy. Zone IV, Koronadal City	(083) 228-3502 <a href="mailto:lovelynmama@rocketmail.com">lovelynmama@rocketmail.com</a>	Lovelyn G. Mama
CENRO General Santos City	Buayan, General Santos City	0949-8832579 <a href="mailto:baluyutrosana2516@yahoo.com">baluyutrosana2516@yahoo.com</a>	Minangoao B. Mangadang
CENRO Surallah (Banga)	San Vicente, Banga, Surallah, South Cotabato	(083) 239-1203 <a href="mailto:ritzubaldo1957@yahoo.com">ritzubaldo1957@yahoo.com</a>	Rita B. Subaldo
PENRO Sultan Kudarat	Old Capitol Compound, Kalawag II, Isulan, Sultan Kudarat	(064) 471-0321/ 0936-9743465 <a href="mailto:jazzmine_j509@yahoo.com">jazzmine_j509@yahoo.com</a>	Jasmine A. Antonio
CENRO Kalamansig	Poblacion, Kalamansig, Sultan Kudarat	(064) 204-6051/ 0909-4283447 <a href="mailto:byoungque@gmail.com">byoungque@gmail.com</a>	Benjie M. Youngque
CENRO Tacurong City	EJC Montilla, Tacurong City, Sultan Kudarat	0977-6878265 <a href="mailto:hurtbylies@gmail.com">hurtbylies@gmail.com</a>	Marrygine A. Eliarda
DENR Region XIII (CARAGA Region)	G/F Administrative Division Bldg., DENR CARAGA Office, Ambago, Butuan City	(02) 988-3367 loc. 3910/ (085) 341-2704/ 0916-3500059; 0915-8438980 <a href="mailto:dbcabagjr@denr.gov.ph">dbcabagjr@denr.gov.ph</a> ; <a href="mailto:admrecords.denr13@yahoo.com">admrecords.denr13@yahoo.com</a> ;	Irene H. Solijon/ Amado L. Monding, Jr.

		<a href="mailto:madomondingjr@gmail.com">madomondingjr@gmail.com</a>	
<b>PENRO Agusan Del Norte</b>	2/F PENRO Agusan Del Norte Bldg., Tiniwisan, Butuan City	(085) 342-0983/ 0919-3486817 <a href="mailto:josephinedagcuta@yahoo.com">josephinedagcuta@yahoo.com</a> ; <a href="mailto:penro_agnor@yahoo.com">penro_agnor@yahoo.com</a>	Josephine A. Dagcuta
<b>CENRO Nasipit</b>	1/F CENRO Nasipit Bldg., Brgy Talisay, Nasipit, Agusan Del Norte	(085) 343-2873/ 0920-6566163 <a href="mailto:nasipitcenro@yahoo.com">nasipitcenro@yahoo.com</a> ; <a href="mailto:marilougayona@yahoo.com">marilougayona@yahoo.com</a>	Marilou B. Gayona
<b>CENRO Tubay</b>	1/F CENRO Tubay, Tubay, Agusan Del Norte	0919-6680437 <a href="mailto:cenrotubay@yahoo.com.ph">cenrotubay@yahoo.com.ph</a> ; <a href="mailto:sembranoeditha5@gmail.com">sembranoeditha5@gmail.com</a>	Editha W. Sembrano
<b>PENRO Agusan Del Sur</b>	G/F PENRO Agusan Del Sur Bldg., Patin-ay, Prosperidad, Agusan Del Sur	(085) 343-7250/ 0908-8620445	Annie Grace B. Babia
<b>CENRO Bayugan</b>	G/F CENRO Bayugan Bldg., Bayugan City, Agusan Del Sur	(085) 343-6191/ 0910-8784670	Vicente D. Moran
<b>CENRO Bunawan</b>	G/F CENRO Bunawan Bldg., Bunawan, Agusan Del Sur	0907-9698075	Ellah C. Sequina
<b>CENRO Loreto</b>	G/F CENRO Loreto Bldg., Agusan Del Sur	0948-1274276	Crista Jane N. Baltazar
<b>CENRO Talacogon</b>	G/F CENRO Talacogon Bldg., Del Monte, Talacogon, Agusan Del Sur	0920-7182851	Carmen I. Lafuente
<b>PENRO Dinagat Island</b>	G/F DENR-PENRO Office, San Jose, Dinagat Island	0910-7075438 <a href="mailto:betinolrue@gmail.com">betinolrue@gmail.com</a>	Ruel E. Betinol
<b>PENRO Surigao Del Norte</b>	G/F PENRO Training Center, Surigao Del Norte Bldg., Brgy. San Juan, Surigao City	(086) 826-3576/ 0926-7355111 <a href="mailto:penro-sdn@ymail.com">penro-sdn@ymail.com</a>	Virginia R. Farma
<b>CENRO Tubod</b>	G/F CENRO Tubod Bldg., Brgy. Upper Libas, Tagana-an, Tubod, Surigao del Norte	(086) 826-8160/ 0910-0919474 <a href="mailto:cenro_surigao@yahoo.com">cenro_surigao@yahoo.com</a>	Charlie B. Tefoso
<b>PENRO Surigao Del Sur</b>	G/F PENRO Surigao del Sur Bldg., Telaje, Tandag, Surigao Del Sur	(086) 211-3474 <a href="mailto:hdiaz@yahoo.com">hdiaz@yahoo.com</a>	Harlita Diaz
<b>CENRO Cantilan</b>	DENR-CENR Office Cantilan, Brgy. Magosilom, Cantilan, Surigao del Sur	<a href="mailto:denr_cenro13_d2@yahoo.com">denr_cenro13_d2@yahoo.com</a> ; <a href="mailto:cenrocantilanhotline@gmail.com">cenrocantilanhotline@gmail.com</a>	Lina Arjona Urbiztondo
<b>CENRO Bislig</b>	G/F CENRO Bislig Bldg., Maharlika, Bislig, Surigao Del Sur	<a href="mailto:cenr.bisligcity@yahoo.com">cenr.bisligcity@yahoo.com</a>	Aida B. Jusayan
<b>CENRO Lianga</b>	G/F CENRO Lianga Bldg., Surigao del Sur	0904-1111946 <a href="mailto:Julicta_huyo@yahoo.com">Julicta_huyo@yahoo.com</a>	Julita R. Huyo
<b>DENR Region XVIII (Negros Island Region - NIR)</b>	G/F 7C Bldg., San Antonio Abad Park, Lacson Extension, Brgy. 39	(034) 704-3671 <a href="mailto:denmir.recordssection@gmail.com">denmir.recordssection@gmail.com</a> ; <a href="mailto:denr_nir@yahoo.com">denr_nir@yahoo.com</a>	Isabelita T. Climaco

	Bacolod City, Negros Occidental		
<b>PENRO Negros Occidental</b>	Cor. Porras-Abad Santos Sts., Brgy. 39, Bacolod City	(034) 435-7411/ 441-3329 <a href="mailto:penneg@yahoo.com">penneg@yahoo.com</a>	Dolores F. Hinoso
CENRO Bago	Bantayan Park, Poblacion, Bago City	(034) 707-0425 <a href="mailto:cenrobago@gmail.com">cenrobago@gmail.com</a>	Lalaine S. Pabuaya
CENRO Cadiz City	Sitio Narra, Brgy. Tinampan, Cadiz City	(034) 476-4036 <a href="mailto:denrcenrocadizcity@gmail.com">denrcenrocadizcity@gmail.com</a>	Angela T. Tabiolo
CENRO Kabankalan	Zayco Subd., Kabankalan City, Negros Occidental	(034) 746-7722 <a href="mailto:cenrokabankalan@yahoo.com">cenrokabankalan@yahoo.com</a>	Mary Glenn Z. Santocildes
<b>PENRO Negros Oriental</b>	Larena Drive, Dumaguete City, Negros Oriental	(035) 522-0219/ 0915-4130424 <a href="mailto:penronegros@yahoo.com">penronegros@yahoo.com</a> ; <a href="mailto:penrorecorsnegor@yahoo.com">penrorecorsnegor@yahoo.com</a>	Reuben M. Sungco
CENRO Ayungon	Brgy. Tiguib, Ayungon, Negros Oriental	0905-6348016 <a href="mailto:cenroayungon.ngp@gmail.com">cenroayungon.ngp@gmail.com</a> ; <a href="mailto:aaronabueva@yahoo.com">aaronabueva@yahoo.com</a>	Aaron Deguit Abueva
CENRO Dumaguete City	Larena Drive, Dumaguete City, Negros Oriental	(035) 225-0660/ 0922-9912179 <a href="mailto:cenro2dumaguete@gmail.com">cenro2dumaguete@gmail.com</a> ; <a href="mailto:debbierequilino@yahoo.com">debbierequilino@yahoo.com</a>	Debbie C. Requillino



## ANNEX "C"

### LIST OF EXCEPTIONS (NON-DISCLOSURE OF INFORMATION)

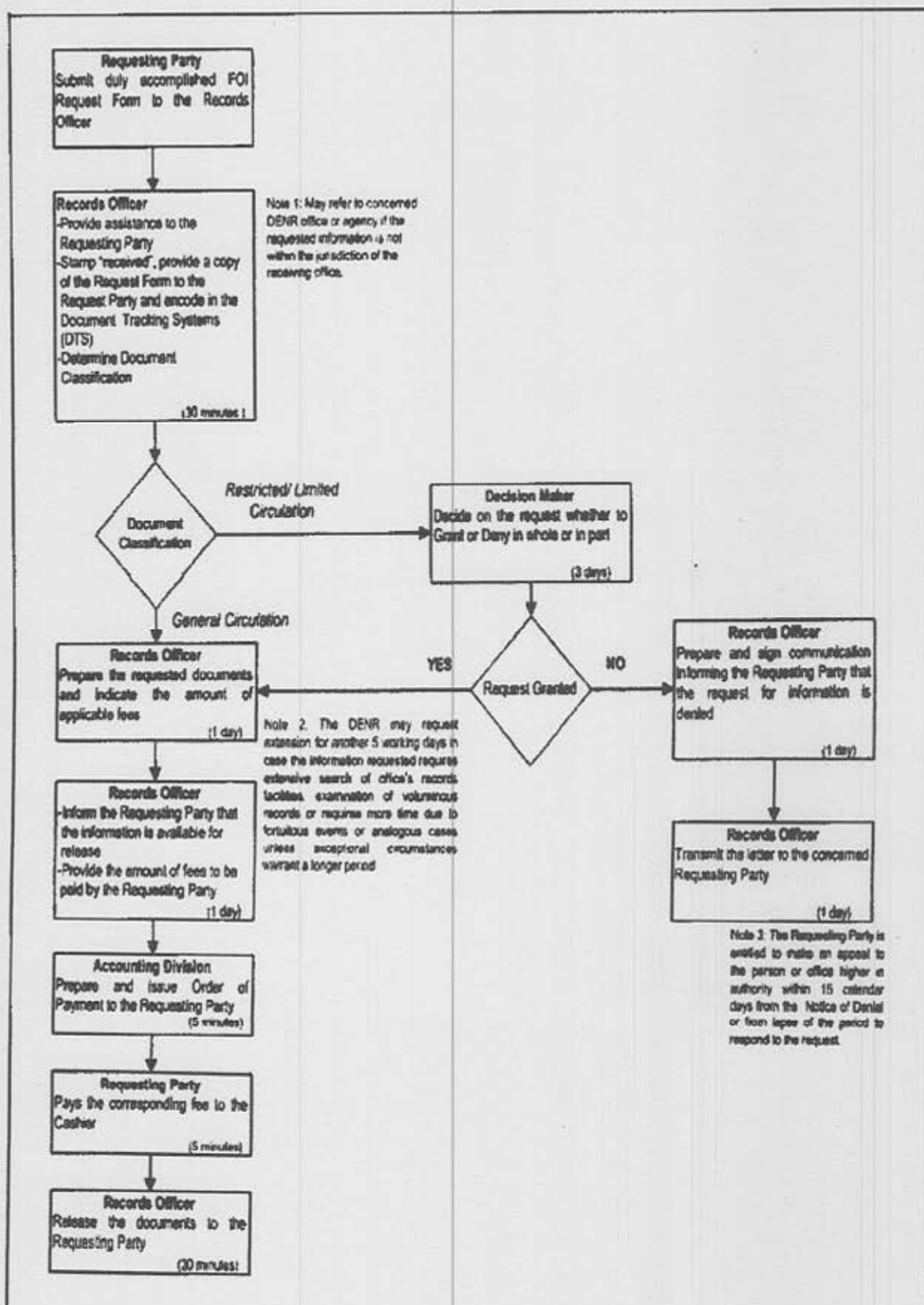
1. Any information that directly relates to national security or defense and its revelation may cause grave damage to national security or internal or external defense of the state.  
  
At the very least, this jurisdiction recognizes the common law holding that there is a governmental privilege against public disclosure with respect to state secrets regarding military, diplomatic and other national security matters.
2. Executive privilege involving information relating to the President as Commander-in-Chief, appointing, pardoning authority and diplomatic powers.
3. Any information pertaining to the foreign affairs of the Republic of the Philippines, when its revelation or disclosure, shall unduly weaken the negotiating position of the government in an ongoing bilateral or multilateral negotiation or seriously jeopardize the diplomatic relations of the Philippines with one or more states.
4. Any information or inter-government exchanges prior to the conclusion of treaties and executive agreements may be subject to reasonable safeguards for the sake of national interest.
5. Disclosure of information on the Presidential communication's privilege.
6. Any information requested which pertains to internal or external defense, law enforcement and border control, when the disclosure thereof may:
  - 6.1 Lead to the disclosure of the identity of a confidential source, including a government, or foreign agency or authority or any private institution which furnished information on a confidential basis and, in the case of a record or information compiled by a law enforcement authority or agency, in the course of an intelligence investigation involving national security.
  - 6.2 Disclosure of legitimate techniques, procedures and guidelines for law enforcement investigations or prosecutions if such disclosure could reasonable result to circumvention of the law.
    - 6.2.1 Endanger the life, safety and security of any individual.
    - 6.2.2 Deprive a person of the right to a fair trial and impartial adjudication.
7. On criminal matters such as classified law enforcement information relating to the apprehension, prosecution and detention of criminals, which the courts may not inquire into prior to such arrest, prosecution and detention.
8. Disclosure of confidential source, investigation proceedings, and records of assigned hearing officers, investigators, and deputized inspectors, when the premature disclosure thereof may result to the endangering the life, safety and security of any individual, and pre-empt the resolution of a case.

9. Disclosure of proceedings before the Committee on Decorum and Investigation (CODI) during preliminary investigation.
10. Personal and sensitive information concerning natural persons resulting in invasion of privacy unless waived in writing by the person concerned pursuant to Republic Act No. 10173 (Data Privacy Act of 2012).
11. Prohibition of disclosure of the identity of persons who furnish information on any violation of the law to public officers.
12. Disclosure of information such as drafts of proceedings, orders, resolutions, decisions, memoranda or audit reports by any administrative or quasi-judicial body in the exercise of its regulatory and adjudicatory functions.
13. Information pertaining to trade secrets and commercial or financial information submitted by a natural or juridical person obtained in confidence or covered by privileged communication, and /or filed in connection with an application in a government agency, the revelation of which would prejudice the interests of such natural or juridical person in trade, industrial, financial or commercial competition.
14. Any information related to the Republic Act 9160 (Anti-Money Laundering Act of 2001 as amended).
15. Disclosure of confidential information under the National Internal Revenue Code.
16. Disclosure of information related to the Republic Act No. 8293 (Intellectual Property Rights Act).
17. Disclosure of information related to the Republic Act No. 10055 (Philippine Technology Transfer Act of 2009).
18. Disclosure of information related to the Republic Act 9285 (Alternative Dispute Resolution Act of 2004).
19. Disclosure of information on an on-going evaluation, review of bids or proposals being undertaken by the Bids and Awards Committee (BAC) or its technical working group (TWG) which are not yet considered as official acts, transactions, or decisions.
20. Disclosure of information related to identity of news informants or sources under Republic Act No. 1477 (The Shield Law).
21. Disclosure of information in violation of Republic Act No. 4200 (The Anti-Wiretapping Law).
22. Disclosure of Statement of Assets, Liabilities and Net Worth shall be subject to approval of the Office of the Ombudsman and/or the Civil Service Commission (CSC).
23. Disclosure of information concerning the nature and specific location of a potentially significant cave pursuant to Republic Act No. 9072 (National Caves and Cave Resources Management and Protection Act of 2001).

24. Any information which may put business operations at risk, and other application data in connection with application for various pollution permits pursuant to Republic Act No. 6969 (Toxic Substances and Hazardous and Nuclear Waste Control Act of 1990).
25. Any data in the course of applying for an Environmental Compliance Certificate (ECC) pursuant to Presidential Decree No. 1586 (Philippine Environmental Impact Statement System).
26. During the lifetime or existence of a mining permit, results of metallurgical analysis- (Fire Assay/ Chemical Analysis), results of test, documents submitted by the mining clients in support of their mining applications, feasibility study of mining companies, company's drilling report, mineral resource report, final exploration report declaring a mineral resources inventory, and geologic reports.
27. Philippine Geo-portal Data from Philippine Institute of Volcanology and Seismology (ground rapture, active fault) and Lands Management Bureau (parcel data, municipal boundary data); location of mirror server; raw and processed hydrographic surveys singlebeam and multibeam data; and confidential documents and information such as charts/maps related to territorial and other claims.

# ANNEX "D"

## FOI REQUEST FLOW CHART



**ANNEX "E"**

**FOI REQUEST FORM**



Republic of the Philippines  
**Department of Environment and Natural Resources**  
 Visayas Avenue, Diliman, Quezon City, 1100  
 Trunkline (632) 929-88-26 • 929-8628 • 929-8635 • 929-4028 • 929-3618  
 426-0465 • 426-0001 • 426-0347 • 426-0480 • 426-0491  
 Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 988-3367  
 Website: <http://www.denr.gov.ph> / E-mail: [Web@denr.gov.ph](mailto:Web@denr.gov.ph)

**FOI Request Form**

EDATS NUMBER:
RELEASING TIME/DATE:
ACTION OFFICER:

TITLE OF DOCUMENT: \_\_\_\_\_

DATE (mm/dd/yyyy): \_\_\_\_\_

PURPOSE: \_\_\_\_\_

**REQUESTING PARTY:**

a DENR Official/Employee, assigned at \_\_\_\_\_

not a DENR Official/Employee with permanent postal address at \_\_\_\_\_

**REQUEST FOR:**

a certification of (pls. check appropriate box/es)

APPEAL/MOTION FOR RECONSIDERATION FILED

APPEAL MEMORANDUM FILED

AVAILABILITY OF DOCUMENTS

OTHERS (pls. specify) \_\_\_\_\_

Authenticated copies of documents

Photocopy/ies

**Requirements :**

\_\_\_\_\_ This request

\_\_\_\_\_ SPA for Representative

\_\_\_\_\_ Valid ID (any of the following)

- DENR ID
- Any Government ID
- Company ID
- GSIS E-card
- SSS ID
- IBP ID
- PRC ID
- Passport
- Driver's License
- Votar's ID
- Postal ID
- Schoo ID
- Brgy. Captain Certificate
- Senior Citizen's ID

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact No/s.

\_\_\_\_\_  
Email address

<b>DECISION MAKER</b>	<b>Reason/s for disapproval:</b>
<input type="radio"/> APPROVED	_____
<input type="radio"/> DISAPPROVED	_____
<b>SIGNATURE/DATE</b>	_____

<b>PAYMENT</b>
Php _____
OR# _____
Date _____



Republic of the Philippines  
**Department of Environment and Natural Resources**  
 Visayas Avenue, Diliman, Quezon City, 1100  
 Trunkline (632) 929-88-26 • 929-8628 • 929-8635 • 929-4028 • 929-3618  
 426-0465 • 426-0001 • 426-0347 • 426-0480 • 426-0491  
 Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 988-3367  
 Website: <http://www.denr.gov.ph> / E-mail: [Web@denr.gov.ph](mailto:Web@denr.gov.ph)

EDATS NUMBER:
---------------

RELEASING DATE \_\_\_\_\_ ACTION OFFICER \_\_\_\_\_

ANNEX "F"



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City, 1100  
Tel. Nos. (632) 929-66-26 to 29 \* (632) 929-62-52  
929-66-20 \* 929-66-33 to 35  
929-7041 to 43



FEB 11 2000


ADMINISTRATIVE ORDER  
No. 2000-16

SUBJECT: RATES OF FEES FOR CERTAIN ADMINISTRATIVE  
SERVICES RENDERED

Pursuant to Section 54, Chapter 12, Book IV of Executive Order No. 292 (Administrative Code), Executive Order No. 159 dated February 23, 1994 and Memorandum Order No. 199 dated April 01, 1994, Malacanan, and in order to ensure proper, uniform of fees, the following rates of fees for certain administrative services rendered by Legal Service, Records Management and Documents Division and other offices of the Department of Environment and Natural Resources are hereby prescribed:

<u>Nature of Service/s</u>	<u>Amount of Fees</u>
1. Appeal or petitions filed against decisions or order	P 500.00
2. Authentication of any official records or documents	50.00
3. Certification of any document or information based on records	25.00
4. Copy fee for every page/sheet of official records or documents	5.00

This order shall take effect immediately.

  
ANTONIO H. CERILLES  
Secretary

*Grow a Tree for Legacy*

ANNEX "G-1"

DOCUMENT AVAILABLE ON FILE

DATE

Dear \_\_\_\_\_,

Makakalikasang araw po sa inyo!

This is to acknowledge receipt of your letter-request dated \_\_\_\_\_ for photocopy/authentication <insert data>.

**Your request**

Your request for <quote request exactly, unless it is too long/complicated>.

**Response to your request**

Please be informed that your FOI request is hereby granted. You are requested to visit this office and settle the prescribed fees in the amount of P \_\_\_\_\_.

Thank you and we are happy to serve you.

Respectfully,

\_\_\_\_\_  
FOI Records Officer

**ANNEX "G-2"**

**DOCUMENT AVAILABLE ONLINE**

DATE

Dear \_\_\_\_\_,

Makakalikasang araw po sa inyo!

This is to acknowledge the receipt of your letter-request dated \_\_\_\_\_ for photocopy/authentication <insert data>.

**Your request**

Your request for <quote request exactly, unless it is too long/complicated>.

**Response to your request**

Please be informed that the information you have requested is already available online from our website, [www.denr.gov.ph](http://www.denr.gov.ph) or from <add details of where that specific information can be obtained e.g. data.gov.ph, foi.gov.ph or other government websites>.

Thank you and we are happy to serve you.

Respectfully,

\_\_\_\_\_  
**FOI Records Officer**



**ANNEX "G-3"**

**DOCUMENT NOT AVAILABLE**

DATE

Dear \_\_\_\_\_,

**Makakalikasang araw po sa inyo!**

This is to acknowledge the receipt of your letter-request dated \_\_\_\_\_ for photocopy/authentication <insert data>.

**Your request**

Your request for <quote request exactly, unless it is too long/complicated>.

**Response to your request**

As much as we want to provide you the requested information, we regret to inform you that we do not have this on file. However, we have referred your request to the Office of <insert name of other authority/ organization> at <contact details> for they may possibly address your concern.

Thank you and we are happy to serve you.

Respectfully,

\_\_\_\_\_  
**FOI Records Officer**

ANNEX "G-4"

DOCUMENT UNDER EXCEPTIONS

DATE

Dear \_\_\_\_\_,

Makakalikasang araw po sa inyo!

This is to acknowledge the receipt of your letter-request dated \_\_\_\_\_ for photocopy/authentication <insert data>.

**Your request**

Your request for <quote request exactly, unless it is too long/complicated>.

**Response to your request**

Please be informed that as much as we want to serve you, the information/record you have requested falls on the List of Exceptions under Annex "C" <insert specific section/number of the List of Exceptions that applies to that information>. The reasons why that exemption(s) applies are explained in the attached document. (Attach supporting documents, if necessary).

Thank you and we are happy to serve you.

Respectfully,

\_\_\_\_\_  
FOI Records Officer