



Boy Scouts of the Philippines

National Office

181 Natividad Almeda-Lopez St., Ermita, 1000 Manila
PO Box 1378, Manila CPO, Philippines

PEOPLE'S FREEDOM OF INFORMATION (FOI) MANUAL

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1. OVERVIEW

1.1. PURPOSE

The FOI Manual is in compliance to Executive Order No. 2, series of 2016 issued by the Office of the President, entitled "*Operationalizing in the Executive Branch the People's Constitutional Rights to Information and the State Policies to Full Public Disclosure and Transparency in the Public Service and Providing the Guidelines Therefor.*" (Annex 9.1.)

1.2. STRUCTURE OF THE MANUAL

This Freedom of Information (FOI) Manual sets the guidelines and procedure to access information in the Boy Scouts of the Philippines (BSP) for the information and guidance of the concerned BSP officials and personnel, as well as the general public.

1.3. COVERAGE OF THE MANUAL

This FOI Manual shall cover all requests for access to information with the BSP.

Access to information in the BSP can be exercised by any interested party, in the BSP National Office and its Regional Offices, pertaining to official acts, transactions or decisions.

Thus, this FOI Manual:

- i. Informs interested parties that FOI right may be exercised in the BSP National Office and its Regional Offices;
- ii. Guides interested parties on how to avail of FOI right and where to avail the said right.

1.4. FOI RECEIVING OFFICER

There shall be an FOI Receiving Officer (FRO) designated by the BSP. The FRO shall preferably come from the Public Relations and Communications Office (PRCO) of the BSP.

The functions of the FRO shall include:

- a. Receiving on behalf of the BSP all requests for Information and forward the same to the appropriate office who has custody of the records;
- b. Monitor all FOI request and appeals;
- c. Provide assistance to the FOI Decision Maker;
- d. Provide assistance and support to the public and staff with regard to FOI
- e. Compile records and statistical information as required; and
- f. Conduct initial evaluation of the request and advise the requesting party whether the request will be forwarded to the FOI Decision Maker for further evaluation or deny the request.

Requests may be denied based on the following:

- a. The form is incomplete; or
- b. The information is already disclosed in the BSP's Official Website, foi.gov.ph, or at data.gov.ph.

1.5. FOI DECISION MAKER

For requests for Information concerning the BSP National Office, the FOI Decision Maker (FDM) shall be the Secretary General of the BSP. On the other hand, for requests for Information concerning the BSP Regional Offices and the Local Councils within its jurisdiction, the FDM shall be the Regional Scout Director.

The FDM shall evaluate the request for Information and has the authority to grant the request, or deny it based on the following:

- a. The BSP National Office or the BSP Regional Offices does not have the requested information;
- b. The information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
- c. The information requested falls under the list of exemptions to FOI; or
- d. The request is an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been granted or denied by the BSP.

1.6. APPEALS & REVIEW COMMITTEE

The FOI Appeals & Review Committee shall be composed of the Senior Management Officials of the BSP:

- a. Secretary General
- b. Director for Administration
- c. Director for Finance
- d. Director for Economic Enterprise
- e. Director for Field Operations
- f. Internal Auditor
- g. Regional Scout Directors

The Committee shall review and analyze the grant or denial of request of information. Furthermore, the Committee shall also provide expert advise to FDM on the denial of such request.

1.7. APPROVAL & DENIAL OF REQUEST TO INFORMATION

The FDM shall approve or deny all requests of information. In case the FDM is on official leave, the Secretary General may delegate such authority to other employee who shall act as the Officer-in-Charge (Senior Management Member).

2. DEFINITION OF TERMS

For the purpose of this Manual, the following shall mean:

data.gov.ph - The Open Data website that serves as the Philippine government's comprehensive portal for all public government data that is searchable, understandable, and accessible.

FOI.gov.ph – The website that serves as the government's comprehensive FOI website for all information on the FOI. More so, the eFOI.gov.ph provides a central resource for the general public to understand the FOI, to locate records that are already available online, and to learn how to make request for information that is not yet publicly available.

Exceptions – information that should not be released and disclosed in response to an FOI request because they are protected by the Constitution, laws or jurisprudence.

FOI Matter/ Request – any request by any interested party to produce, reproduce or release any documented information in the possession of any office/ department/ division/ section/ unit of the BSP and subject to the restrictions in the Executive Order on Freedom of Information.

FOI Receiving Officer – A duly designated officer, who receives the request, evaluates the form, recommend action, and notify the requesting party of any action to the request whenever available. The officer also checks if the information is already disclosed in the BSP's official website, FOI.gov.ph or data.gov.ph. The officer monitors and tracks all requests and complies statistical information as necessary.

Information - refers to 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, 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 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.

Interested Party – any natural, juridical or artificial person whose or which right has been affected or whose or which interest has been involved in a transaction, may avail of the right to access information referred in the Executive Order.

scouts.org.ph – the official website of the BSP, where the general public may download the FOI Request Form and other information, materials, and data on transparency.

Official Record/s – information officially produced or received by the BSP.

Open Data – refers to publicly available data fully discoverable and usable by the end users or any interested party.

Personal Information – refers to any information, whether recorded in a material or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.

Sensitive Personal Information – as defined in the Data Privacy Act of 2012, it shall refer to the following personal information:

1. About an individual race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;
2. About an individual's health, education, genetic or sexual life, or 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 or 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.

Privileged Information – refers to any and all forms of data which under the Rules of Court and other pertinent laws constitute privileged communication.

Public Records – information required by laws, executive orders, rules or regulations to be entered, kept, and made publicly available by the government office.

Full Denial – when the BSP cannot release any records in response to a FOI request because it is exempted from disclosure or no records could be retrieved regarding it.

Full Grant – when the BSP is able to disclose all records in full in response to a FOI request.

Partial Grant/Partial Denial – when the BSP is able to disclose portions of the records in response to a FOI request, but must deny other portions of the request.

3. PROTECTION OF PRIVACY

While providing public access to information, the BSP shall afford full protection to a person's right to privacy, viz:

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

4. STANDARD PROCEDURE

4.1. RECEIPT OF REQUEST FOR INFORMATION

4.1.1. The FRO shall receive the request for information from the requesting party and check compliance of the following requirements:

- a. The request must be in writing;
- b. The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization; and
- c. The request shall clearly describe the information requested, the reason for or the purpose of requesting.

The request can be made via email, provided that the requesting party shall attach in the email a scanned copy of the FOI request form, and a copy of a duly recognized government issued ID with photo.

4.1.2. In case the requesting party is unable to make the request in writing, due to illiteracy or being differently-abled, he or she may make an oral request which will be reduced into writing by the FRO.

4.1.3. The request shall be stamped received by the FRO, indicating the time and date of receipt of the written request, including the name and position of the FRO who actually received it, with corresponding signature and copy furnished to the requesting party.

In case of email requests, the email shall be printed out and shall follow the above-procedure, and be acknowledge via electronic mail. The FRO shall input details of the request on the Request Tracking System and allocate a reference number.

4.1.4. The BSP must respond to request/s within fifteen (15) working days upon receipt of the request. A working day is any day other than Saturday or Sunday, or a national public holiday in the Philippines.

4.2. INITIAL EVALUATION

4.2.1. Request relating to more than one office under the BSP

If a request for information received by the BSP requires to be compiled from its various offices, the FRO shall forward such request to the concerned office and shall ensure well coordination and monitoring for its compliance. The FRO shall make it clear with the concerned offices that they will provide only the specific information under the jurisdiction of their office.

4.2.2. Requested information is not in the control of the BSP or any of its offices

If the requested information is not in the control of the BSP or any of its offices, The FRO shall discuss it with the FDM and shall take the following steps:

- If the requested information refers to another government office, the request will be immediately transferred to the concerned government office at an immediate time and the FRO shall inform the requesting party that the request for information is not held within the 15 working days limit.
- If the records refer to an office not covered by E.O. No. 2, the requesting party shall be advised by the FRO accordingly and provided with the contact details of the concerned office, if known.

4.2.3. Requested information already posted and available online

If the requested information is already posted and available at the Official Website of the BSP (scouts.org.ph), data.gov.ph or FOI.gov.ph, the FRO shall inform the requesting party of the said fact and provide them the link where the requested information is posted.

4.2.4. Requested information is substantially similar or identical to previous request

If the requested information is substantially similar or identical to a previous request of a same requester, the request shall be automatically denied. The FRO shall inform the applicant of the reason for denial.

4.3. TRANSMITTAL OF REQUEST BY THE FRO TO THE FDM

After receipt of the request for information, the FRO shall evaluate the requested information and notify the FDM of such request. The copy of request shall be forwarded to the 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 corresponding signature of acknowledgement receipt of the request.

4.4. ROLE OF THE 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. He or she shall make 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 Secretary General in case the submission is beyond a 10-day period.

If the FDM needs further details to identify or locate the information, he or she shall, through the FRO, seek clarification from the requesting party. The clarification shall stop the running of the 15 working days period and will commence the day after it receives the required clarification from the requesting party.

If the FDM determines that a record contains of interest to another office, the FDM shall consult with the office concerned with regard to the disclosability of the records before making any final determination.

4.5. ROLE OF THE 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. The FRO shall attach a cover/ transmittal letter signed by the BSP Secretary General, or the designated officer, and ensure transmittal of such to the requesting party within 15 working days upon receipt of the request for information.

4.6. REQUEST FOR AN EXTENSION OF TIME

If the information requested requires extensive search of the government's office records facilities, examination of voluminous records, the occurrence of consequent events, the FDM shall inform the FRO.

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

4.7. 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 the FOI requests, whether approved or denied, shall pass through the BSP Secretary General or his designated officer for final approval.

4.8. APPROVAL OF REQUEST

In case of approval of request, the FRO shall ensure that all records that have been retrieved and considered be checked for possible exemptions, prior to actual release. The FRO shall prepare the letter or email informing the requesting party within the prescribed period that the request was granted and be directed to pay applicable fees, if any.

4.9. DENIAL OF REQUEST

In case of denial of request fully 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 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 of information. All denials on FOI requests shall pass through the Office of the Secretary General.

5. REMEDIES IN CASE OF DENIAL

A requesting party whose request for access for information has been denied may avail of the following remedies:

- 5.1.** Administrative Appeal to the FOI Appeals & 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 period to respond to the request.
 - a. Denial of a request may be appealed by filing a written appeal to the FOI Appeals & Review Committee of the BSP within 15 calendar days from the notice of denial or from lapse of period to respond to the request.
 - b. The appeal shall be decided by the BSP Secretary General upon the recommendation of the FOI Appeals & Review Committee within thirty (30) working days from the filing of the said written report. Failure to decide within a 30-day period shall be deemed a denial of the appeal.
- 5.2.** Upon exhaustion of administrative FOI appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

6. REQUEST TRACKING SYSTEM

The BSP shall establish a system to trace the status of all requests for information received by it, which may be paper-based or online.

7. FEES

7.1. No request fees

The BSP shall not charge any fee for accepting requests for access to information. In no case the BSP shall charge more particularly for the voluminous documents requested.

7.2. Reasonable Cost of Reproduction, Copying, and/or Delivery of the Information

The FRO shall immediately notify the requesting party in case there shall be a reproduction, copying, and/or delivery fee in order to provide the information. Such fee shall be the actual amount spent by the BSP in providing the information to the requesting party. The schedule of fees will be posted by the BSP.

7.3. Exemption from fees

The BSP may exempt any requesting party from payment of fees, upon request stating the valid reason why such requesting party shall not pay the fee.

8. ADMINISTRATIVE LIABILITIES

8.1. Non-Compliance with the FOI Manual

Failure to comply with the provisions of this Manual shall be ground for the following administrative liabilities:

- a. 1st Offense - Reprimand;
- b. 2nd Offense - Suspension of one (1) to thirty (30) days; and
- c. 3rd Offense - Dismissal from the service.

8.2. Procedure

The Revised Rules on Administrative Cases in the Civil Service shall be applicable in the disposition of cases under this Manual.

8.3. Provisions for More Stringent Laws, Rules and Regulations

Nothing in this Manual shall be construed to derogate from any law, any rules, or regulations prescribed by anybody or the BSP, which provides more stringent penalties.

9. AMMENDMENT, MODIFICATION OR VARIATION

This Manual may be amended, varied or modified in writing upon the recommendation of the BSP Secretary General to the National Executive Board (NEB) of the BSP, and the NEB's approval, subject to the existing guidelines of the FOI Program as prescribed by the FOI Program Management Office under the Presidential Communications Operations Office (PCOO).

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 TO 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 PCOOs, 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:

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 recording, magnetic or other tapes, electronic data, computer stored data, 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, PCOOs, bureaus, offices, and instrumentalities, including government-owned or -controlled corporations, and state universities and colleges. Local government units (LGUs) are encouraged 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 to 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 law or jurisprudence.

The PCOO 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 PCOO 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 provided in the preceding section. The determination of the applicability of any of the exceptions to the request shall be the responsibility of the Head of the Office, which is in custody or control of the information, public record or official record, or 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 the right to privacy of the individual 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 law, 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.
- (c) Any employee, official or director 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 regulation.

SECTION 8. People's Freedom to 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 provisions:

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

SECTION 9. Procedure. The following procedure shall govern the filing and processing of request 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 or updated inventory of exception as hereinabove provided.
- (b) The public official receiving the request shall provide reasonable assistance, free of charge, to enable, to enable all requesting parties and 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 and 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 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 PCOO or 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 cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days 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 required, 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 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, in whole or in part, it shall as soon as practicable, in any case within fifteen (15) working days from the receipt of the request, notify the requesting party 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 stipulated shall be deemed a denial of the request for access to information.

SECTION 13. Remedies in Cases of Denial of Request for Access to Information.

- (a) Denial of any request for access to information may be appealed to the person or office next higher in the authority, following the procedure mentioned in Section 9 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 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 part may file the appropriate case in the proper courts 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 or 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.

(Sgd.) **RODRIGO ROA DUTERTE**
President of the Philippines

By the President:

(Sgd.) **SALVADOR C. MEDIALDEA**
Executive Secretary

ANNEX "B"

FOI Receiving Officer
(as of 30 September 2018)

Name of Office	Location of FOI Receiving Office	Assigned FOI Receiving Officer	Contact Details	
			Tel. Number	Email
BSP National Office	BSP National Office 181, Natividad A. Lopez St., Ermita, 1000, Manila	Ms. Janice Q. Cartago	(02) 528-0555 loc. 532	janice.cartago@scouts.org.ph
BSP IR/ NELR/ CLR Regional Office	NELR BSP No. 28 Governor Pack Road, 2600 Baguio City	Ms. Nelly M. Valmonte	(074) 246-0521	Nelly.valmonte@yahoo.com
BSP NCR Regional Office	NCR BSP BP Building, J.P. Rizal Extension, West Rembo 1215 Makati City	Ms. Lorena G. Landingin	(02) 881-9270	elgie_landingin@yahoo.com
BSP STR/ BR Regional Office	STR/BR BSP Highway, Los Banos, 4030 Laguna	Mr. Wilfredo G. Abellanosa	(049) 536-1626	slr.bsp999@yahoo.cm
BSP EVR Regional Office	EVR BSP Capitol Hills Scout Camp, 6000 Cebu City	Mr. Lorwin B. Sayco	(032) 255-59-96	slorwin@yahoo.com
BSP WVR Regional Office	WVR BSP Bonifacio Drive, 5000 Iloilo City	Ms. Ma. Cendy T. Titular	(033) 337-1928	ctadifa@rocketmail.com
BSP EMR Regional Office	EMR BSP 2 nd flr., City Triangle, Roxas Avenue, 8000 Davao City	Mr. Ephraim P. Moring	(082) 221-61-38	moring.ephraim@gmail.com
BSP WMR Regional Office	WMR BSP Camp Jose T. Atilano, Pasonanca, 7000 Zamboanga City	Ms. Cecilia T. Peleglorio	(062) 985-1371	bibing.peleglorio@scouts.org.ph

ANNEX "C"

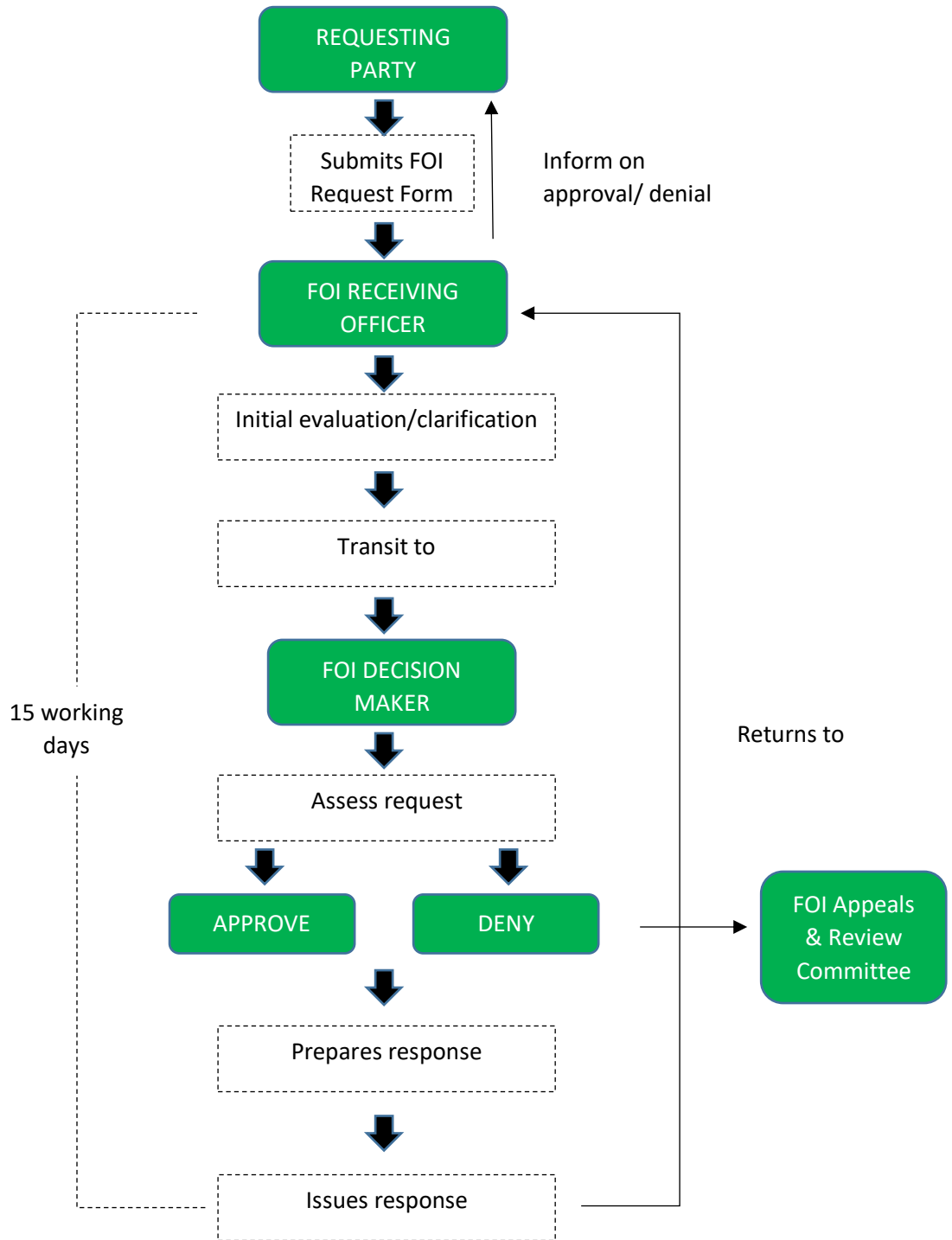
List of Exceptions to the FOI

The following are the exceptions to the right to access information, as recognized by the Constitution, existing laws, or jurisprudence:

1. Information covered by Executive privilege;
2. Privileged information relating to national security, defense, or international relations;
3. Information concerning law enforcement and protection of public and personal safety;
4. Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victim of crimes, or the accused;
5. Information, documents or records known by reason of official capacity and are deemed confidential, including those submitted or disclosed by entities to government agencies, tribunals, boards, or officers, in relation to the performance of their functions, or to inquiries or investigation conducted by them in the exercise of their administrative, regulatory or quasi-judicial powers;
6. Prejudicial premature disclosure;
7. Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged.
8. Matters considered confidential under banking and finance laws, and their amendatory laws; and
9. Other expectations to the right to information under laws, jurisprudence, rules and regulations.

ANNEX "D"

FOI Request Flow Chart





Boy Scouts of the Philippines

ANNEX "E"

National Office

181 Natividad Almeda-Lopez St., Ermita, 1000 Manila

PO Box 1378, Manila CPO, Philippines

E-mail: bsp@scouts.org.ph

Website : www.scouts.org.ph

Tels. (632) 528 0555 * 527 8317 to 20 * Telefax: (632) 528 0577

FREEDOM OF INFORMATION REQUEST FORM

Requesting Party's Information

Name : _____

Contact Number : _____

Email Address : _____

Office/School : _____

Office/School Address : _____

Home Address : _____

TRACKING NO.:
DATE OF REQUEST:
RELEASING DATE:

DETAILS ON REQUESTED INFORMATION

Ano po ang hinahanap ninyong dokumento o impormasyon? What document/s or information are you looking for?

Anong panahon ang saklaw ng dokumento o impormasyong inyong hinahanap? What is the covered period of document/s or information requested for?

Ano po ang layunin sa paghiling ninyo ng dokumento o impormasyon? What is the purpose of the request for the document/s or information?

Requirements:

Duly accomplished FOI Request Form
 Authorization for Representative
 1 Valid Government-issued ID

Preferred Mode of Delivery:

Pick-up at BSP National Office
 Mail
 E-mail

Signature over Printed Name
of Requesting Party

FOI RECEIVING OFFICER

FOI DECISION MAKER

ASSESSMENT

Remarks
(Recommended Action)

GRANTED
 DENIED

No. of pages _____
 Printing _____
 Binding _____
 Courier _____
 Total _____
 OR No. _____
 Date Paid _____

Reason: _____

Name & Signature/Date

Name & Signature/Date

TERMS OF USE: The document and any information provided: (1) shall not be used for any purposes other than what is indicated in the FOI Request Form; (2) shall not be used for purposes contrary to law, morals, good customs, or public policy; and (3) shall not be reproduced for any commercial use. Any violation shall be addressed accordingly.