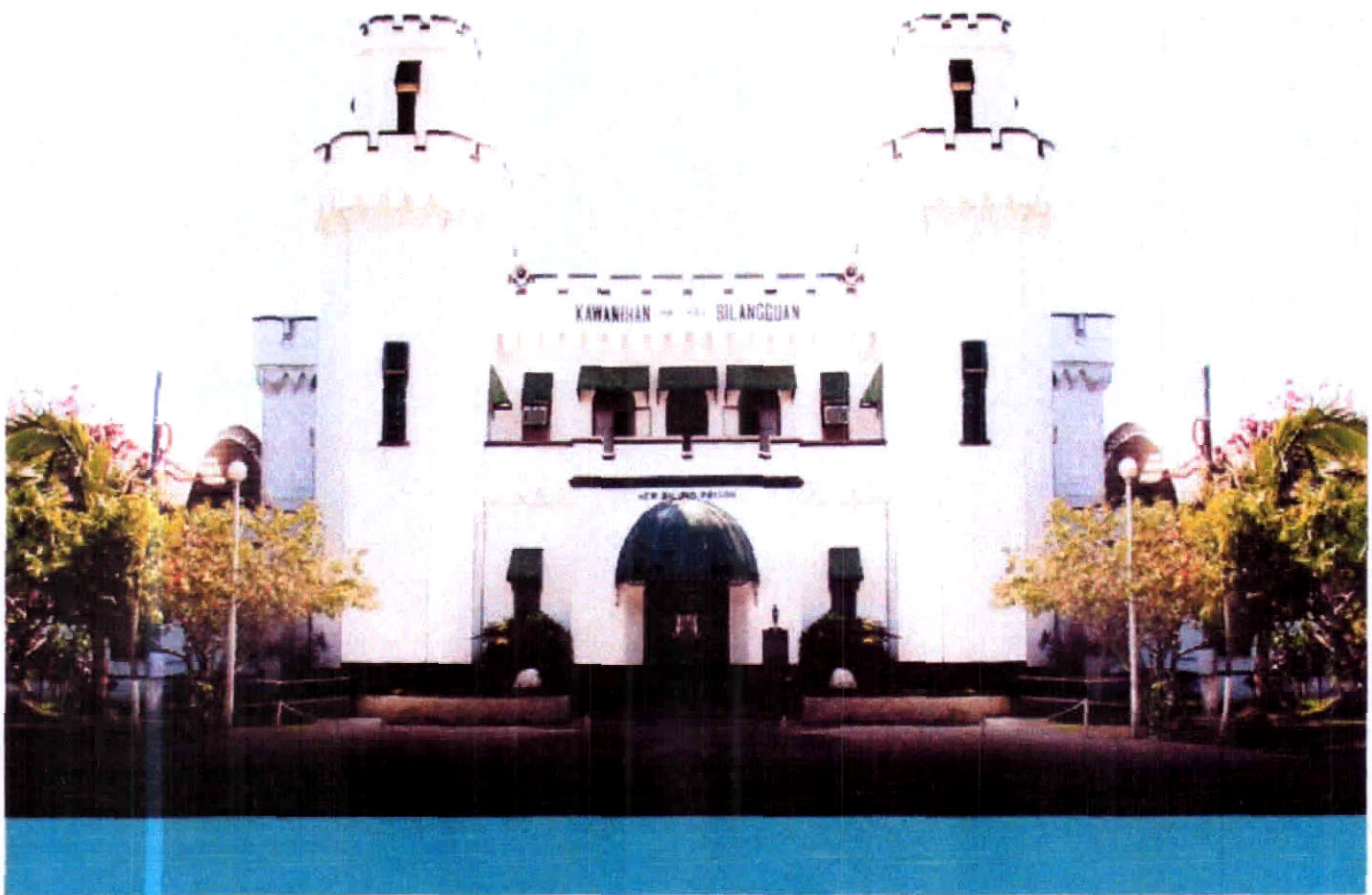




BUREAU OF CORRECTIONS

People's Freedom of Information Manual



Muntinlupa City

2021

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SECTION I: OVERVIEW

1. **Purpose:** This Freedom of Information (FOI) Manual provides, guides and assists the Bureau of Corrections (BuCor) including its Operating Prisons and Penal Farms (OPPFs), in dealing with requests for access to information received under Executive Order (E.O.) No. 2 on FOI.
2. **Structure of the Manual:** This Manual sets the rules and procedures of BuCor and its OPPFs upon receipt of request for access to information. The Director General and the OPPFs Superintendents are responsible for all actions carried out under this Manual. The Chief of Administrative Division of the Central Office and the Chief, Administrative Sections of OPPFs are designated as Decision Makers (DMs). They shall be responsible for the initial decision on FOI requests, (i.e. to decide whether to release all the records, partially release the records or deny it).
3. **Coverage of the Manual:** This Manual covers all requests for information directed to BuCor and its OPPFs.
4. **FOI Receiving Officer:** All ARTA Action Officers shall act as the BuCor FOI Receiving Officers (FROs). Request for information may be sent to the following addresses:
 - Bureau of Corrections NBP Reservation, Muntinlupa City
 - New Bilibid Prison NBP Reservation, Muntinlupa City
 - Correctional Institution for Welfareville Compd, 9 de Febrero,
 - Women Mandaluyong City

 - Sablayan Prison & Penal Farm Sablayan, Occidental Mindoro
 - Leyte Regional Prison Abuyog, Leyte
 - Iwahig Prison & Penal Farm Puerto Princesa City, Palawan
 - San Ramon Prison & Penal Farm San Ramon, Zamboanga City
 - Davao Prison & Penal Farm Dujali, Davao Del Norte

The functions of the FROS are as follows:

- a. Receive and conduct initial evaluation of all requests for information and forward the same to the office that has custody of the records;
- b. Provide assistance to the FOI Decision Maker;
- c. Provide assistance and support to the public and BuCor personnel with regard to FOI;
- d. Advise the requesting party whether the request has to be forwarded to the FOI Decision Maker for further evaluation, or deny the request based on the following:
 1. Incomplete form; or
 2. Information is available in the BuCor official website or at data.gov.ph
- e. Monitor all FOI requests and appeals.

5. **FOI Decision Maker:** The Chief of Administrative Division of the Central Office and the Chiefs, Administrative Section of different OPPFs shall act as Decision Makers (DMs). They shall conduct evaluation of the requests for information and have the authority to grant the request, or deny it based on the following:
 - a. BuCor does not have the requested information;
The information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
 - b. The information requested falls under the list of exceptions to FOI; or
 - c. A substantially similar or identical request from the same requesting party has been previously granted or denied by BuCor.
6. **Central Appeals and Review Committee:** The Central Appeals and Review Committee of the Central Office shall be composed of Chief, Legal Office, Chief, Public Information Office and Chief, Inmate Documents Processing Section. It shall have the following functions:
 - a. Review and analyze the grant or denial of request of information;
 - b. Provide advice to BuCor Director General on the denial of such request.
7. **Approval and Denial of Request to Information:** The Decision Maker shall approve or deny all request of information. In case where the Decision Maker is on official leave, the Officer next in rank shall act on his/her behalf.

SECTION II: DEFINITION OF TERMS

- a. **ARTA Office**" shall refer to BuCor Anti-Red Tape Act Section of the Central Office and its counterpart in the OPPFs which is the Public Assistance and Complaint Desk created under R.A. 9485 also known as the Anti-Red Tape Act of 2007, that supervises and monitors the effective delivery of BuCor frontline services.
- b. **"BUCOR"** refers to the Bureau of Corrections
- c. **"Carpeta"** refers to the institutional record of an inmate consisting of mittimus/commitment order, the prosecutor's information, decision of the trial court, and that of the appellate court, if any;
- d. **"Classified Information"** refers to sensitive information to which access are restricted by law or regulation to particular classes of people.
- e. **"Director General"** refers to the Director of Corrections

- f. **"Document"** refers to records or classes of records, in any form in whole or in part, created or received by BuCor in the conduct of its affairs.
- g. **"DOJ"** refers to the Department of Justice
- h. **"FOI Decision Maker"** (FDM) shall conduct evaluation of the request for information and has the authority to grant the request, or deny.
- i. **"FOI Receiving Officer"** (FRO) shall receive on behalf of the BuCor, all requests for information and forward the same to the appropriate office/s having custody of records.
- j. **"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 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;
- k. **"Inmate Medical Records"** a chronological documentation of health care and medical treatment given to an inmate-patient by professional members of the BuCor health care team and includes all hand written and electronic components of documentation. It is an accurate, prompt recording of their observation including relevant information about the inmate progress, and the results of the treatment.
- l. **"Inmate"** refers to a national prisoner or one sentenced by a court to serve a maximum term of imprisonment of more than three (3) years or to a fine of more than one thousand pesos (P 1,000.00); or regardless of the length of the sentence imposed by the court, to one sentenced for violation of the customs law or other laws within the jurisdiction of the Bureau of Customs or enforceable by it, or for violation of immigration and election laws; or to one sentenced to serve two (2) or more prison sentences in the aggregate exceeding the period of three (3) years, whether or not he has appealed. It shall also include a person committed to BUCOR by a court or competent authority for safekeeping or similar purpose. Unless otherwise indicated, "inmate" shall also refer to a "detainee".
- m. **"Official record"** 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;
- n. **"Operating Prisons & Penal Farms"** (OPPFs) refers to a penal establishment under the control of the Bureau of Corrections and shall include the New Bilibid Prison, the Correctional Institution for Women, the Leyte Regional Prison and the Davao, San Ramon, Sablayan and Iwahig Prison and Penal Farms;

- o. "**OSG**" refers to the Office of the Solicitor General
- p. "**Prison record**" refers to information concerning of inmate's personal circumstances, the offense/s he committed, the sentence imposed, the criminal case numbers in the trial and appellate courts, the date he commenced service of his sentence, the date he was received for confinement, the place of confinement, the date of expiration of his sentence, the number of previous convictions, if any, and his behavior or conduct while in prison;
- q. "**Public**" any person obtaining information on particular documents.
- r. "Public records" shall include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office;
- s. "**SALN**" pertains to the Statement of Assets, Liabilities and Net Worth which is an annual document that all government employees, whether regular or temporary, must complete and submit attesting under oath to their assets and liabilities, including businesses and financial interests that make up their net worth.
- t. "**Secretary**" refers to the Secretary of the Department of Justice
- u. "**Website**" refers to the portal of BuCor at www.bucor.gov.ph.; data.gov.ph.; and eFOI.gov.ph.

SECTION III: PROTECTION OF PRIVACY

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

- a. The BuCor shall ensure that personal information, particularly sensitive personal information, in its custody or under its control is disclosed only as permitted by existing laws;
- b. The BuCor shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure;
- c. The FRO, FDM, or any employee or official who has access, whether authorized or unauthorized, to personal information in the custody of the BuCor, shall not disclose that information except as authorized by existing laws.

SECTION IV: STANDARD PROCEDURE

1. Receipt of Request for Information.

- a. The FOI Receiving Officer (FRO) shall receive the request for information from the requesting party and check compliance of the following requirements:
 - The request must be in writing;
 - The request shall state the name and contact information of the requesting party, as well as provide valid proof or identification or authorization; and
 - The request shall reasonably describe the information requested, and the reason for, or the request for information.
 - The request can be made through email, by providing scanned copy of the FOI application request, and a copy of a duly recognized government ID with photo.
- b. In case the requesting party is unable to make a written request, because of illiteracy or due to being a person with disability, he or she shall make an oral request, and the FRO shall reduce it in writing.
- c. The request shall be stamped received by the FRO, indicating the date and time of the receipt of the written request, and the name, rank, title and position of the public officer who actually received it, with a corresponding signature and a copy, furnished to the requesting party.

In case of email shall be printed out and follow the procedure mentioned above, and be acknowledged by electronic mail. The FRO shall input the details of the request on the Request Tracking System and allocate a reference number.
- d. The BuCor offices and OPPFs must respond to request promptly, within the fifteen (15) working days following the date of receipt of the request. A working day is any day other than a Saturday, Sunday or a day which is declared a national public holiday in the Philippines in computing for the period, Art. 13 of the New Civil Code shall be observed.

The date receipt of the request will be either:

- a. The day on which the request is physically or electronically delivered to the BuCor concerned offices and OPPFs, or directly into the email inbox of a member of staff; or
- b. If the BuCor concerned offices and OPPFs, asked the requesting party for further details to identify and locate the requested information, the date on which the necessary clarification is received.

An exception to this will be where the request has been emailed to an absent member of staff, and this has generated an out of office message with instructions on how to re-direct the message to another contact. Where this is the case, the date of receipt will be the day the request arrives in the inbox of that contract.

Should the requested information need further details to identify or locate, then the 15 working days will commence the day after it receives the required clarification from the requesting party.

2. **Initial Evaluation.** After receipt of the request for information, the FRO shall evaluate the contents of the request.
 - a. Request relating to more than one office under the BuCor: If a request for information is received which requires to be complied with, of different offices and OPPFs, the FRO shall forward such request to the different offices and OPPFs concerned and ensure that it is well coordinated and monitor its compliance. The FRO shall also clear with the respective FROS of such offices and OPPFs that they will only provide the specific information that relates to the offices and OPPFs.
 - b. Requested information is not in the custody of the BuCor: If the requested information is not in the custody of the BuCor concerned Offices and OPPFs, following referrals and discussions with the FDM, the FRO shall undertake the following steps:
 - The request will be immediately transferred to such appropriate agency/office through the most expeditious manner and the transferring agency/office must inform the requesting party within the 15 working day limit. The 15 working day requirement commences the day after it receives the request.
 - If not within the coverage of E.O. No. 2 the requesting party shall be advised accordingly and provided with the contact details of the agency/office, if known.
 - c. Requested information is already posted and available online: Should the information being requested is already posted and publicly available at www.bucor.gov.ph, data.gov.ph and eFOI.gov.ph, the FRO shall inform the requesting party of the said fact and provide them the website link where the information is posted.
 - d. Requested information is substantially similar or identical to the previous request: Should the requested information be substantially similar or identical to a previous request by the same requester, the request shall be denied. However, the FRO shall inform the applicant of the reason of such denial.
3. **Transmittal of Request by the FRO to the FDM:** After receipt of the request for information, the FRO shall evaluate the information being requested, and notify the FDM of such request. The copy of the request shall be forwarded to FDM within one (1) day from receipt of the written request. The FRO shall record the date, time and name of the FDM who received the request in a record book with the corresponding signature of acknowledgement of receipt of the request.
4. **Role of FDM in processing the request:** Upon receipt of the request for information from the FRO, the FDM shall assess and clarify the request if

necessary. The FDM shall make all necessary steps to locate and retrieve the information requested. The FDM shall ensure that the complete information requested be submitted to the FRO within 10 days upon receipt of such request.

- The FRO shall note the date and time of receipt of the information from the FDM and report to the Director General/ OPPFs Superintendents, in case the submission is beyond the 10day period.
 - If the FDM needs further details to identify or locate the information, he/she shall, through the FRO, seek clarification from the requesting party. The clarification shall stop the running of the 15 working day period and will commence the day after it receives the required clarification from the requesting party.
 - If the FDM determines that a record contains information of interest to another office, the FDM shall consult with the agency concerned on the disclosability of the records before making any final determination.
5. **Role of FRO to transmit the information to the requesting party:** Upon receipt of the requested information from the FDM, the FRO shall collate and ensure that the information is complete. He shall attach a cover/transmittal letter signed by the Director General/OPPFs Superintendents and ensure transmittal of such to the requesting party within 15 working days upon receipt of the request for information.
 6. **Request for an Extension of Time:** If the information requested requires extensive search of the BuCor records facilities, examination of voluminous records, the occurrence of fortuitous event or other analogous cases, the FDM should inform the FRO.

The FRO shall inform the requesting party of the extension, setting forth the reasons for such extension. In no case shall the extension exceed twenty (20) working days on top of the mandated fifteen (15) working days to act on the request, unless exceptional circumstances warrant a longer period.

7. **Notice to the Requesting Party of the Approval/ Denial of the Request:** Once the FDM approved or denied the request, he shall immediately notify the FRO who shall prepare the response to the requesting party either in writing or by email. All actions on FOI requests, whether approval or denial, shall pass through the Director General/OPPFs Superintendent for final approval.
8. **Approval of Request:** In case of approval, the FRO shall ensure that all records that have been retrieved and considered were checked for possible exemptions, prior to its actual release. The FRO shall prepare the letter or email informing the requesting party within the prescribed period that the request was granted and directed to pay the applicable fees, if any.

9. **Denial of Request:** In case of denial of the request wholly or partially, the FRO shall, within the prescribed period, 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 to information. All denials on FOI requests shall be passed through the Office of the Director General/ OPPFs Superintendents.

SECTION V: REMEDIES IN CASE OF DENIAL OF REQUEST

A person whose request for access to information has been denied may avail himself of the remedy set forth below:

1. Administrative FOI Appeal to the BuCor Central Appeals and Review Committee: Provided, that the written appeal must be filed by the same requesting party within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.
 - a. Denial of a request may be appealed by filing a written appeal to the BuCor Central Appeals and Review Committee within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.
 - b. The appeal shall be decided by the BuCor Director General 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 30day period shall be deemed a denial of the appeal.
2. Upon exhaustion of administrative FOI appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

SECTION VI: FEES

1. No Request Fee. The BuCor shall not charge fee for accepting requests for access to information.
2. Reasonable Cost of Reproduction and Copying of the Information. BuCor shall charge a reasonable fee of fifty pesos (P50.00) per single copy requested document and additional five pesos (P5.00) per page to recover the necessary costs, including actual costs of reproduction and copying of the information requested, subject to existing rules and regulation. Said amount shall be paid to the Cashier's Office.
3. Exemption from Fees: The BuCor may exempt any requesting party from payment of fees, upon request stating the valid reason why such requesting party shall not pay the fee.

SECTION VII: ADMINISTRATIVE LIABILITY

1. **Non-compliance with FOI.** Failure to comply with the provisions of this Manual shall be a ground for the following administrative penalties:
 - a. 1ST Offense - Reprimand;
 - b. 2nd Offense - Suspension of one (1) to thirty (30) days;
and
 - c. 3rd Offense — Dismissal from the service
2. **Procedure.** The Revised Rules on Administrative Cases in the Civil Service 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 anybody or agency, which provides for more stringent penalties.

SECTION VIII – EFFECTIVITY

This manual shall take effect immediately upon approval.

APPROVED this _____ day January, 2021 in Bureau of Corrections, New Bilibid Prison Reservation, Muntinlupa City.


USEC GERALD Q BANTAG
Director General 

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 to 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 (I-GUs) 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. 78 (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

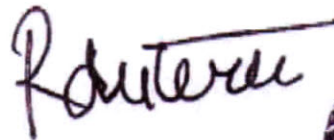
Done, in the City of Manila, this 23rd day of July in the year of our Lord Two Thousand and Sixteen.

By the President:


SALVADOR C. MEDIALDEA
Executive Secretary




REPUBLIC OF THE PHILIPPINES
PRRD 2016 - 000156





CERTIFIED COPY:


MARIANITO M. DIMAANDAL
DIRECTOR IV
MALACANANG RECORDS OFFICE

A. CLASSIFIED INFORMATION

1. Carpeta
 - Fiscal's Information
 - Commitment Order/Mittimus
 - Decision from Court/Entry of Judgment/Certificate of Finality
 - Certificate of Detention from Jail
 - Certificate of Non-Appeal
 - Certificate of No Pending Case
 - Certificate of GCTA from Jail/MSEC
 - Jail Booking Sheet (PDL Profile)
 - Detainee's Manifestation
 - Order of Commutation
2. PDL's (Inmates) Prison Records
3. PDL (Inmates) Case Profile
4. Jacket/Assignment Card
5. List of High Profile/High Risk/High Value PDL
6. Certificate of Discharge from Prison
7. PDL (Inmate) Visitors' List
8. Transfer Order for PDL (Inmates)
9. Medical/Psychiatric Examination
10. PDL (Inmate) Medical Record
11. PDL (Inmate) Medical Abstract
12. Drug Test Result (PDL and Employees)
13. Patients Chart (Admitting Charts, OPD Charts/Records
14. PDL (Inmates) Mental Status Exam/Psychiatric Evaluation
15. Mission Order
16. Classification Board Resolution
17. Personnel 201 File
18. BuCor Vicinity Map
19. BuCor Building and Dormitory Matrix
20. Investigation Report
21. CCTV Footages
22. Trainees Medical and Academic Records
23. Case Management Record
24. Psychological Abstract (for OPPF and Newly Arrived Inmates)
25. Psychological Evaluation (for PDL requested by BPP)
26. Sociology Assessment and Recommendation
27. Functional Literacy Test Result/Assessment
28. Personnel Folders (file 201)

B. LIST OF DOCUMENTS FOR PUBLIC WITHOUT QUALIFICATION

1. BuCor Accomplishment Report
2. Office Accomplishments Reports
3. Contract Projects
 - Detailed Plans and Estimates
 - Work Programs
 - Scope of W
4. Transfer Certificate of Title (TCT)
5. Program of Work/Budget Cost of Construction
6. Bill of Materials
7. Project Procurement Management Plan (PPMP)
8. Project Justification
9. Statement of Assets and Liabilities and Net worth (SALN)
10. CSC Monthly Reports on Accession and Separation
11. Employee Master List
12. Plantilla Position
13. Program of Instruction
14. Course Curriculum
15. Contract of Undertaking/Waiver by PGBC Trainees
16. Evaluation Form of Trainings/Seminars/Workshops Completed
17. Minutes of the Meeting (Procurement Process)
18. Notice of Award (NOA)
19. Notice to Proceed (NTP)
20. Invitation to Observer
21. Bidding Documents
22. Financial Accountable Report (FAR)
23. Financial Statement – Year End
24. Financial Report
25. Annual Procurement Plan (APP)
26. Budget Proposals
27. Dumb Print (National Expenditure Program)
28. Monthly Disbursement Program
29. Registry of Appropriations and Allotments
30. Registry of Budget, Utilization and Disbursements
31. Notice of Obligation Request and Status Adjustment
32. Budget Utilization Request and Status
33. Notice of Budget Utilization Request and Status Adjustment

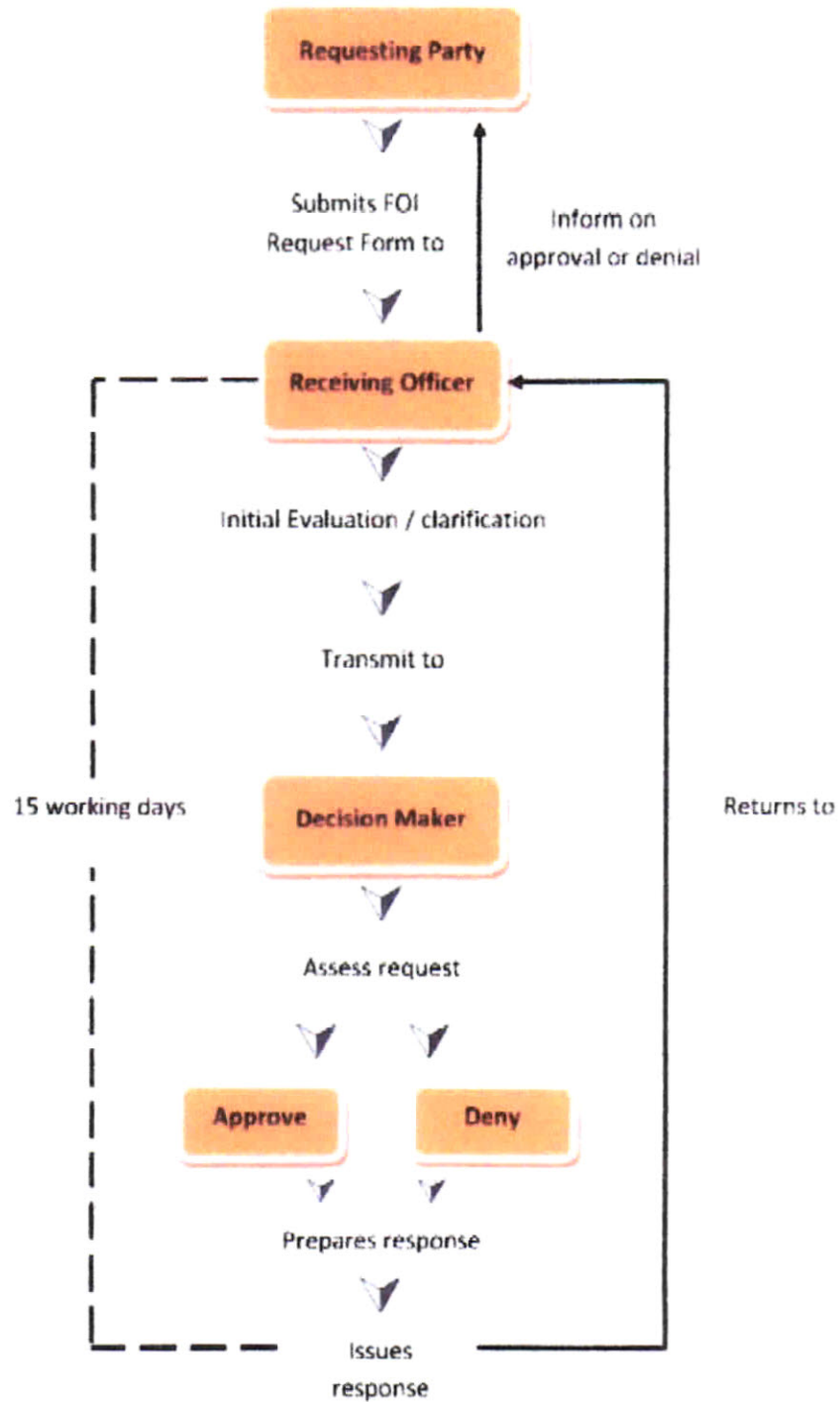
34. Statement of Appropriations, Allotments, Obligations, Disbursements and Balances-Financial Accountability Report (FAR) 1”
35. Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures – FAR No. 1-A
36. List of Allotments and Sub-Allotments – FAR No. 1-B
37. Statement of Approved Budget, Utilizations, Disbursements and Balances – FAR No. 2
38. Summary of Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditures – FAR No. 2-A
39. Registry of Allotments and Notice of Cash Allocation
40. Request of Retention Money
41. BuCor Physical Plan
42. BuCor Quarterly Physical Report of Operations
43. BuCor Goal, Thrust and Objectives
44. BuCor Programs, Projects and Activities
45. BuCor Major Final Output (MFO) Budget Matrix
46. Agency Performance Measures
47. BuCor Monthly Notable Accomplishments
48. BuCor Statistical Information (Inmate Profile, Prison-Congestion, Inmate Profile In-Confinement)

C. LIST OF DOCUMENTS FOR PUBLIC WITH QUALIFICATION

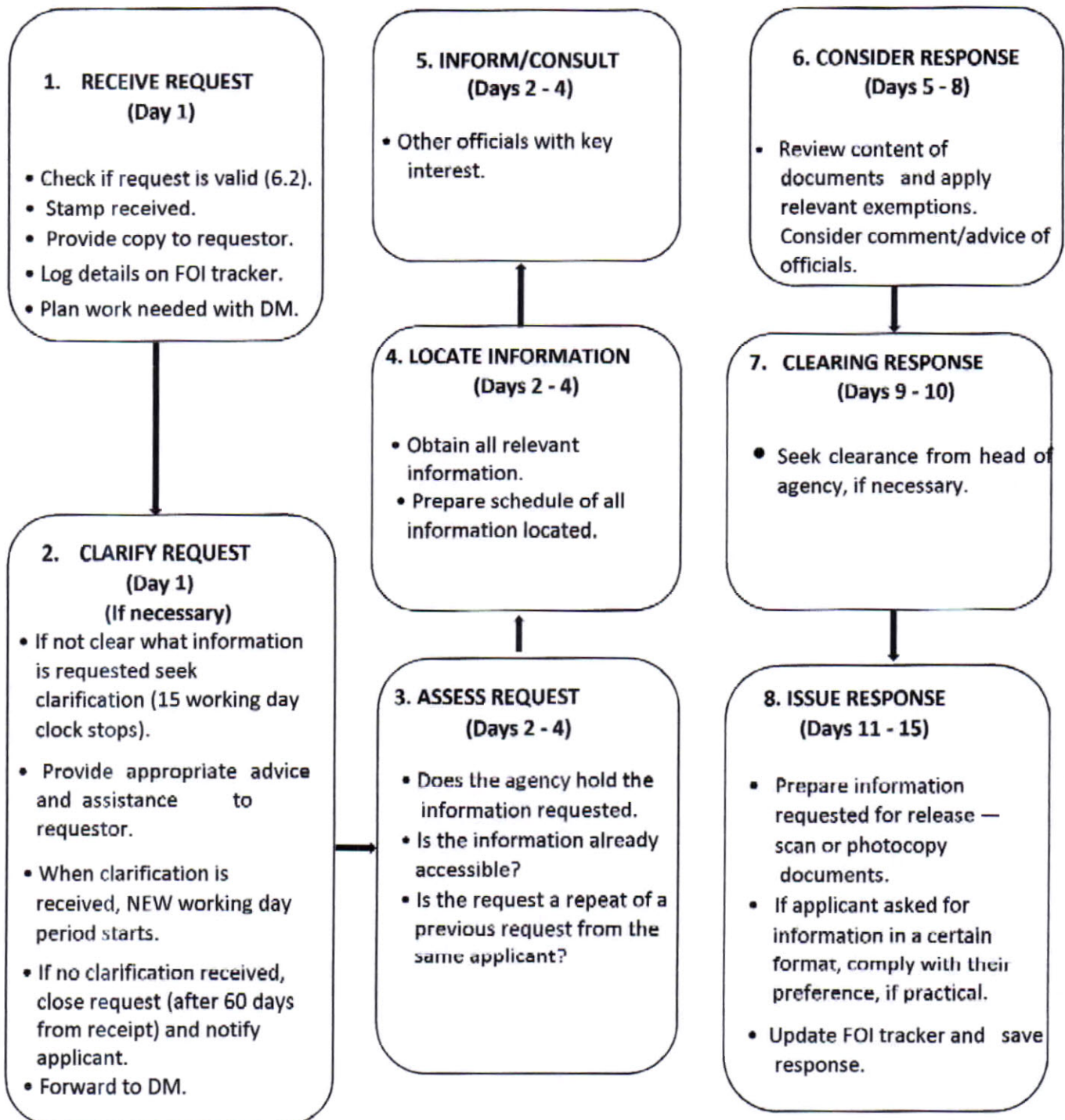
1. Memorandum (Order, Circular)
2. Court Orders/Decision
3. Department (Order, Circular)
4. BuCor Special Order
5. Index of Payments
6. Appointment (CS Form 33)
7. Case Resolutions
8. Applicants and employees for promotion examination and interview
Results
9. Medical Certificate (CS Form 211)
10. Service Record
11. List of Training/Seminars/Workshops attended
12. Personal Data Sheet
13. Individual Performance Rating (IPCR)

14. Office Performance Commitment Rating (OPCR)
15. Purchase/Job Order
16. Memorandum of Agreement/Lease Contracts/Joint Venture of Agreement
17. Certification of remuneration remittances/benefits/payments Received
18. Descriptive Records (escape alarm)
19. Approved Decision/Resolution (Decision/Resolution pages only)
20. Certificate of Rehabilitation and Treatment Program (CRTP)
21. Certificate of Detention/Confinement
22. Request for Photo and Video Shoot on any part of Prison Facility and Inmate Interview
23. Death Certificate
24. Payroll for Salaries, Allowances, Compensation, Transportation and Gratuity and their Report of Disbursement
25. Checks and Advice of Checks Issued and Cancelled
26. Advice to Debit Account (ADA)
27. Cashiers Monthly Report
 - Collection Report
 - Report of Checks Issued
 - Report of ADA Issued
 - Disbursement List
 - Cancelled Checks
 - Report of Disbursement for Fund 184 and 284

FLOWCHART



DETAILED FOI REQUEST



BuCor Freedom of Information Program

Agency: BUREAU OF CORRECTIONS

Receiving Officer: Mr. Manuel L. Sescar Jr.

Designation: Chief, BuCor Anti Red-Tape Act Section (ARTA)

Office: ARTA Section Office

**Receiving Office: ARTA Section Office, Administrative Building NBP Reservation
Poblacion, Muntinlupa City**

Contact Numbers: (8) 856-6015 Email: artabucor@gmail.com

Step 1

The BuCor FOI Receiving Officer will check for any FOI request logged at the BuCor FOI Manual.

Step 2

Check for the completeness and validity of the FOI request (Valid ID, Details of Request).

Step 3

Accepts and evaluates FOI Request and forwards it to the FOI Decision Maker (client will be notified within 15 days).

Step 4

FOI DM will evaluate the FOI request whether approved or denied. In case request is denied, inform requester immediately. Approved request will be forwarded to the concerned office for appropriate response.

Step 5

Prepares response and inform the requester.

Mode of Request

Standard Request

Submit request form with ID and other necessary documents

eFOI Request

Lodge a request through the eFOI Portal (foi.gov.ph)

FOI Appeals

If you are not satisfied with the response to your FOI request, you may ask us to carry out an internal review of the response by writing to artabucor@gmail.com. Your review should explain why you are dissatisfied with the response, and should be made within 15 calendar days from the date when you received this letter. We will complete the review and tell you the result within 30 calendar days from the date when we receive your appeal.

FOI REQUEST FORM

BUREAU OF CORRECTIONS

NBP Reservation, Muntinlupa City

PORMULARYO NG KAHILINGAN (FOI)

FOI Request Form

TITULO NG DOKUMENTO (Title of the Document) _____

MGA TAON/PANAHONG SAKI-AW (Year) _____

LAYUNAN (Purpose)

PANGALAN (Name) _____ CONTACT NO. _____

LAGDA (Signature) _____ PETA (Date) _____

TIRAHAN (Address) _____ KATIBAYAN NG PAGKAKAKILANLAN (Proof of identity)

Passport No. _____

PARAAN NG PAGTANGGAP NG IMPORMASYON

Driver's License _____

(How would you like to receive the information)

Other _____

 Email _____ Fax _____ Postal Address _____ Pick-up (Office hours) _____

Gawaing itinalaga kay:

(Submitted to)

(Lumagdag ibaba ng panga/ang naka/imbag)

Petsa/Oras ng Pagkatalaga:

Date/Time of Submission

Taong nagpapatunay ng Gawaing Natapos

(Certified by)

(Lumagda sa ibaba ng pangalang nakalimbag)

Uri ng isinagawang aksiyon

(Type of action conducted)

Iniskedyul ni (Received by):

FOI Receiving Officer

Remarks

ANNEX "G"

OPERATING PRISON AND PENAL FARMS ADDRESS AND
CONTACT NUMBERS

NAME	ADDRESS	CONTACT NO./E-MAIL ADDRESS
SUPERINTENDENT New Bilibid Prison	Bureau of Corrections New Bilibid Prison Reservation, Muntinlupa City, 1776	809 - 85-88 nbp.bucor@gmail.com
SUPERINTENDENT Correctional Institution for Women	Correctional Institution for Women, Brgy. Addition Hills, Nueve de Pebrero St. Mandaluyong City	8532- 1736 8532-1726 8533-9936 09985662275 ciw_mandaluyong@yahoo.com
SUPERINTENDENT Davao Prison and Penal Farm	Davao Prison and Penal Farm, Sitio Dapecol, Brgy. Tanglaw, BE Dujali, Davao Del Norte	09175418032 davaopena/co/ony@yahoo.com
SUPERINTENDENT San Ramon Prison and Penal Farm	San Ramon Prison and Penal Farm, Sitio San Ramon, Brgy. Talisayan, Zamboanga City	09176328549 09162550838 srppfoptns_center@yahoo.com.ph
SUPERINTENDENT Sablayan Prison and Penal Farm	Sablayan Prison and Penal Farm, Sitio Palbong, Brgy. Ligaya, Sablayan, Occidental Mindoro	09452759625 09093708163 josevincenturieta@ymail.com
SUPERINTENDENT Iwahig Prison and Penal Farm	Iwahig Prison and Penal Farm, Brgy. Iwahig, Puerto Princesa City, Palawan	09953570696 iwahigprisonpena/farm@yahoo.com.ph
SUPERINTENDENT Leyte Regional Prison	Leyte Regional Prison Brgy. Mahagna, Abuyog, Leyte	09179632038 /rcamp@yahoo.com.ph