



PORO POINT MANAGEMENT CORPORATION
MANUAL OF OPERATIONS/PROCEDURES
FREEDOM OF INFORMATION (FOI) MANUAL

Code : PPMC-MOP-LEGAL-04
 Revision : 2
 Effectivity : January 17, 2022
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Revision Date	Rev. No.	Issue Date	Revision History	Prepared by:	Reviewed by:	Approved by:
0	0	January 6, 2017	Initial Issue	Atty. Marlou P. Pacleb	Ms. Ma. Victoria Redempta DG. Soriano	Atty. Felix S. Racadio
September 18, 2019	1	September 20, 2019	Changed Board Resolution No. 2017-01-08 to 2019-09-143	Ms. Dennica Dyan C. Gonowon	Atty. Marlou P. Pacleb	Atty. Felix S. Racadio
			Changed Article 3 Title from "Access to Information, Coverage" to "Coverage and Exceptions"			
			Edited Article 3, Section b (5)			
			Changed Article 4 Title from "Submission of Request" to "Documentary Requirements and Submission of Requests"			
			Provided a standard form for all paper-based requests pursuant to Sec. 8, d of EO 2, s. 2016			
			Provided the office location in accordance with Sec. 8, a of EO 2, s. 2016			
			Included the processing of requests for information received via the electronic-FOI portal			
			Merged Articles 5, 6 and 7 of the original PPMC FOI Manual			
			Changed FOI Contact point from the Office of the VP for HR and Admin to the Office of the			

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			President/Executive Secretary/Records Officer who currently receives and processes all incoming correspondences			
			Updated Article 10 "Schedule of Fees"			
January 12, 2022	2	January 17, 2022	Added Article 11 "PPMC FOI Focal Persons"	Ms. Dennica Dyan C. Gonowon	Atty. Marlou P. Pacleb	Atty. Felix S. Racadio

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Prepared by: <i>Dyan C. Gonowon</i> MS. DENNICA DYAN C. GONOWON Signature over Printed Name of the Originator/Legal Researcher	Reviewed by: <i>Marlou P. Pacleb</i> ATTY. MARLOU P. PACLEB Signature over Printed Name of the Legal Counsel	Reviewed by: <i>Victoria Dg. Soriano</i> MS. VICTORIA REDEMPTA DG. SORIANO Signature over Printed Name of the Quality Management Representative/ VP for HR and Administration	Approved by: <i>Felix S. Racadio</i> ATTY. FELIX S. RACADIO Signature over Printed Name of the President and CEO
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FOREWORD

PPMC hereby adopts this Manual of People's FOI and enjoins its officers and employees to give utmost consideration in the request for information, records and other papers or documents made by the general public as long as it does not fall in the exemptions and prejudicial to the interest of PPMC and the government as well. PPMC directs its officers and employees to strictly observe and comply with this Manual as adopted and approved by PPMC Board on September 20, 2019 by virtue of Board Resolution No. 2019-09-143.

ARTICLE 1
Legal Authority

This FOI Manual is issued pursuant to the following:

1. Executive Order No. 2, series of 2016 entitled "Operationalizing in the Executive Branch the People's Constitutional Right to information and the State Policies of Full Disclosure and Transparency in the Public Service and Providing Guidelines therefor."
2. All government offices under the executive branch is directed to prepare and submit their own People's Freedom of Information 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 office responsible for receiving requests for information;
 - (c) The procedure for the filing and processing of the request;
 - (d) The standard forms for the submission of requests and for the proper acknowledgement 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.

ARTICLE 2
Definition of Terms

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- a. "information" shall include all 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 the PPMC pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction governing PPMC.
- b. "official records" defined as "information produced or received by a public officer or employee of PPMC or by PPMC office in an official capacity or pursuant to a public function or duty",
- c. "public records" shall refer to "information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by the PPMC office."

ARTICLE 3
Coverage and Exceptions

- a. Information, official records, public records and documents and papers pertaining to official acts, transactions or decisions, as well as other matters used in corporate governance refer to those produced, received or kept under the control of PPMC except those accessible to other government offices and those published in the PPMC website and mass media
- b. Confidential and privilege information pursuant to laws, rules and regulations, policies and trade secret shall not be disclosed. Confidential information includes but not limited to the following:
 1. Any information which would prejudice the business operation or interest of locators in the Zone;
 2. Legal matters affecting cases pending in court or quasi-judicial bodies where PPMC is a party litigant;
 3. PPMC Board's Resolution and policies formulates and which are deliberated in executive session;
 4. Personal information affecting the privacy of individual protected by laws, rules and regulations;
 5. Other confidential information listed in the inventory of exceptions to Executive Order No. 2 s. 2016 determined by Department of Justice and Office of the Solicitor General and published by the Office of the President.


ARTICLE 4

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Documentary Requirements and Submission of Requests

The requesting party may submit his/her request to obtain information through the following modes and shall attach the corresponding documentary requirements:

- a. FOI Paper-based requests. Requesting party shall submit duly accomplished OLC Form 3- Freedom of Information Request Form (Annex A) along with a copy of any government-issued ID as proof of identity to Office of the PPMC President and CEO located at PPMC Administration Building, Gov. Joaquin L. Ortega Ave., Poro, City of San Fernando, La Union or via email at poropointfreeporzone@gmail.com .
- b. FOI Requests via e-FOI Portal. Requesting party shall create an e-FOI account by signing up at <https://www.foi.gov.ph/signup> and provide all required personal information along with a copy of any government-issued ID as proof of identity in JPG or PNG format.

ARTICLE 5 Procedures

The following procedures shall govern the filing and processing of requests for access to information submitted through either paper-based or e-FOI portal:

a. FOI Paper-based requests

- a.1. Secure from the PPMC Office of the President and CEO/Executive Secretary/Records Officer, who shall serve as the FOI contact point, OLC Form 3- *Freedom of Information Request Form* and accomplish in duplicate copy; or download from the PPMC website, print and accomplish OLC Form 3.
- a.2. Submit duly accomplished OLC Form 3 together with a copy of a government-issued ID as proof of identity to the Office of the President and CEO/Executive Secretary/Records Officer; or email scanned copy of the duly accomplished OLC Form 3 together with a copy of a government-issued ID as proof of identity to poropointfreeporzone@gmail.com
- a.3. The FOI contact point shall acknowledge the request by providing a duplicate copy to the requesting party of the written request bearing the signature of the contact point and stamped "received", indicating the date and time of receipt and shall endorse the request to PPMC President and CEO who shall review the duly accomplished OLC Form 3, recommend action needed and endorse request to the PPMC Office concerned.

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a.4. The head of the PPMC Office concerned shall review the request and determine if request is either approved or denied. If approved, the PPMC Head shall determine the date of the availability of document and inform the FOI contact point of the same. Otherwise, the PPMC Head shall provide a reason for denying the request and inform the FOI contact point of the decision.

a.5. The head of the PPMC Office concerned shall retrieve, prepare copies and endorse the requested information to the FOI contact point within fifteen (15) working days and inform the PPMC Cashier of the applicable fees for reproduction. In case an extension of time is needed to respond to the request, the head of the PPMC Office concerned should notify the FOI contact point who in turn shall inform the requesting party.

a.6. PPMC FOI contact point shall inform the requesting party of the decision:

If the request is approved, the FOI contact point shall notify the requesting party of the date when the information will be available and the applicable fees to be paid, if any; or

If the request is denied, the FOI contact point shall send a Notice of Denial to the requesting party indicating the reason for denial and/or the appropriate government agency in-charge of the information requested.

a.7. The requesting party shall pay the applicable fees for reproduction, if any at the PPMC Cashier. Thereafter, he/she shall present the official receipt to the FOI contact point and collect the requested information/documents.

b. FOI Requests via e-FOI Portal

b.1. The requesting party shall create an e-FOI account by signing up at <https://www.foi.gov.ph/signup> and provide all required personal information along with a copy of any government-issued ID as proof of identity in JPG or PNG format.

b.2. The requesting party shall click "Make a Request" button at the FOI Dashboard, choose the name of agency, complete the required fields at the "Make a Request Page" and click "Send Request".

b.3. The FOI Receiving Officers shall review pending requests and determine if request is accepted or denied. If accepted, PPMC President and CEO, as the FOI Decision Maker, shall be notified about the request; otherwise a Notice of Denial specifying the reason for denying the request shall be sent to the requesting party.

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b.4. The FOI Decision Maker shall review and endorse the request to the concerned PPMC office.

b.5. The head of the PPMC Office concerned shall retrieve, prepare soft copies and endorse the requested information to the FOI Decision Maker.

b.6. FOI Decision Maker shall open pending request, update status of request, attach requested information and reply via the e-FOI portal.

ARTICLE 6
Extension of Time to Respond

1. The Office may extend the fifteen (15) working days period to respond to the request if the inquiry requires more research of the records in the office, examination of voluminous records, the occurrence of bad weather or analogous cases. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.

2. Upon receipt of the Notice of Extension of Time to Respond from the concerned office, the FOI contact point shall convey the same to the requesting party.

3. All requests for follow ups shall be referred to the FOI contact point and not to the concerned Office. The requesting party may inquire of the status of his/her request via email at poropointfreeportzone@gmail.com.

ARTICLE 7
Notice of Denial

1. PPMC Office may deny the request in whole or in part depending on the following:

- a. The information is not kept, produced or received under the original control of PPMC Office as certified by the Records Officer;
- b. The requested information is available in PPMC website or other government offices or agencies;
- c. the requesting party had already obtained such information within six (6) months from the date of the previous request;
- d. The request covers disclosure of confidential information or included under the exceptions pursuant to list prepared by the Department of Justice and the Office of the Solicitor General and published by the Office of the President;
- e. The document has been lost or destroyed and can no longer be reproduced.

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2 The Office shall prepare and transmit the Notice of Denial to the contact point which shall in turn inform the decision made to the requesting party with the grounds of denial stated thereof within fifteen (15) working days from receipt of the request. 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.

3. PPMC shall *motu proprio* refer to the appropriate government office or agency should it be found that the said office or agency is the custodian of the document or request information. This will be indicated in the Notice of Denial which shall be furnished to the requesting party by the contact point.

ARTICLE 8
Service of Notices and Decisions

1. Notice of Extension of Period to Respond shall be transmitted at the earliest time possible through electronic mail and/or registered mail;

2. Notice of Denial and decisions of the Head of Office shall be sent to the requesting party through registered mail, private courier or electronic mail at the option of the requesting party;

3. If the request is granted, the FOI contact point shall notify the requesting party through electronic mail or text message of such approval for the latter to pay for applicable fees, if any and pick up the requested document.

ARTICLE 9
Remedy in Case of Denial of the Request of Access to Information

1. The requesting party may appeal the denial of the request to access information to the Office of the PPMC President and Chief Executive Officer within fifteen (15) calendar days from receipt of the Notice of Denial. The Appeal shall be in writing and shall set forth the reason why the ground cited in the Notice of Denial should be reviewed.


2. The decision of the PPMC President and Chief Executive Officer shall be final and binding to the requesting authority. Failure of the PPMC President to act on the appeal within thirty (30) working days shall be deemed a denial of the appeal and the contact point shall notify the requesting party of a Notice of Final Decision.

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3. Upon exhaustion of administrative appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

ARTICLE 10
Schedule of Fees

Service
Photocopy

Cost
Php 2.00 per page

ARTICLE 11
PPMC FOI FOCAL PERSONS

PPMC FOI FOCAL PERSONS	OFFICE	CONTACT DETAILS
Receiving Officers		
a. Executive Secretary	Office of the President and CEO	(072) 242-4016
b. Board Secretariat	Office of the President and CEO	(072) 242-4016
c. Records and Quality Officer	HR and Administration	(072) 242-0684
d. Legal Researcher	Office of the Legal Counsel	(072) 888-5954
Department Heads		
e. President and CEO	Office of the President and CEO	(072) 242-4016
f. VP for Regulatory Services	Office for Regulatory Services	(072) 888-5955

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g. VP for Human Resources and Administration	Office for Human Resources and Administration	(072) 242-0684
h. VP for Airport Management	Office for Airport Management	(072) 607-5649
i. VP for Infrastructure Management	Office for Infrastructure Management	(072) 242-0684
j. Business Development Manager	Office for Business Development	(072) 888-5954
k. Finance Manager	Office for Finance	(072) 888-5954
l. Legal Counsel	Office of the Legal Counsel	(072) 888-5954
m. Internal Auditor	Office of the Internal Auditor	(072) 888-5954

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PORO POINT MANAGEMENT CORPORATION
A member of The BCDA Group

OLC Form 3

FOI REQUEST FORM

DATE OF REQUEST:

NAME OF REQUESTOR
(Given Name/s and Surname)

COMPLETE ADDRESS
(Apt/House No, Street, City/Municipality, Province)

CONTACT NUMBER

EMAIL ADDRESS

ID PRESENTED ID NUMBER

DETAILS ON REQUESTED INFORMATION

SPECIFICS OF THE REQUEST

PURPOSE OF REQUEST

PREFERRED MODE OF DELIVERY

- Pick-up at the PPMC Office
- Courier
- E-mail
- Fax

REQUESTED BY:

Signature over Printed Name

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FOR FOI CONTACT POINT	FOR PPMC HEAD OF OFFICE CONCERNED	of Requestor TERMS OF USE
Signature/ Date received	Request for Information is: <input type="checkbox"/> APPROVED Requested information will be available on: _____ <input type="checkbox"/> DENIED Reason: <input type="checkbox"/> Invalid Request <input type="checkbox"/> Data already available online <input type="checkbox"/> Exception <i>Which Exception?</i> _____	<i>SCHEDULE OF COSTS:</i> Photocopying fee – ₱2 per page; Courier – based on actual cost incurred. Please note that you will be informed of the total amount of cost(s) via e-mail or through SMS once the same has been determined. <i>MODE OF PAYMENT:</i> Kindly proceed to the PPMC Cashier for the payment of fees.
FOR FOI DECISION MAKER Recommended Action: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		
Endorsed to: _____ _____	Signature/ Date	

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