

FOI-79



Republic of the Philippines  
**PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE**  
Malacañang, Manila

FOI MC No. 01 s. 2017

**FREEDOM OF INFORMATION  
MEMORANDUM CIRCULAR**

**FOR : All Agencies, Departments, Bureaus, Offices and Instrumentalities, Chartered Institutions, Government-Owned-or-Controlled Corporations (GOCCs), including Government Financial Institutions (GFIs), Government Corporate Entities (GCE), and non-chartered GOCCs, and State Universities and Colleges**

**SUBJECT : CALL FOR SUBMISSION: ACCOMPLISHED FIRST QUARTER AGENCY INFORMATION INVENTORY AND THE STANDARD FREEDOM OF INFORMATION (FOI) REGISTRY AS OF 31 MARCH 2017**

**DATE : 29 MARCH 2017**

- 1.0. This is in reference to FOI Memorandum Circular (MC) No. 01 s. 2016 dated 11 November 2016 re: FOI Program requiring all agencies to submit to the PCOO the Agency Information Inventory and the accomplished FOI Registry every quarter starting March 2017.
- 2.0. As part of the compliance to the FOI program implementation, all requirements should be submitted on or before **17 April 2017**, both in electronic and hard copies. Should there be a need to do so, please include supporting documents to the reports.
  - 2.1. Soft copies of the Agency Information Inventory and the Standard FOI Registry (also provided as annexes to this memo), may be retrieved from this link:  

**<http://bit.ly/foipco>**
  - 2.2. Soft copies should be submitted to **foi@pco.gov.ph** and **foi.pco@gmail.com**.
  - 2.3. Hard copies should be submitted to the following address:

**SEC. JOSE RUPERTO MARTIN M. ANDANAR**  
Presidential Communications Operations Office (PCOO)  
3F, New Executive Building, JP Laurel Street,  
Malacanang Compound, Manila

- 3.0. For assistance, please contact Ms. Danica Orcullo or Ms. Kate Refendor at 733-1102 or 733-8665 or through the email addresses above.
- 4.0. For compliance.

**JOSE RUPERTO MARTIN M. ANDANAR**  
Secretary

Received by:  
V. Cusi 4/10/17 3:25pm  
Records Section - PCOO