



**RELEASED**

BY V. OUS  
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RECORDS SECTION

Republic of the Philippines

**PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE**  
**New Executive Building, Malacañang, Manila**

DEPARTMENT ORDER NO. 004  
Series of 2017

SUBJECT: **CREATION OF PCOO CENTRAL APPEALS AND REVIEW COMMITTEE**

DATE: 31 January 2017

In the interest of service, pursuant to the provisions of Executive Order No. 2, s.2016 and the PCOO FOI Manual, and to expedite the disposition of appealed requests pending before the Presidential Communications Operations Office, the PCOO Central Appeals and Review Committee (PCOO-CARC) is hereby created.

The Appeals and Review Committee is created to review and analyze the grant or denial of request of information; and shall comprise of the following members:

**Usec. ENRIQUE L. TANDAN, III**  
*Undersecretary for Legal Affairs*

**ASEC. ANA MARIA PAZ R. BANAAG**  
*Assistant Secretary for Operations and Special Concerns*

**ATTY. OMAR ALEXANDER V. ROMERO**  
*Director V*

**A. Procedure and Functions**

- 1.) A written request for appeal may 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;
- 2.) The appeal shall be decided by the PCOO Secretary upon the recommendation of the Central Appeals and Review Committee within thirty (30) working days from the filing of said written appeal. Failure to decide within the 30-day period shall be deemed a denial of the appeal;
- 3.) A decision can have the following outcomes: (a) Original decision overturned – this means that the decision being appealed against or reviewed will be changed by the PCOO-CARC, as indicated by the decision; and (b) Original decision confirmed – this means that the decision being appealed against or reviewed is confirmed and will not be changed.

- 4.) The PCOO-CARC shall provide expert advise to the PCOO Secretary on the decision/outcome.

This order takes effect immediately and supersedes previous issuances and shall remain effective unless sooner amended, revised, or repealed. All Orders/Circulars/Directives inconsistent with this Order are hereby revoked accordingly.

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**JOSE RUPERTO MARTIN M. ANDANAR**  
Secretary

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