# ANNEX E

## FOI Registry Instructional Note for Completion
*Not for Circulation or Citation*

An FOI Registry has been developed by the Presidential Communications Operations Office to standardize the collection and reporting of FOI requests across the Executive Branch. All government offices under the Executive Branch as defined under Section 2 of Executive Order No. 2 are requested to complete the attached FOI Registry recording all FOI requests received and submitting the FOI Registry every quarter to PCOO thru email at **foi.pco@gmail.com** and **foi@pco.gov.ph** commencing from March 2016.

### I. Objectives

The completion and timely quarterly submission of the FOI Registry by all executive agencies will allow us to accomplish the following:

1.  To monitor compliance and performance of agencies including generating statistics for public disclosure on the program;
2.  To compute the implementation and operational budget required to support the effective implementation of FOI program.

The FOI Registry will be provided as an interim method to standardize reporting across the Executive Branch. In time, an online electronic record management system will be developed and available to all agencies.

### II. Guidelines to Using the FOI Registry

- The FOI Registry is in Excel (v17) and will work in all licensed versions of the stated software.
- It is advised that when completing the FOI Registry the agency has all FOI completed applications close at hand. It is noted - all information in the FOI application must be reflected and entered into the FOI Registry.
- In the FOI Registry, many of the fields are mandatory, requiring them to be completed. In some cases some fields are conditional (i.e., for instance, fields marked 'Others').
- The FOI Registry must be completed sequentially from up going down. This means that in cases where you have been unable to proceed to the next field (i.e., unable to enter a value or fill it out), you had missed a mandatory field that had come previously. To assist you, there is a field labeled 'Last Accomplished Field' which will inform you of the last cell you were able to accomplish. We would advise you go back to it and see what fields you had left empty right before the field you had last filled out.
- The FOI Registry will automatically 'Flag' requests (by coloring the entire column) that meet the following conditions:
  - Requests with extension that have gone over 15 days from date of request received
  - Requests with extension that have gone over 35 days since the day of request for extension was made
  - Requests with awaiting confirmation that have gone over 60 days since the day of awaiting confirmation was started
- A request is only marked as 'Finished', reflected on the Last Accomplished Field, once the Request Status is changed to either Successful, Partially Successful, or Denied.

- As much as possible, leave no fields blank. If possible, place N/A if no other information was supplied, or if it does not apply.
- It is recommended that the same person who accepts the request be the same who fills out his/her offline version of the FOI Registry. If internet connection is sufficient, the agency may also choose to have an online version that all ROs and DMs will have access to.
- Please ensure to **SAVE** the file constantly.
- Submit only the compiled Registry in for your agency in .xls or .xlsx format to the PCOO on the following dates: March 31, June 30, September 30, December 31 (or before), or as necessary. Submissions must be made to <email> or sent to <address>.

## III. Step-by-Step Instructions

1. Open the file for the FOI Registry on your local computer.
2. Start from the row labeled **'Request Type'**. This pertains to whether or not the application you had received was entered into the eFOI or just processed in the Standard manner.
3. Work on the rows from up going down. Move to the row labeled **'Title of Document'**. This should have the details as to what document the Requestor is looking for. Otherwise, it would be recommended that the document be Denied by the Receiving Officer for Incomplete Information.
4. Select the '**Request Status'**, the status the request is under at the point of you filling out the Registry. This must be updated as the request progresses through the queue.
5. Fill out '**Government Agency**' and choose the government agency the Requestor is requesting the information from.
   a. If applicable, choose the **Connected Agency** to that government agency, e.g *Department of Justice – Public Attorneys Office.*
   b. If not applicable, choose the acronym supplied for the main agency, e.g. *Department of Justice – DOJ.*
   c. If the Connected Agency is not listed, choose Others. Fill out the cell labeled '**Others (Agency)**' following that with the name of the specific Connected Agency.
6. Fill out the full **Name** of the Requestor.
7. Fill out his/her preferred '**Mode of Communication**'. This pertains to how you will communicate with the Requestor regarding his/her FOI request.
8. Fill out his/her preferred '**Mode of Receiving Reply**'. This pertains to how the Requestor will be receiving the documents he/she had requested.
9. Fill out the Requestor's contact details:
   a. **Landline phone** – Only mandatory if it had been chosen as the option for 'Mode of Communication. Enter it in the format of YYXXXXXXX, wherein YY is the area code and XXXXXXX is the phone number.
   b. **Mobile phone** – This field is mandatory and must be entered in the format of 9XXXXXXXXX, wherein XXXXXXXXX is the 10-digit mobile number.
   c. **Email** – Only mandatory if it had been chosen as the option for 'Mode of Receiving Reply' or 'Mode of Receiving Communication'.
   d. **Fax** - Only mandatory if it had been chosen as the option for 'Mode of Receiving Reply'. Enter it in the format of YYXXXXXXX, wherein YY is the area code and XXXXXXX is the phone number.
10. Fill out the Requestor's postal details:
    a. **Province** – You will be able to choose from a drop down list based on the PSGC.

    b. **City/Municipality** – Depending on the choice of province, you will be able to choose from a list as stated in the PSGC.

    c. **Local Address** - This should state the Requestor's Apt Number/House Number, Street Number, Street, Barangay/Village.

11. All Requestors should have presented proof of ID upon application and this should have been checked and verified by the Receiving Officer. Select the type of ID that had been verified under '**Valid ID Given**'.

    a. If it had been under Others, fill out the type of ID on the field marked '**Others (Valid ID)**'.

12. Fill out the details on the citizen's request:

    a. **Document Type Requested** – Select the type of document being searched for.

    b. **Start of Period Requested** – The start date of the coverage of the information the Requestor is looking for, in the format MM/DD/YYYY. Should it pertain to just a year, e.g. 2010, the information must be written as 01/01/2010 to 12/31/2010. If for a period spanned by months, e.g. May 2014 to July 2015, the entry must be made out as 05/01/2014, and the End of Period as 07/31/2015.

    c. **End of Period Requested**

    d. **Purpose** – Select the purpose for the request. If 'Others' was chosen, ensure that **'Others (Purpose)'** is also filled out.

    e. **Date Request Received** – This should indicate the exact date and time that the request was received by the Receiving Officer, based on the stamp on the physical application.

    f. **Date Request Finished** - This should indicate the exact date and time that the request was finished by the Decision Maker, as recorded in the eFOI, or as reported manually. This should be one of the last fields you should be filling it out.

    g. **Compute Time Lapse/Days** – This is an automatic computation that will be filled out once both Date Request Started and Date Request Finished have been stated.

13. Fill out the rest of the fields, according to how the request progresses. You may want to base your information from the eFOI, if applicable, or if you would have an internal manual tracker in your agency.

    a. **Extension Requested** – This pertains to whether or not the Decision Maker applied an Extension to the request. If YES is selected, see the points below:

        i. **Date Extension Requested** - If an extension was requested, a request would not be deemed as late if not finished within 15 working days. The request would only be late if the request would still not be declared as either Successful, Partially Successful, or Denied if beyond 35 working days after indicated on Date Request Received.

        ii. **Reason for Extension** – Select the reason as to why the Decision Maker had applied an Extension to the request.

    b. If the Status is **'Awaiting Clarification'**, see the points below:

        i. **Date Requested_Awaiting Clarification** – This pertains to the date the Decision Maker had requested for the citizen to clarify his/her request, written in the format of MM/DD/YYYY. The Receiving Officer must always be made immediately aware of any changes to Awaiting Clarification, so he/she may contact the Requestor. The Requestor is only allowed a 60 working-day period to reply before his request status can be changed to Closed.

ii. **Date Closed_Awaiting Clarification** – This refers to the date, written in the format of MM/DD/YYYY, that the Requestor has sent his reply and the Decision Maker declares the status can be changed.

iii. **Time Lapse_Awaiting Clarification** – This automatically computes the time between Date Closed_Awaiting Clarification and Date Requested_Awaiting Clarification.

c. **Reason for Denying Request** – This only applies if the Status was **'Denied'**. Select the reason from the drop down list. If it was due to an Exception, please see below:

i. **Exception Applied** – Select whether or not an exception was applied to the request.

ii. **Exception Type Applied** – Select the type of exception that was applied.

14. Fill out your details. These should be filled out last, after changing the Request Status to Successful, Partially Successful, or Denied.

a. **Officer Position** – Select your position, either Receiving Officer or Decision Maker.

b. **Officer Name**

15. Save your work.

## ANNEX A. FOI Registry Fields

| Variable | Type | Field Requirement | Description |
|---|---|---|---|
| # | | Automatic | Sequential Number |
| Last Accomplished Field | | Automatic | States the field the user last filled out |
| Request Type | Dropdown | Mandatory | Whether or not the request was logged on to the eFOI |
| Title of Document | Open Field | Mandatory | Title of Document being searched for. |
| Request Status | Dropdown | Mandatory | Status of Request |
| Internal Tracking Number | Open Field | Mandatory | Internal Agency ID Number |
| Government Agency | Dropdown | Mandatory | List of main national executive government agencies, and agencies who are part of the initial pilot of the eFOI |
| Connected/Sub-Agency | Conditional Dropdown | Mandatory | List of sub-agencies or connected agencies |
| Others (Agency) | Open Field | Mandatory if 'Others' is selected as a choice | |

| Variable | Type | Field Requirement | Description |
|---|---|---|---|
| Name of Requestor | Open Field | Mandatory | Name of Requestor |
| Mode of Communication | Dropdown | Mandatory | Preferred mode of receiving notifications from Receiving Officer |
| Mode of Receiving Reply | Dropdown | Mandatory | Preferred mode of receiving requested document |
| Landline Number | Open Field | Mandatory if 'Landline' is selected as a choice for Mode of Communication | The Requestor's landline number, which should conform to the format YY-XXXXXXX (for landline number), wherein YY is the area code and XXXXXXX is the phone number, e.g 02-1234567 |
| Mobile Number | Open Field | Mandatory | The Requestor's mobile number which should conform to the format 9XXXXXXXXX (10 characters for mobile), e.g. 9151234567 |
| Email Address | Open Field | Mandatory if 'email' is selected as a choice for Mode of Receiving Reply | The Requestor's email address |
| Fax | Open Field | Mandatory if 'fax' is selected as a choice for Mode of Receiving Reply | The Requestor's fax number |
| Province | Dropdown | Mandatory | The Requestor's Province, among the 81 choices (plus Cotabato City and Isabela City), as listed in the PSGC |
| City/Municipality | Dropdown | Mandatory | The Requestor's City/Municipality, as listed in the PSGC and based on the Province chosen |

| Variable | Type | Field Requirement | Description |
|----------|------|-------------------|-------------|
| Local Address | Open Field | Mandatory | The Requestor's local address, e.g. Apartment Number, House Number, Street, Barangay, Subdivision |
| Valid ID Given | Dropdown | Mandatory | List of national government IDs that the Requestor may present as proof o f his identity |
| Others (Valid ID) | Open Field | Mandatory if 'Others' is selected as a choice | Any other valid government-issued ID with photo and signature that was presented |
| Document Type Requested | Dropdown | Mandatory | Type of Document being searched for |
| Start of Period Requested | Open Field | Mandatory | Start of time period covered by document following the format MM/DD/YYYY. If requesting for the entire year, the entry must be made out as 01/01/YYYY. If for a period spanned by months, e.g. May 2014 to July 2015, the entry must be made out as MM/01/YYYY, and the End of Period as MM/30 or 31/YYYY. |

| Variable | Type | Field Requirement | Description |
|---|---|---|---|
| End of Period Requested | Open Field | Mandatory | End of time period covered by document following the format MM/DD/YYYY. If requesting for the entire year, the entry must be made out as 01/01/YYYY. If for a period spanned by months, e.g. May 2014 to July 2015, the entry must be made out as MM/01/YYYY, and the End of Period as MM/30 or 31/YYYY. |
| Purpose | Open Field | Mandatory | Purpose for request, as indicated by the dropdown list. |
| Others (Purpose) | Open Field | Mandatory if 'Others' is selected as a choice | Other purposes as apply |
| Date Request Received | Open Field | Mandatory | Date request was received |
| Date Request Finished | Open Field | Mandatory | Date request was finished |
| Compute Time Lapse/Days | Formula excluding weekends | Automatic | Number of days since request was received and was finished |
| Extension Requested | Dropdown | Mandatory | Y/N to answer if Extension was Requested |
| Date Extension Requested | Open Field | Mandatory if Extension Requested was 'Yes' | Date Extension was requested, if applicable. |
| Reason for Extension | Dropdown | Mandatory if Extension Requested was 'Yes' | Reason for Extending Request |

| Variable | Type | Field Requirement | Description |
|---|---|---|---|
| Date Requested_Awaiting Clarification | Open Field | Mandatory if Request Status was changed to Awaiting Clarification | Date user requested customer to send clarification |
| Date Closed_Awaiting Clarification | Open Field | Mandatory if Request Status was changed to Awaiting Clarification | Date user received clarification from customer |
| Time Lapse_Awaiting Clarification | Formula excluding weekends | Automatic | Number of days since request was asked to be clarified until user received a reply or request was Closed (didn't receive a reply within 60-working day period since clarification was asked for) |
| Reason for Denying Request | Dropdown | Mandatory if Request Status was Denied | Reason for Denying Request |
| Exception Applied | Dropdown | Mandatory | Y/N if Exception was applied |
| Exception Type Applied | Dropdown | Mandatory | Type of Exception Applied |
| Officer Position | Dropdown | Mandatory | Position of Officer who last handled request |
| Officer Name | Open Field | Mandatory | Name of Officer who last handled request |