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**Department of Environment and Natural Resources**

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

NOV 25 2016

**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 LOPEZ**  
Secretary

**PUBLICATION: MALAYA BUSINESS INSIGHT**  
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# **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)

### **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

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.

**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.



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.

### 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;

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

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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 (R.A. 10173), including its Implementing Rules and Regulations, strengthens the fundamental human right of privacy and of communication while ensuring the free flow of information to promote innovation and growth;

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

THE PRESIDENT OF THE PHILIPPINES



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**SECTION 18. Repealing Clause.** All orders, rules and regulations, issuances or any part thereof inconsistent with the provisions of this Executive Order are hereby repealed, amended or modified accordingly: *Provided*, that the provisions of Memorandum Circular No. 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**

<b>Office</b>	<b>Location of Records Office</b>	<b>Contact Details</b>	<b>Assigned Records Officer</b>
<b>DENR Central Office</b>	Basement, DENR Central Office, Visayas Avenue, Diliman, Quezon City	(02) 8926-8079 rmdd@denr.gov.ph	Jane G. Bautista
<b>STAFF BUREAUS</b>			
Forest Management Bureau (FMB)	G/F FMB Bldg., Visayas Avenue, Diliman, Quezon City	(02) 925-2141 forestryrecords@gmail.com	Dencio Dadis
Biodiversity Management Bureau (BMB)	G/F, Administrative Bldg., Ninoy Aquino Parks and Wildlife Center, Quezon Ave., Diliman, Quezon City	(02) 8924-6031 loc. 217 records@bmb.gov.ph	Melissa S. Urbano
Ecosystems Research and Development Bureau (ERDB)	G/F ERDB Bldg., Forestry Campus, College, Laguna 4031	(049) 536-2229/ 536-2269 loc. 236 erdbrecords@gmail.com	Benjamin E. Beltran
Land Management Bureau (LMB)	880 Estuar Building, Quezon Avenue, Brgy. Paligsahan, Quezon City	(02) 8255-4362 lmb_rkmd@yahoo.com	Victor B. Balde
<b>LINE BUREAUS and REGIONAL OFFICES</b>			
<b>Environmental Management Bureau (EMB)-Central Office</b>	HRD Bldg., EMB Central Office, DENR Compound, Visayas Avenue, Diliman, Quezon City	(02) 8920-2253 recordsco@emb.gov.ph; nelly_barizo@emb.gov.ph	Nelly P. Barizo
EMB RI	DENR Compound, Brgy. Sevilla, City of San Fernando, La Union	(072) 700-2448/ 700-2449/ 0977-8467416 recordsr1@emb.gov.ph	Jurma Ann G. Gargoles
EMB RII	20 Pagayaya Road, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan	(078) 377-7770/ 396-0724/ 0975-2323658 recordsr2@emb.gov.ph	Joey I. Sangap
EMB RIII	Masinop cor. Matalino St., Diosdado Macapagal Government Center, Brgy. Maimpis, City of San Fernando Pampanga	(045) 963-3623 local 109 recordsr3@emb.gov.ph	Ma. Theresa S. Pangilinan
EMB RIV-A	6/F L&S Bldg., DENR by the Bay, 1515 Roxas Blvd., Ermita, Manila	(02) 8536-3095 recordscalabarzon@emb.gov.ph	Marife G. Peñano
EMB RIV-B	6/F L&S Bldg., DENR by the Bay, 1515 Roxas Blvd., Ermita, Manila	(02) 8536-9786 r4brecords@emb.gov.ph linda_paladio@emb.gov.ph	Linda M. Paladio
EMB RV	2/F EMB V Bldg. Regional Center, Rawis, Legazpi City	(052) 742-2824/742-2797 recordsr5@emb.gov.ph	I-Ra Rocelle M. Benedito
EMB RVI	EMB Bldg., DENR Compound, Parola, Iloilo City	(033) 336-6989 records_r6@emb.gov.ph	Phoebe Jones Portillo

EMB RVII	Records Bldg., EMB-7 Greenplains Subd. Banilad, Mandaue City	(032) 260-9777 local 110 r7records@emb.gov.ph	Anna Lei G. Lucmayon
EMB RVIII	2/F EMB Bldg., Jones St., Brgy. 02, Tacloban City	(053) 832-1088 emb8_records@emb.gov.ph	Ladylle B. Oledan
EMB RIX	Lantawan, Pasonanca, Zamboanga City	(062) 985-0429/ 985-0428/ r9records@emb.gov.ph	Dhonna Faith M. Legaspi
EMB RX	DENR X Compound, Macabalan, Cagayan de Oro City	(088) 856-9362 loc. 1011/ 856- 9363 recordsr10@emb.gov.ph	Norannie M. Ampang
EMB RXI	3 <sup>rd</sup> Avenue cor. V. Guzman St. Brgy. 27-C, Sta. Ana, Davao City	(082) 234-0061 loc. 110 embxirecords@emb.gov.ph	Genevieve V. Vidanes
EMB RXII	Regional Center 12, Brgy. Carpenter Hill, Koronadal City, South Cotabato	(083) 228-1071 loc. 217 recordsr12@emb.gov.ph	Febe T. Arana
EMB RXIII	Purok 5, Brgy. Ambago, Butuan City	(085) 817-1841 recordsr13@emb.gov.ph	Rose Jane E. Ladaran
EMB CAR	Basement, EMB-CAR Bldg., DENR Compound, Gibraltar Road, Baguio City	(074) 665-2904 local 14 recordscar@emb.gov.ph	Virginia T. Basinga
EMB NCR	National Ecology Center, East Ave., Diliman, Quezon City	(02) 8931-2654 recordsncr@emb.gov.ph	Mary Grace Alejo
<b>Mines and Geosciences Bureau (MGB) – Central Office</b>	G/F North Avenue, Diliman, Quezon City	(02) 8667-6700 loc. 155 minescorerecords@yahoo.com	Elvie C. Antenor
MGB RI	Basement, DENR Bldg., Government Center, Sevilla, City of San Fernando	(072) 607-2686/ 0977-2701478 mgb_rol@yahoo.com; region1@mgb.gov.ph	Margarette S. Mangoang
MGB RII	GSD Extension, DENR Mines and Geosciences Bureau-ROII, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan Valley	(078) 304-5561 mgb_2@yahoo.com.ph; region2@mgb.gov.ph	Marie Rose R. Tangan
MGB RIII	G/F MGB R-III, Matalino St., Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga	(045) 404-1963 loc. 107 region3@mgb.gov.ph	Lyn C. Sibug
MGB RIV-A	8/F DENR by the Bay Bldg., 1515 Roxas Blvd., Ermita, Manila	(02) 5310-8897/ 5310-3847 adrec.mgb4a@gmail.com	Bernadette B. Fernandez
MGB RIV-B	7/F DENR Bldg., 1515 Roxas Blvd., Ermita, Manila	(02) 8536-0215/ 8536-0214/ 8310- 1369 mines_4b@yahoo.com; region4b@mgb.gov.ph	Elenita D. Cabueños

MGB RV	DENR Annex Bldg., Regional Center Site, Rawis, Legazpi City	(052) 482-1056 mubr5records@gmail.com; mgb5foirecordsgmail.com	Donna N. Macinas
MGB RVI	Room A8, MGB R-VI Queen City Garden Mall, J. de Leon St. Iloilo City	(033) 500-5097 mgb6iloilo.records@gmail.com	Rosalyn M. Bugna
MGB RVII	2/F MGB-7 Bldg., Greenplains Subd., Banilad, Mandaue City	(032) 346-9309 region7@mgb.gov.ph	Judelyn C. Tañiza
MGB RVIII	G/F, Admin and Finance Division, MGB RO VIII, Candahug, Palo, Leyte 6501	(053) 832-4214/ 323-8009 region8@mgb.gov.ph	Gloria A. Dumas
MGB RIX	G/F Pasonanca Park, Pasonanca, Zamboanga City 7000	(062) 992-2194/ 992-2086 mgb_ro9@yahoo.com	Joemark C. Bondad
MGB RX	3/F Macabalan, Cagayan de Oro City	(088) 856-1331/ 856-2110 denrmgb10@yahoo.com	Cyril B. Bichara
MGB RXI	2/F EMB-MGB XI Bldg., 3 <sup>rd</sup> Avenue cor. V. Guzman St., Brgy. 27-C, Davao City 8000	(082) 222-1968/ 8221-6535 mgbxi.org@gmail.com	Estrella C. Casanaan
MGB RXII	Prime Regional Center, Brgy. Carpenter Hills, Koronadal City, South Cotabato 9506	(083) 228-6130/ 6131 mgbxii@gmail.com	Dimple R. Tenorio
MGB RXIII	G/F Km. 2 National Highway, Surigao City	(086) 826-5256 mgbxiii@gmail.com	Jessiebeth L. Real
MGB CAR	G/F 80 Diego Silang St., Baguio City	(074) 442-6392 car_mgb@yahoo.com	Cleofe S. Depago/ Sheila May V. Sanqui
<b>ATTACHED AGENCIES</b>			
Laguna Lake Development Authority (LLDA)	/F LLDA Building, National Ecology Center, East Avenue, Diliman, Quezon City	(02) 376-4044 loc. 126 foi.ro@llda.gov.ph	Peter Jedel F. Mariano
National Mapping and Resource Information Authority (NAMRIA)	2/F NAMRIA Main Bldg., Lawton Avenue, Fort Bonifacio, 1634 Taguig City	(02) 8810-4831 loc. 212/ 8889- 9955 records@namria.gov.ph; zaleano@namria.gov.ph  jlvpuquiz@namria.gov.ph  rgrazal@namria.gov.ph	Zenaida A. Leano  Julienne Louise V. Puquiz  Rowel G. Razal
Natural Resources Development Corporation (NRDC)	9/F DENR Bldg., 1515 Roxas Blvd., Ermita, Manila	(02) 521-9421 loc. 103 jsdimalanta_nrdc@yahoo.com; admin-nrdc@denr.gov.ph	Josefina S. Dimalanta
National Water Resources Board (NWRB)	8/F NIA Bldg., EDSA, Diliman, Quezon City	(02) 8920-2793 caesar.soliven@nwr.gov.ph	Cesar L. Soliven



Palawan Council for Sustainable Development Staff (PCSDS)	Central Registry, PCSD Bldg., Sport Complex Road, Sta. Monica Heights, Puerto Princesa City, Palawan	(048) 434-4235 oed@pcsd.gov.ph	Marilou C. Kuddana
Philippine Reclamation Authority (PRA)	7/F Legaspi Tower 200, 107 Paseo de Roxas, Makati City	(02) 459-5000 loc. 7614 info@pra.gov.ph	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 info@pmdc.com.ph	Kristhine Bernadette R. Gaor
<b>DENR REGIONAL AND FIELD OFFICES</b>			
<b>DENR-National Capital Region (NCR)</b>	3/ F National Ecology Center, East Ave., Diliman, Quezon City	(02) 8374-0091/ 8876-1484 loc. 1311 denrncr_recordsunit@yahoo.com	Myra M. Elot
	Land Survey Records Section/SMD G/F National Ecology Center, East Ave., Quezon City	(02) 929-0589/ 8876-1484 loc. 1004 denrncrllaromin@gmail.com	Engr. Ludivina Aromin
	Land Records Unit/LPDD 2/F National Ecology Center, East Ave., Quezon City	(02) 8373-3433 loc. 1201 lrudenrncr@gmail.com	Imee Grace Salugao
<b>DENR-Cordillera Administrative Region (CAR)</b>	DENR Compound, Gibraltar, Baguio City 2600	(074) 424-8509/ 0998-8637521 recordscar18@gmail.com	Jonathan G. Pacheco
<b>PENRO Abra</b>	Casamata Hill, Bangued, Abra	(074) 752-8252/ 0917-3415004 PENRO_Abra@denr.gov.ph; penroabra@denr.gov.ph	Ronalyn T. Balla
CENRO Bangued	Casamata Hill, Bangued, Abra	0955-3627634 cenro_bangued@yahoo.com; cenrobangued@denr.gov.ph	Ma. Glenda Joy A. Aberilla
CENRO Lagangilang	Lagangilang, Abra	(075) 280-8016 cenrolagangilang@yahoo.com.ph; cenrolagangilang@denr.gov.ph	Hazel Mae G. Barbero
<b>PENRO Apayao</b>	2/F LAMS Bldg., PENRO Apayao Compound, San Isidro, Luna, Apayao	0948-7898713 apayaopenro@yahoo.com; penroapayao@denr.gov.ph	Eurah June A. Cawalo
CENRO Calanasan	2/F CENRO Sub-Office, Payanan, San Gregorio, Luna, Apayao	0955-4909993 cenrocalanasan@yahoo.com.ph; cenrocalanasan@denr.gov.ph	Ginalyn G. Viernes
CENRO Conner	2/F CENRO Conner Bldg., Buluan, Conner, Apayao	0975-2450726 cenroconner@gmail.com; cenroconner@denr.gov.ph	Jane B. Tupagen

<b>PENRO Benguet</b>	Wangal, La Trinidad, Benguet	(074) 422-7445/ 0910-1120203 penrobenguet@yahoo.com; penro_benguet@yahoo.com; penrobenguet@denr.gov.ph	Myrna A. Garcia
CENRO Baguio	DENR Compound, Gibraltar, Baguio City	(074) 442-7316/ 0917-1481453 cenrobagiocity@gmail.com; denrcenrobagiocity@gmail.com: cenrobaguio@denr.gov.ph	Agusta A. Allatiw
CENRO Buguias	Km. 21, Atok, Benguet	0908-6293071 cenrobuguias@yahoo.com; cenrobuguias@denr.gov.ph	Josefa P. Dampilag
<b>PENRO Ifugao</b>	Bannit, Payawan, Lamut, Ifugao	0916-6947721 penro_ifugao@yahoo.com; penroifugao@denr.gov.ph	Noreen K. Nabokiag
CENRO Alfonso Lista	Namillangan, Alfonso Lista, Ifugao	0935-6146589 cenroalista@yahoo.com; cenroalfonsolista@denr.gov.ph	Venus A. Diego
CENRO Lamut	Bannit, Payawan, Lamut, Ifugao	0997-4008957/ 0936-8759200 cenrolamut55@yahoo.com; cenrolamut@denr.gov.ph	Norma G. Belingon
<b>PENRO Kalinga</b>	Purok 6, Hilltop, Bulanao, Tabuk City, Kalinga	0919-3582899 penro_kal_car@yahoo.com; penrokalinga@denr.gov.ph	Rhodora B. Boclongan
CENRO Pinukpuk	Pinukpuk Junction, Pinukpuk, Kalinga	0908-8629032 cenropinukpuk@gmail.com; cenropinukpuk2@gmai.com; cenropinukpuk@denr.gov.ph	Michelle J. Bergonia
CENRO Tabuk	Dagupan Centro, Tabuk City, Kalinga	0995-8097690 cenro_tabuk@yahoo.com.ph; cenrotabuk@denr.gov.ph	Krishna Deanne B. Tallog
<b>PENRO Mt. Province</b>	Upper Caluttit, Bontoc, Mt. Province	0921-7990933/ 0910-4245297 penro_mtprovince@yahoo.com; penromountainprovince@denr.gov.ph	Myrill D. Ngina
CENRO Paracelis	Poblacion, Paracelis, Mt. Province	0949-4931702 cenro_paracelis@yahoo.com; cenroparacelis@denr.gov.ph	June Ray Cayabas
CENRO Sabangan	Sabangan, Mt. Province	0910-8198439 cenrosabangan@yahoo.com.ph; cenrosabangan@denr.gov.ph	Erlinda C. Fillag
<b>DENR Region I</b>	G/F, DENR RO 1 Bldg., Government Center, Sevilla, San Fernando City, La Union	(072) 700-0010 adrecordsdenr1@gmail.com	Imelda F. Galvez
	Land Records Bldg., DENR RO 1 Government Center,	(072) 700-0116/ 607-8343 denrsurveys_region1@yahoo.com; denrsurveys.region1@gmail.com	Cresencio L. Florendo

	Sevilla, San Fernando City, La Union		
<b>PENRO Ilocos Norte</b>	DENR PENRO Bldg., Giron St., cor. Castro Avenue, Laoag City, Ilocos Norte	(077) 772-0254 penro_norte@yahoo.com	Josielyn F. Ufano
CENRO Northern Ilocos Norte	Old Bldg., CENRO Northern Ilocos Norte, Brgy. Manayon, Bangui, Ilocos Norte	(077) 600-6331/ 0916-3765002 denr_bangui@yahoo.com	Mary Rose F. Acido
CENRO Southern and Eastern Ilocos Norte	Brgy. Barit, Laoag City, Ilocos Norte	(077) 771-1476 cenrolaoag@yahoo.com	Roem C. Tunac
<b>PENRO Ilocos Sur</b>	2/F DENR PENR Office Bldg., Quirino Blvd., Zone V, Bantay, Ilocos Sur	(077) 604-5334 penrois@yahoo.com	Richmond John D. Rionguigui
CENRO Southern Ilocos Sur	CENRO Southern Ilocos Sur Office, 2/F DENR CENR Office, Bitalag, Tagudin, Ilocos Sur	0921-2089577 cenro_tagudin@yahoo.com	Jyan A. Beligan
CENRO Northern Ilocos Sur	2/F DENR PENR Office Bldg., Quirino Blvd., Zone V, Bantay, Ilocos Sur	(077) 674-0457 cenrobantay@yahoo.com	Michael Angelo A. Taborda
<b>PENRO La Union</b>	PENRO La Union Bldg., Government Center, Sevilla, San Fernando City, La Union	(072) 242-3780/ 888-7567 plurecordsofficer@yahoo.com	Clarence A. Laigo
<b>PENRO Pangasinan</b>	PENRO Pangasinan Bldg., A.B. Fernandez West, Dagupan City, Pangasinan	(075) 516-2162 denrpenropang@yahoo.com	Evangeline C. Evangelista
CENRO Alaminos City	CENRO Office 2/F, San Jose Drive, Poblacion, Alaminos, Pangasinan	(075) 632-3174 cenro.westernpangasinan00@gmail .com	Milagros D. Reynaldo
CENRO Dagupan City	CENRO Office, 1/F Tondaligan, Bonuan, Dagupan City, Pangasinan	(075) 529-2823 cenrodagupan@yahoo.com	Melanie O. Dela Cruz
CENRO Eastern Pangasinan	Separated Bldg., 1/F CENRO for Eastern Pangasinan, Brgy. Anonas, Urdaneta City, Pangasinan	(075) 696-1065 denrcenro_urd@yahoo.com	Tabitha Andrea V. Ylarde
<b>DENR Region II</b>	Regional Government Center, Carig Sur, Tuguegarao City 3500	(078) 304-0768/ (02) 988-3367 loc. 2301/ 0906- 8968864 adm.generalrecords@gmail.com  0956-9241959 denr02.smd@gmail;  0927-2762861 denr02@yahoo.com	Jacinta Q. Maramag (General Records)  Emalinda A. Andal (Land Records)  Nicko Allan R. Abuyuan (FOI Focal Person)
<b>PENRO Batanes</b>	G/F DENR PENRO Batanes Bldg., Brgy. San Antonio, Basco, Batanes 3900	0998-5659285/ 0917-8226183 penrobatanes@gmail.com; penrobatanes@denr.gov.ph;	Shanli C. Abad

<b>PENRO Cagayan</b>	Nursery Compound, San Gabriel Vill., Tuguegarao City, Cagayan	(078) 844-0422/ 0975-3281421 penrocagayan@denr.gov.ph;	Marie Jean G. Payba
<b>PENRO Cagayan Sub-Office</b>	Regional Government Center, Carig Sur, Tuguegarao City	0975-2435103 cenro_tug@yahoo.com	Ma. Arlene C. Aggabao
CENRO Alcala	Maharlika Highway, Alcala, Cagayan	0945-7803229 cenroalcala@yahoo.com	James M. Espejo
CENRO Aparri	Punta, Aparri, Cagayan	(078) 888-0024 cenroaparri@yahoo.com	Karla Mei B. Taguba
CENRO Sanchez Mira	Maharlika Highway, Centro 02, Sanchez Mira, Cagayan	(078) 396-0542 cenrosmira@yahoo.com	Noemi Z. Domingo
CENRO Solana	Lannig, Solana, Cagayan	0977-8479328 cenro_solana@yahoo.com	Virginia D. Arao
<b>PENRO Isabela</b>	National Highway, Brgy. Osmeña, City of Ilagan, Isabela	(078) 323-1238/ 324-8104/ 0917-6919941 penroisabela@denr.gov.ph	Verene M. Callueng
<b>PENRO Isabela Sub-Office</b>	Brgy. Rizal, Roxas, Isabela	cenro_roxas@yahoo.com	Mercedita B. Dizon
CENRO Cabagan	National Highwaym Brgy. Cansan, Cabagan, Isabela	0935-2892821 cenrocabagan@denr.gov.ph;	Vicenta S. Tumaliuan
CENRO Cauayan	National Highway, brgy. Silawit, Cauayan City, Isabela	(078) 325-2689/ 0926-9277463 cenrocauayan@denr.gov.ph;	Ronald Rave R. Ramos
CENRO Naguilian	National Highway, San Manuel, Naguilian, Isabela	0956-0962965 cenronaguilian@denr.gov.ph	Aida A. Valdez
CENRO Palanan	Centro West, Palanan, Isabela	(078) 325-3561/ 0965-815248 cenropalanan@denr.gov.ph	Fe T. Ibarra
CENRO San Isidro	National Highway, Ramos East, San Isidro, Isabela	(078) 325-2737/ 0906-4478374 cenrosanisidro@denr.gov.ph	Susan S. Calangian
<b>PENRO Nueva Vizcaya</b>	Capitol Compound, Bayombong, Nueva Vizcaya	(078) 321-2084/ 0917-3016196 penronuevavizcaya@denr.gov.ph	Evelyn E. Gelacio
<b>PENRO Nueva Vizcaya Sub-Office</b>	Magsaysay, Bayombong, Nueva Vizcaya	0917-1271521 cenrobaynv@yahoo.com	Vanessa Barroga
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CENRO Siocon	Brgy. Poblacion, Siocon, Zamboanga Del Norte	0917-3099170 cenrosiocon@gmail.com	Ruby Ann Campaner
<b>PENRO Zamboanga Del Sur</b>	Sagun St., Gatas District, Pagadian City, Zamboanga del Sur	(062) 214-1455 penro9b_zds@yahoo.com	Candelaria N. Araojo
CENRO Guipos	Brgy. Katipunan, Guipos, Zamboanga Del Sur	0935-3063280/ 0946-1637749 cenroguipos@yahoo.com	Victor V. Castillo
CENRO Ramon Magsaysay	CENRO B1, Ramon Magsay, Zambo. Del Sur	(062) 225-5406 cenro_pag@yahoo.com	Trinidad T. Cabanlit
<b>PENRO Zamboanga Sibugay</b>	DENR PENRO Office, Ipil, Zamboanga Sibugay	(062) 333-5479/ 0927-4066262 denr.penro@yahoo.com	Dionaldo U. Gonzaga
CENRO Imelda	Poblacion, Buug, Zamboanga Sibugay	(062) 344-8125/ 0927-4066262 cenroimelda@denr.gov.ph	Roldan B. Alajas

CENRO Kabasalan	Kabasalan, Zamboanga Sibugay	0936-07813149 ipilcenrodenr@yahoo.com	Mildred T. Antigua
CENRO Zamboanga	Gov. Alvarez St., Zamboanga City	0917-7201566 cenrozamboangacity@gmail.com	Ma. Theresa P. Dela Paz
<b>DENR Region X</b>	2/F New Executive Bldg., DENR R-10, Puntod, Cagayan de Oro City	(088) 856-9050; 0998-9281116 migallonmarissa@gmail.com	Ma. Theresa A. Migallon
<b>PENRO Bukidnon</b>	PENRO Bukidnon, San Vicente St., Capitol Compound, Malaybalay City, Bukidnon	(088) 221-2806/ 221-3101/ 0961- 515612 recordpenrobukidnon@gmail.com	Marites C. Salo
CENRO Don Carlos	CENRO Don Carlos, Bukidnon	(088) 226-2632/ 0975-1058959/ 0926-1026719 r10cenrodoncarlos@gmail.com	Mary Ann C. Pagao
CENRO Valencia City	CENRO Valencia, Brgy. 9, Capitol Drive, Malaybalay City, Bukidnon	(088) 813-3306/ 0927-6714220/ 0997-4092565 r10.valenciacity@gmail.com	Mark Lester T. Temoteo
CENRO Manolo Fortich	CENRO Manolo Fortich, Brgy. Tankulan, Manolo Fortich, Bukidnon	(088) 228-2495/ 0906-8933013 r10cenro.manolofortich@gmail.com	Juliet F. Maraviles
CENRO Talakag	CENRO Talakag, Landing, San Isidro, Talakag, Bukidnon	0915-7757514 r10cenrotalakag@gmail.com	Melanie O. Salvador
<b>PENRO Camiguin</b>	PENRO Camiguin, Government Center, Lakas, Poblacion, Mambajao, Camiguin	(088) 387-0040/ 0935-3138071 liezelbbc2011@gmail.com	Liezel R. Castino
<b>PENRO Lanao Del Norte</b>	Bureau of Lands Office, PENRO Pigcarangan, Tubod, Lanao Del Norte	(063) 341-5611/ 0967-5839592 penrolanaodelnorte@denr.gov.ph; aprilrose_95@yahoo.com	April Rose R. Talaba
CENRO Iligan City	Basement, CENRO Iligan City, 4 <sup>th</sup> East Extension, Tubod, Iligan City	(063) 221-2823/ 0909-9433708	Aslimah B. Muti
CENRO Kolambugan	2/F CENRO Kolambugan, Baybay, Kolambugan, Lanao Del Norte	(063) 335-4431/ 0935-2703728 cenrokolambugan@r10.denr.gov.ph	Hidaya T. Macaombao
<b>PENRO Misamis Occidental</b>	PENRO Misamis Occidental, Oroquieta City	(088) 531-1186/ 0947-5671006 elsienorculanag@yahoo.com	Elsie C. Llegunas
CENRO Oroquieta	CENRO Oroquieta City, Oroquieta City	(088) 531-2003/ 0910-7226658 nanette_violon@yahoo.com	Nanette S. Violon
CENRO Ozamis City	CENRO Ozamis City, Gango, Ozamis City	(088) 521-1252/ 0977-7200528 al_roxeign@yahoo.com	Roxane B. Gomez
<b>PENRO Misamis Oriental</b>	PENRO Misamis Oriental Malasag Heights, Cugman, Cagayan De Oro City	(088) 855-2318/ 0917-1149224 armzmur@gmail.com	Armi Muriel C. Lloren
CENRO Initao	CENRO Initao Malasag Heights, Cugman, Cagayan De Oro City	(088) 855-2347/ 0965-5360404 mona.uy04@yahoo.com	Monaliza V. Uy

CENRO Gingoog	CENRO Gingoog City Dugenio St., Gingoog City	(088) 427421/ 0906-7218438/ 0906-1684020 juliettcason@gmail.com	Julietta Casison
<b>DENR Region XI</b>	G/F Km. 7, Lanang, Davao City, Davao Del Sur 8000	(082) 234-6752 denrecordsxi@gmail.com	Edmundo C. Baba
	Km. 7, SPED Road, Bangkal, Davao City	(082) 296-2509 smd.region11@yahoo.com	Efren M. Bual
<b>PENRO Davao Del Norte</b>	Km. 55, National Highway, Tagum City	(084) 216-6302/ 216-4858 penrodavaodelnorte@denr.gov.ph	Ida Y. Castillo
CENRO Panabo City	Brgy. Salvacion, Panabo City, Davao Del Norte	(084) 216-6302/ 216-4858/ 823-011 cenropanabo@denr.gov.ph	Welfreda E. Deadio
CENRO New Corella	Magdum, Tagum City	(084) 218-1949 cenronewcorella@denr.gov.ph	Marcelita D. Pardilla
<b>PENRO Davao Del Sur</b>	DENR-PENRO RXI-4, Mabini, Superhighway, Digos City, Davao del Sur	(082) 272-1894/ 287-3164 penrodavaodelsur@denr.gov.ph	Aline P. Raymundo
CENRO Davao City	DENR-CENRO RXI-4C, Km. 7, SPED Road, Bangkal, Davao City	(082) 228-2557 cenrodavao@denr.gov.ph	Nelly D. Yee
CENRO Digos	DENR-CENRO RXI-4A, Capitol Compound, Digos City, Davao Del Sur	(082) 553-8756 cenrodigos@denr.gov.ph	Rosario C. Abejaron
CENRO Malalag	DENR-CENRO RXI-4B, Poblacion Malalag, Davao Del Sur	(082) 272-0244/ 272-0339 cenromalalag@denr.gov.ph	Ramelyn M. Villarnia
<b>PENRO Davao Occidental</b>	Lacaron, Malita, Davao Occidental	0917-8327384 denrpenrodavaooccidental@gmail.com	Mary Ann Y. Manalo
<b>PENRO Davao Oriental</b>	DENR PENRO, Government Center, Dahican, Mati City, Davao Oriental	(087) 388-3275 penrodavaooriental@denr.gov.ph	Peter Vincent O. Hingpit
CENRO Baganga	Lambajon, Baganga, Davao Oriental	0917-1004092 cenrobaganga@denr.gov.ph	Roy A. Diaz
CENRO Lupon	Poblacion, Lupon, Davao Oriental	(087) 808-0132 cenrolupon@denr.gov.ph	Edwin D. Udtohan
CENRO Mati City	Brgy. Matiao, Mati City, Davao Oriental	(087) 388-3569 cenromati@denr.gov.ph	Nelba O. Hingpit
CENRO Manay	San Ignacio, Manay, Davao Oriental	0910-8856079 cenromanay@denr.gov.ph	Diana Rose G. Masanguid
CENRO Panabo City	Brgy. Salvacion, Panabo City, Davao Del Norte	(084) 823-0111 rxicenro_panabo@yahoo.com.ph	Welfreda E. Deadio
<b>PENRO Compostela Valley</b>	P-2, Poblacion, Nabunturan, Compostela Valley	0938-8534918 penrodavaodeoro@denr.gov.ph	Jessielyn D. Espinosa
CENRO Maco	CENR-Office, Maco, Compostela Valley	0910-6699255 cenromaco@denr.gov.ph	

			Desiree Jane C. Conserva
CENRO Monkayo	Santan St., Monkayo, Compostela Valley	0977-8268193 cenromonkayo@denr.gov.ph	Juneette L. Dela Cruz
<b>DENR Region XII</b>	Aurora St., Brgy. Zone IV, Koronadal City, South Cotabato 9506	(083) 228-6223 benjepalmars@gmail.com	Benje P. Legayada
<b>PENRO North Cotabato</b>	DENR Compound, Quirino Drive, Kidapawan City	(064) 577-1412 recordspenroxii@gmail.com	Susan H. Bongaitan
CENRO Matalam	Poblacion, Matalam, Cotabato	(064) 521-1326 cenromatalam@gmail.com	Mary Grace S. Macion
CENRO Midsayap	Poblacion 5, Midsayap, North Cotabato	(064) 229-8658 cenromidsayap@yahoo.com	Rebecca L. Antonio
<b>PENRO Saranggani</b>	Poblacion, Alabel, Saranggani Province	(083) 508-2008/ 508-2009 denrpenro_alabel@yahoo.com.ph	Irish Amor R. Talatagod
CENRO Glan	Poblacion, Glan, Saranggani Province	(083) 262-1014 cenro_glan@yahoo.com	Jasmin S. Balco
CENRO Kiamba	Brgy. Badtasan, Kiamba, Saranggani Province	(083) 826-0281 denr4akaimba@gmail.com	Esperanza S. Orillaneda
<b>PENRO South Cotabato</b>	G/F PENRO South Cotabato, Martinez St., Brgy. Zone IV, Koronadal City	(083) 0228-1404 penro.southcotabato@yahoo.com	Lovelyn G. Mama
CENRO General Santos City	Buayan Townsite, General Santos City	(083) 304-0735 cenrogensan@gmail.com	Jehanne R. Basher
CENRO Banga (formerly Surallah)	Purok 3, Brgy. San Vicente, Banga, South Cotabato	(083) 239-1203 cenrobanga_surallah@yahoo.com	Mary Joy J. Manalao
<b>PENRO Sultan Kudarat</b>	Old Capitol Site, Kalawag II, Isulan, Sultan Kudarat	(064) 471-2301 denr_penrsk@yahoo.com	Jasmine J. Antonio
CENRO Kalamansig	Poblacion, Kalamansig, Sultan Kudarat	(064) 204-6051 denr_penrsk@yahoo.com	Benjie M. Yongque
CENRO Tacurong	EJC Montilla, Tacurong City, Sultan Kudarat	(064) 471-1867 cenrotacurong@yahoo.com.ph	Marrygine A. Eliarda
<b>DENR Region XIII (CARAGA Region)</b>	G/F Administrative Division Bldg., DENR CARAGA Office, Ambago, Butuan City	(085) 817-3511/ 0938-1559880 denrcaragarecords@gmail.com	Cecile T. Espenido
<b>PENRO Agusan Del Norte</b>	2/F PENRO Agusan Del Norte, Tiniwisan, Agusan Del Norte	0919-3486817 penro_agnor@yahoo.com; josephinedagcuta@yahoo.com	Josephine A. Dagcuta
CENRO Nasipit	G/F CENRO Nasipit Talisay, Nasipit, Agusan Del Norte	0920-6566163 cenronasipit@yahoo.com	Marilou B. Gayona

CENRO Tubay	G/F CENRO Tubay, National Highway, Brgy. Doña Rosario, Tubay, Agusan Del Norte	0920-4836308 cenrotubay@yahoo.com.ph	Grace Monteclaro
<b>PENRO Agusan Del Sur</b>	PENRO Government Center, Patin-ay, Agusan Del Sur	(085) 839-0010 penroads13records@gmail.com; penroagusandelsur@denr.gov.ph	Annie Grace B. Babia
CENRO Bayugan	DENR CENRO Bayugan City, Agusan Del Sur	(085) 343-6191 cenro_bayugan@yahoo.com	Vicente D. Moran
CENRO Bunawan	DENR CENRO Bunawan Agusan Del Sur	0951-6846768 cenro_bunawan@yahoo.com	Ellah S. Ortilano
CENRO Loreto	DENR CENRO Loreto Agusan Del Sur	0947-3317155 cenroloreto@denr.gov.ph	Michael B. Pelayo
CENRO Talacogon	DENR CENRO Talacogon, Agusan Del Sur	0907-8968649 cenro_tads@yahoo.com	Genevieve C. Estenzo
<b>PENRO Dinagat Islands</b>	San Jose, Province of Dinagat Islands	0907-4175841 penrodinagat@denr.gov.ph	Ruel E. Betinol
<b>PENRO Surigao Del Norte</b>	DENR PENRO Surigao Del Norte, Brgy. San Juan, Surigao City	(086) 826-3576/ 0908-1176534 penro_sdn@ymail.com	Deity Y. Beril
CENRO Tubod	DENR CENRO Tubod, Upper Libas, Taganaan, Surigao City	(086) 826-8160/ 0910-0919474 cenrosurigao@yahoo.com	Charlie B. Teñoso
<b>PENRO Surigao Del Sur</b>	DENR PENRO Bldg. Capitol Road, Telaje, Tandag City	(086) 211-3337/ 0928-3784334 penrosurigaodelsur@denr.gov.ph	Harlita E. Diaz
CENRO Cantilan	DENR CENRO Cantilan, Cantilan, Surigao del Sur	(086) 212-5222 denr_cenro13_d2@yahoo.com; denrcenrocantilanhotline@gmail.com	Lina A. Urbiztondo
CENRO Bislig	DENR CENRO Bislig Office Bldg., Mangagoy, Bislig, Surigao Del Sur	0917-3216446 cenrobislig@denr.gov.ph denrbislig@gmail.com	Jessa Riel J. Dingding
CENRO Lianga	DENR CENRO Lianga Office Bldg., Lianga Surigao del Sur	0951-6846768/ 0918-6127757 cenro_lianga@yahoo.com.ph	Thenine D. Pelos



## ANNEX "C"

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

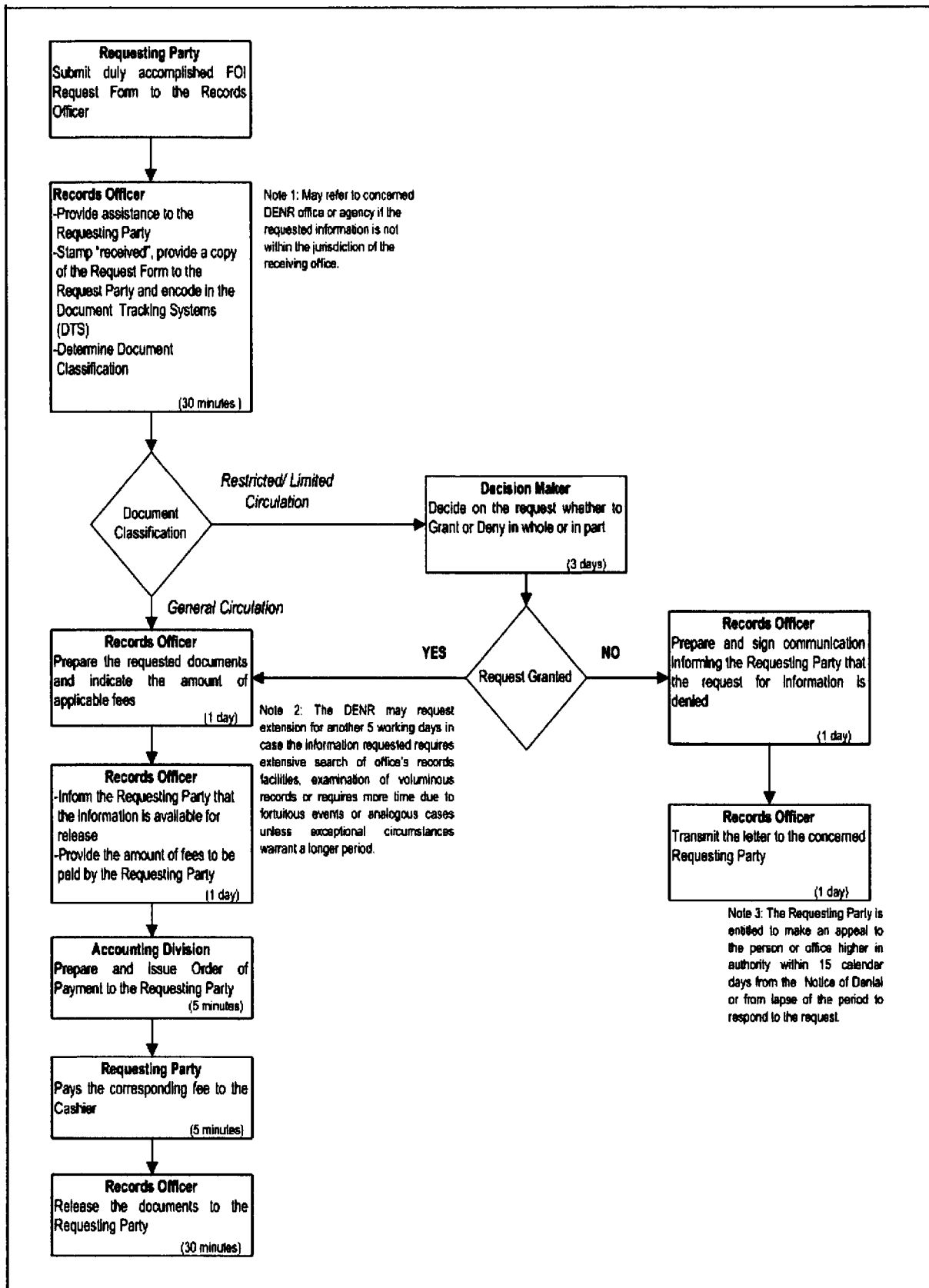
1. Any information that directly relates to national security or defense and its revelation may cause grave damage to national security or internal or external defense of the state.  
  
At the very least, this jurisdiction recognizes the common law holding that there is a governmental privilege against 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) 929-66-26 • 929-6628 • 929-6635 • 929-4028 • 929-3618  
 426-0485 • 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@denrgov.ph](mailto:Web@denrgov.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

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

\_\_\_\_\_  
 Date

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

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

**Requirements :**

- \_\_\_\_ This request
- \_\_\_\_ SPA for Representative
- \_\_\_\_ Valid ID (any of the following)
  - a. DENR ID
  - b. Any Government ID
  - c. Company ID
  - d. GSIS E-card
  - e. SSS ID
  - f. IBP ID
  - g. PRC ID
  - h. Passport
  - i. Driver's License
  - j. Voter's ID
  - k. Postal ID
  - l. School ID
  - m. Brgy. Captain Certificate
  - n. Senior Citizen's ID

<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) 929-66-26 • 929-6628 • 929-6635 • 929-4028 • 929-3618  
 426-0485 • 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@denrgov.ph](mailto:Web@denrgov.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, Malacañang, 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**

