



Republic of the Philippines
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Malacañang, Manila

FOI – MC No. 02 s, 2016

**FREEDOM OF INFORMATION
MEMORANDUM CIRCULAR**

FOR : All Agencies of the Executive Branch including Government Owned and/or Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), and State Colleges and Universities (SUCs)

SUBJECT : PRESCRIBING THE MODEL PEOPLE'S FOI MANUAL AS THE PROVISIONAL MANUAL OF AGENCIES THAT DO NOT HAVE AN APPROVED MANUAL

DATE : 24 November 2016

WHEREAS, Executive Order (EO) No. 02, s. 2016 was issued by President Rodrigo R. Duterte on 23 July 2016 to operationalize the Constitutional mandate to right to information;

WHEREAS, Sections 8 and 16 of EO No. 2, s. 2016 instructed all government offices under the Executive Branch to prepare People's FOI Manual and Implementing Details within 120 days upon effectivity of said EO;

WHEREAS, Section 19 of EO No. 2, s. 2016 provides that it shall take effect immediately upon publication in a newspaper of general circulation;

WHEREAS, EO No. 2, s. 2016 was published in the Manila Bulletin newspaper on 27 July 2016;

WHEREAS, the period provided in the EO within which agencies should prepare their respective People's FOI Manuals and Implementing Details will expire 120 days from the publication of the EO, or on 25 November 2016;

WHEREAS, the Presidential Communications Operations Office (PCOO) was instructed by the President to lead the implementation and monitoring to operationalize EO 2;

WHEREAS, the PCOO developed Model FOI Manuals to guide agencies in the development of their own FOI Manuals;

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WHEREAS, Section 15 of EO No. 2, s. 2016 provides that failure to comply with the provisions of the EO may be a ground for administrative and disciplinary sanctions;

NOW, THEREFORE, in consideration of the foregoing, the Model People's FOI Manual, attached to this Memorandum Circular and made integral part hereof, is hereby prescribed as the provisional People's FOI Manual for agencies which do not have an approved People's FOI Manual.

The attached Model People's FOI Manual shall be in force and effect starting 25 November 2016 and shall be replaced as soon as the agencies' respective People's FOI Manuals become effective.

For your guidance and strict compliance.


JOSE RUPERTO MARTIN M. ANDANAR
Secretary 