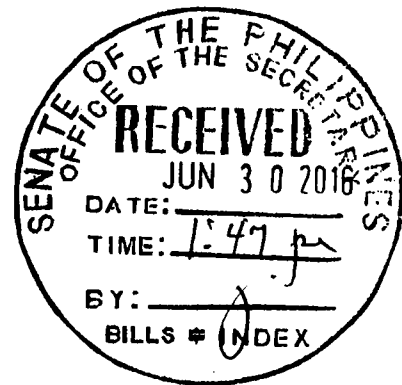


SEVENTEENTH CONGRESS OF THE REPUBLIC )  
OF THE PHILIPPINES )  
First Regular Session )

SENATE  
S. No. 24



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Introduced by **Senator Gregorio B. Honasan II**

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**AN ACT**  
**FORTIFYING THE PEOPLE'S RIGHT OF OWNERSHIP OVER INFORMATION**  
**HELD BY THE PEOPLE'S GOVERNMENT**

**EXPLANATORY NOTE**

Legislation on Freedom of Information (FOI) has been recognized for nearly 250 years, with the first FOI law enacted in Sweden in 1766 under the Freedom of the Press Act. This was followed in 1789 by the French Declaration of the Rights of Man, which called for the right of citizens to review government expenditures.

On December 14, 1946, the United Nations General Assembly passed the resolution stating unequivocally that: Freedom of information is a fundamental human right and is the touchstone of all freedoms to which the United Nations is consecrated. The significance of this concept was further explained in Article 19 of the UN Declaration of Human Rights, which provides that: Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media, and regardless of frontiers.

General principles on freedom of information may have been declared by the United Nations and other international treaties, but national laws have to be adopted to ensure that citizens are able to exercise this right.

The First Principle in our Constitution states that, "The Philippines is a democratic and republican state. Sovereignty resides in the people and all government authority emanates from them." (Section I, Article II, Declaration of Principles and State Policies of the 1987 Constitution)

As such, our democratic government is a government of the people, by the people, and for the people. But the prevailing reality is that most of our less privileged Filipino brethren are born, struggle to survive, and die without knowing that they are the rightful and constitutional owners of this beautiful country.

It is government's responsibility to centralize information so as to govern effectively. It is the keeper of information on its territory, its land and resources, its people, without which there would be no government. The three branches of government also safeguard information related to the policies and programs needed to carry out the functions of governance. The centralization of personal records in government agencies

does not in any way imply that the government owns its citizens. In fact, it is the other way around. Government is an instrument owned by the people, and all information in the custody of the State should be available for people to access for their well-being and benefit. Section 16, Article XIII of our Constitution, on Social Justice and Human

Rights, mandates that, "The right of the people and their organizations to effective and reasonable participation at all levels of social, political, and economic decision-making shall not be abridged."

If we are serious about sustainable development of our democracy as we are about our economy, transparency and open government must be at its core.

Under Article II, Section 28 of our Constitution, it is a declared policy that, "subject to reasonable conditions prescribed by law, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest." It is further mandated under Article III, Section 7 of our fundamental law that, "The right of the people to information on matters of public concern shall be recognized. Access to official 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, shall be afforded to citizen, subject to such limitations as may be provided by law." As early on observed by Justice Wendell Holmes in the 1928 case of *Springer vs. Government of the Philippine Islands*, however, "the great ordinances of our constitution do not establish and divide fields of black and white with mathematical precision into watertight compartments. Even the more specific of them are found to terminate in a penumbra shading gradually from one extreme to another."

In the 2008 decision involving the Japan-Philippines Economic Partnership Agreement (JPEPA), the dissenting opinion of former Chief Justice Reynato Puno acknowledged that, "the Philippines does not have a comprehensive freedom of information law that enumerates the exceptions or sources of exceptions to the right of information." In response to this challenge and to the call of our people, this measure seeks to fortify the people's right of ownership over information held by the people's government.

Following the fall of the Berlin Wall, a trend to enact comprehensive laws for access to government-held information swept across Europe where, notably, countries in Central and Eastern Europe had already been enacting freedom of information laws as part of their transition into democracies. Incidences of corruption, human rights violations, and other political scandals in many countries have fueled a global campaign for the right of information, with the World Bank, the International Monetary Fund, and other institutions adding pressure for countries to enact laws to reduce corruption and make financial systems accountable.

There is a valid observation that decisions leading to environmental degradation, human rights violations, and graft and corruption are often made behind closed doors. Political machinations, where failures are hidden under a shroud of secrecy, enable the guilty to escape responsibility, and the avowed reasons for secrecy become the very same reasons for the isolation, if not downfall, of governments.

There are understandable exemptions, especially in areas involving foreign policy and national security, which have been used to justify decisions sometimes resulting in

unnecessary loss of life and limb, and even the destruction of entire communities. Under the pretext of national security, costly decisions have been carried out, which could have been avoided had there been honest disclosure of information.

The non-disclosure of information can only be justified if withholding it outweighs the harm of disclosure. Other than that, the restriction on access to information, even on national security concerns or during emergencies, should not be permanent, automatic or absolute. The government must also set up the proper mechanisms to review any denial of information, especially amid suspicions that state instruments have been used by officials to pursue hidden agendas or persecute political opponents under the pretext of national security.

It is assumed that genuine national security means saving lives and property, but it has also been shown that lies can be perpetuated and wrong decisions made by using national security as an excuse. Maintaining secrecy or its opposite, making baseless pronouncements - is costly business, but nothing could be more costly than decisions with unintended results, results that are euphemized and sanitized as collateral damage. It is a situation that is further complicated when mistakes are not officially brought to light because of the privilege of national security.

In an "open society," people do not exist for the "national security state" where "Big Brother" is supposed to know best. Today, the State is justified only up to the point that it serves the people, and its security and stability largely depend on the mutual accessibility of its agencies and the people it is expected to serve.

Sunshine laws like Freedom of Information provide a healthy environment for decision-making, where citizens get better treatment from their institutions, and are, at the same time, empowered to sort out options for their own contributions to government. FOI will afford citizens the opportunity to look into the workings of the three branches of government and the different agencies, allowing them to better define their roles in the whole system of democratic governance.

Freedom of Information is guided by the principle of honest and maximum disclosure of state-controlled information. If there are exceptions, these should be explicitly defined, and it must be proven that in this instance, it will clearly be more beneficial to public interest to withhold information than to disclose it. The freedoms of speech and of the press will always have to be balanced with the right to life and honor as constitutional principles. But in all instances, the balance between disclosure and secrecy must always be guided by the north star of public interest.

A government of the people, by the people and for the people is a government owned by the people. And only when the people are empowered with information and the truth can there be genuine democracy and ownership.

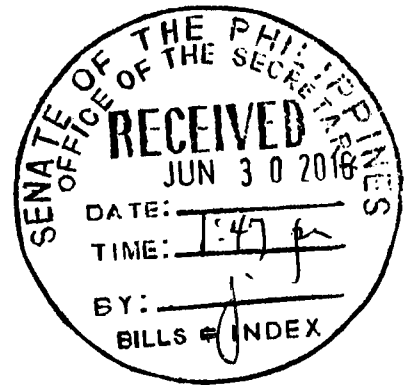


**GREGORIO B. HONASAN II**  
Senator

SEVENTEENTH CONGRESS OF THE )  
REPUBLIC OF THE PHILIPPINES )  
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**AN ACT**  
**FORTIFYING THE PEOPLE'S RIGHT OF OWNERSHIP OVER INFORMATION HELD BY**  
**THE PEOPLE'S GOVERNMENT**

*Be it enacted by the Senate and the House of Representatives of the Philippines in Congress assembled:*

1           **SECTION 1. Short Title.** - This Act shall be known as the "**People's Ownership of**  
2 **Government Information (POGI) Act of 2016.**"

3           **SEC. 2. Declaration of Policy.** - Pursuant to the First Principle declared in Our  
4 Constitution that Sovereignty resides in the people and all government authority emanates  
5 from them, the right of the people to effective and reasonable participation at all levels of  
6 social, political and economic decision making, the right of the people to information on  
7 matters of public concern, and the policy of full public disclosure of all government  
8 transactions involving public interest, it is hereby declared that All Government Information is  
9 Owned by the People and that public access to all government information, as a general rule,  
10 serves the public interest and exceptional instances restricting access thereto, as provided  
11 herein, shall only be allowed also by reason of public interest.

12           **SEC. 3. Coverage** - This Act shall cover all branches, departments, and  
13 instrumentalities of government, including all local government units, collectively referred to  
14 as government agencies defined under Section 4 of this Act.

15           **SEC. 4. Definition of Terms.** - As used in this Act:

16 (A) "Information" shall mean any record, document, paper, report, letters, contract, minutes  
17 and transcripts of official meetings, maps, books, photographs, data, research  
18 material, film, sound and video recordings, magnetic or other tapes, electronic data, computer  
19 stored data, or any other like or similar data or material recorded, stored or archived in  
20 whatever form or format, which are made, received or kept in or under the control and  
21 custody of any government agency pursuant to law, executive order, rules and regulations,  
22 ordinance or in connection with the performance or transaction of official business by any  
23 government agency.

1 (B) "Government agency/agencies" shall include the executive, legislative and judicial  
2 branches as well as constitutional bodies of the Republic of the Philippines including, but not  
3 limited to, the national government and all its agencies, departments, bureaus, offices and  
4 instrumentalities, constitutional commissions and constitutionally mandated bodies, local  
5 governments and all their agencies, regulatory agencies, chartered institutions, government-  
6 owned or controlled corporations, including wholly-owned or controlled subsidiaries,  
7 government financial institutions, state universities and colleges, the Armed Forces of the  
8 Philippines, the Philippine National Police, all offices in the Congress of the Philippines  
9 including the offices of Senators and Representatives, the Supreme Court and all lower courts  
10 established by law.

11 (C) "Official record/records" shall refer to information produced or received by a public officer  
12 or employee, or by a government agency in an official capacity or pursuant to a public  
13 function or duty, regardless of whether the information is in the draft, final, or any other stage  
14 or status.

15 (D) "Public record/records" shall include information required by law, executive orders, rules,  
16 or regulations to be entered, kept and made publicly available by a government agency.

17 (E) "People's ownership of government information" shall refer to a Filipino citizen's right of  
18 access to government held information as provided by Article III, Section 7 of the 1987  
19 Constitution and by this Act.

20 **SEC. 5. Access to Information.** – Every Filipino citizen has a right to and shall, on  
21 request, be given access to any record under the control of a government agency.  
22 Government agencies shall make available to the public for scrutiny, copying and  
23 reproduction in the manner provided by this Act, all information pertaining to official acts,  
24 transactions or decisions, as well as government research data used as a basis for policy  
25 development, subject to the exceptions enumerated under section 7 of this Act, regardless of  
26 their physical form or format in which they are contained and by whom they were made.

27 **SEC. 6. Presumption.** – There shall be a legal presumption in favor of access to  
28 information. No request for information shall be denied unless it clearly falls under the  
29 exceptions provided under this Act.

30 **SEC. 7. Exceptions.** – Access to information shall be granted unless:

31 (a) The information is specifically authorized to be kept secret under guidelines  
32 established by an executive order, and in fact properly classified pursuant thereto: *Provided,*  
33 That 1) The information directly relates to national security or defense and its revelation may  
34 cause serious damage to the national security or internal and external defense of the State; or  
35 2) The information requested pertains to the foreign affairs of the Republic of the Philippines,  
36 when its revelation may weaken the negotiating position of the government in an ongoing or  
37 proposed bilateral or multilateral negotiation or seriously jeopardize the diplomatic relations of  
38 the Philippines with any state. *Provided, further,* That the executive order shall specify the

1 reasonable period after which the information shall be automatically declassified or subject to  
2 mandatory declassification review, and that any reasonable doubt as to classification and  
3 declassification shall be settled in favor of the right to information;

4 (b) The information consist of records of minutes, records of advice given or records of  
5 opinions expressed during decision-making or policy formulation, invoked by the Chief  
6 Executive to be privileged by reason of the sensitivity of the subject matter or by reason of the  
7 impairment of the Chief Executive's Presidential communications privilege that would result  
8 from the disclosure thereof.

9 (c) The information requested pertains to internal and/or external defense, law  
10 enforcement, and border control, when the disclosure thereof may:

11 (1) compromise or interfere with any legitimate military or law enforcement operation,  
12 or

13 (2) compromise or interfere with the legitimate prevention, detection or suppression of  
14 criminal activity, or the legitimate implementation of immigration controls and border security,  
15 or

16 (3) lead to the disclosure of the identity of a confidential source, including a  
17 government, or foreign agency or authority or any private institution which furnished  
18 information on a confidential basis, and, in the case of a record or information compiled by a  
19 law enforcement authority in the course of an investigation or by an agency conducting a  
20 lawful national security intelligence investigation, information furnished by a confidential  
21 source, or

22 (4) disclose legitimate techniques and procedures for law enforcement investigations  
23 or prosecutions, or would disclose legitimate guidelines for law enforcement investigations or  
24 prosecutions if such disclosure could reasonably be expected to risk circumvention of the law,  
25 or

26 (5) endanger the life or physical safety of any individual.

27 (d) The information requested consists of drafts of orders, resolutions, decisions,  
28 memoranda or audit reports by any executive, administrative, regulatory, constitutional,  
29 judicial or quasi-judicial body in the exercise of their regulatory, audit and adjudicatory  
30 function.

31 (e) The information requested is obtained by either House of Congress, or any  
32 committee thereof, in executive session.

33 (f) The information requested pertains to the personal information of a natural person  
34 other than the requesting party, and its disclosure would constitute an unwarranted invasion  
35 of his or her personal privacy, unless it forms part of a public record, or the person is or was  
36 an official of a government agency and the information relates to his or her public function or  
37 the person has consented, in writing, to the disclosure of the information;

1 (g) The information requested pertains to trade secrets and commercial or financial  
2 information obtained from a natural or juridical person other than the requesting party,  
3 obtained in confidence or covered by privileged communication, and/or filed with a  
4 government agency, whenever the revelation thereof would prejudice the interests of such  
5 natural or juridical person in trade, industrial, financial or commercial competition.

6 (h) The information is classified as privileged communications in legal proceedings by  
7 law or by the Rules of Court.

8 (i) The information requested is exempted from disclosure by law or by the  
9 Constitution, in addition to those provided in this section.

10 (j) The information is of a nature that its premature disclosure would: (1) in the case of  
11 an agency that regulates or deals with currencies, interest rates, securities, commodities, or  
12 financial institutions, be likely to lead speculations in currencies, interest rates, securities, or  
13 commodities market; or in (2) in the case of other agencies, be likely to frustrate the effective  
14 implementation of a proposed official action: *Provided*, That the information shall be  
15 disclosed once the abovementioned dangers have ceased.

16 (k) The information has already been made accessible as provided in Section 13 of this Act.

17 For letters (c) to (k) of this section, the determination whether any of these grounds  
18 shall apply shall be the responsibility of the head of office of the government agency in  
19 custody or control of the information, or any responsible central or field officer/s duly  
20 designated by him. *Provided, That:*

21 (1) The exceptions are strictly construed;

22 (2) The exceptions are not used to cover-up a crime, wrong-doing, graft, or corruption;

23 (3) The President, the Supreme Court, the Senate, the House of Representatives, and  
24 the Constitutional Commissions may waive an exception with respect to information in  
25 the custody of offices under their respective supervision or control, when they deem  
26 that there is an overriding public interest in disclosure;

27 (4) The exceptions do not constitute authority to withhold information from Congress,  
28 nor authority for the executive branch of a local government unit to withhold information  
29 from the legislative body of such local government unit;

30 (5) Whenever the information requested is part of a record, whose other parts are  
31 covered by an exception, but may be reasonably severed from a record, the  
32 responding official shall communicate the information not covered by the exception to  
33 the requester; and

34 (6) The exceptions set forth in this section may be overcome if the requester is able to  
35 prove before the Ombudsman or a court of competent jurisdiction that the public  
36 interest in the disclosure of information outweighs the public interest in keeping the  
37 information secret or confidential.

1           **SEC. 8. Mandatory Disclosure of Information.** – Government agencies are  
2 mandated to regularly disclose the following information in the duration and manner provided  
3 hereunder:

4           (a) In fulfillment of Article XI, Section 17 of the Constitution, the following national  
5 officials shall disclose to the public, through their official website, their Statement of Assets,  
6 Liabilities, and Net Worth (SALN) on an annual basis:

- 7           (1) the President;
- 8           (2) the Vice- President;
- 9           (3) the Members of the Cabinet;
- 10           (4) the Members of Congress;
- 11           (5) the Justices of Supreme Court;
- 12           (6) the Members of Constitutional Commissions and other constitutional offices; and
- 13           (7) officers of the armed forces with general or flag rank.

14           (b) All agencies of all branches of government shall upload on their websites, which  
15 shall be updated monthly, a register of the following public interest transactions, documents or  
16 records, including:

- 17           (1) Annual Budget of Government Agencies;
- 18           (2) Itemized Monthly Collections and Disbursement;
- 19           (3) Summary of Income and Expenditures;
- 20           (4) Component of the IRA Utilization;
- 21           (5) Annual Procurement Plan and Procurement List;
- 22           (6) Items to Bid;
- 23           (7) Bid Results on Civil Works, and Goods and Services;
- 24           (8) Abstract of Bids as Calculated;
- 25           (9) Procurement contracts entered into by a government agency;
- 26           (10) Construction or concession agreements or contracts entered into by a  
27 government agency with any domestic or foreign person or entity;
- 28           (11) Private sector participation agreements or contracts in infrastructure and  
29 development projects under Republic Act No. 6957, as amended by Republic  
30 Act No. 7718, authorizing the financing, construction, operation and  
31 maintenance of infrastructure projects;
- 32           (12) Public funding extended to any private entity;
- 33           (13) Bilateral or multilateral agreements and treaties in trade, economic  
34 partnership, investments, cooperation and similar binding commitments;
- 35           (14) Licenses, permits or agreements granted by any government agency to any  
36 person or entity for the extraction and/or utilization of natural resources and a  
37 list of the grantees;



- 1 (15) Guarantees given by any government agency to government-owned or -  
2 controlled corporations and to private corporations, persons or entities;  
3 (16) Loans from domestic and foreign financial institutions;  
4 (17) Loans, grants, development assistance, technical assistance, and  
5 programs entered into by a government agency with official bilateral or  
6 multilateral agencies, as well as with private aid agencies or institutions; and  
7 (18) Compromise agreements entered into by a government agency with any  
8 person or entity.

9 The register shall contain a brief description of the transaction involved, including, but  
10 not limited to: the nature and object of the transaction, the parties and amounts involved, the  
11 key steps undertaken towards its conclusion, and the relevant dates provided that contracts  
12 and agreements involving an amount of at least fifty million pesos (P50, 000,000.00) shall be  
13 uploaded in full on the website of the concerned government agency or the *Official Gazette*  
14 online. A covered record shall be enrolled in the register not later than thirty (30) working days  
15 from its perfection or issuance.

16 (c) Each government agency shall regularly publish, print and disseminate at no cost to  
17 the public and in an accessible form, in conjunction with Republic Act No. 9485, or the Anti-  
18 Red Tape Act of 2007, and through their website, timely, true, accurate and updated key  
19 information including, but not limited to:

- 20 (1) A People's Ownership of Government Information Manual in full;  
21 (2) A description of its mandate, structure, powers, functions, duties and decision-  
22 making processes;  
23 (3) A description of the frontline services it delivers and the procedure and length of  
24 time by which they may be availed of;  
25 (4) The names of its key officials, their powers, functions and responsibilities, and their  
26 profiles and curriculum vitae;  
27 (5) Work programs, development plans, investment plans, projects, performance  
28 targets and accomplishments, and budgets, revenue allotments and expenditures;  
29 (6) Important rules and regulations, orders or decisions: *Provided*, That they be  
30 published within fifteen (15) calendar days from promulgation;  
31 (7) Rules of procedure, descriptions of forms available or the places at which forms  
32 may be obtained, and instructions as to the scope and contents of all papers, reports,  
33 or examinations;  
34 (8) Substantive rules of general applicability adopted as authorized by law, and  
35 statements of general policy or interpretations of general applicability formulated and  
36 adopted by the agency, including subsequent amendments;  
37 (9) Current and important database and statistics that it generates;  
38 (10) Bidding processes and requirements; and

1 (11) Mechanisms or procedures by which the public may participate in or otherwise  
2 influence the formulation of policy or the exercise of its powers.

3 All government agencies shall over time endeavor and build the capacity and practice  
4 to upload in full all other contracts, agreements, or treaties covered under this section,  
5 specially those that are of the highest public interest by reason of the amounts involved and  
6 the impact of the transaction to the public. All government agencies must ensure that they  
7 have a compliant website within two (2) years from the effectivity of this Act.

8 Should an agency lack the capacity to comply with the website uploading requirement  
9 of this section, the agency shall initiate a capacity-building program, coordinate with another  
10 appropriate agency, or use an alternative mechanism, to facilitate substantive compliance not  
11 later than three (3) years from the effectivity of this Act. The National Computer Center shall  
12 monitor all government agency websites and render the appropriate support for their  
13 development and full compliance with the requirements of this Act.

14 For purposes of improving capability, every government agency shall ensure the  
15 provision of adequate training for its officials to improve awareness of the people's ownership  
16 of government information and the provisions of this Act, and to keep updated as to best  
17 practices in relation to information disclosure, records maintenance and archiving.

18 In order to develop accessibility of language and form, every government agency shall  
19 endeavor to translate key information into major Filipino languages and present them in  
20 popular form and means.

21 **SEC. 9. Protection of Privacy** – While providing for access to information in public  
22 records, this Act also affords full protection of the right to privacy of individuals, as follows:

23 (a) A government agency must ensure that personal information in its custody or  
24 under its control is disclosed only as permitted under this Act;

25 (b) A government agency must protect personal information in its custody or under  
26 its control by making reasonable security arrangements against such risks as unauthorized  
27 access, collection, use, disclosure, or disposal;

28 (c) An employee, officer or director of a government agency who has access,  
29 whether authorized or unauthorized, to personal information in the custody of the agency,  
30 must not disclose that information except as authorized under this Act.

31 **SEC. 10. People's Ownership of Government Information Manual.** – (a) For the  
32 effective implementation of this Act, all government agencies shall prepare a People's  
33 Ownership of Government Information Manual, setting forth the following:

34 (1) The location and contact information of the head, regional, provincial and field  
35 offices, and other established places where the public can obtain government information or  
36 submit requests;

- 1 (2) The types of information it generates, produces, holds and/or publishes;
- 2 (3) A description of its record-keeping system;
- 3 (4) The person or office responsible for receiving requests for information;
- 4 (5) The procedure for the filing of requests personally, by mail, or through the identified
- 5 electronic means;
- 6 (6) The standard forms for the submission of request and for the proper
- 7 acknowledgment of the request;
- 8 (7) The process for the disposition of the request, including the routing of the request to
- 9 the person or office with the duty to act on the request, the decision-making process,
- 10 and the grant or denial of access and its implementation;
- 11 (8) The procedure for the administrative appeal of any denial for access to information;
- 12 (9) The schedule of fees;
- 13 (10) The process and procedure for the mandatory disclosure of information under
- 14 Section 8 of this Act: *Provided*, That, should the agency lack the capacity to fully
- 15 comply therewith, a brief description of its plan to facilitate compliance within three (3)
- 16 years from the approval of this Act; and
- 17 (11) Such other information, taking into consideration the unique characteristics of an
- 18 agency, that will help facilitate the effective implementation of this Act.

19 (b) The foregoing information shall also be posted in its website and bulletin boards,  
20 and shall be regularly updated;

21 (c) In no case shall the absence of the aforementioned Manual be a reason for the  
22 denial of any request for information made in accordance with this Act.

23 (d) The heads of each of the departments and agencies may designate liaison units or  
24 Committees who shall coordinate with the other units of the agency in implementing this Act.  
25 The composition, functions and duties of these liaison units or Committees shall be included  
26 in the People's Ownership of Government Information Manual.

27 **SEC. 11. Procedure of Access.** – (a) Any person who wishes to obtain information  
28 shall submit, free of charge, a request to the government agency concerned personally, by  
29 mail, or through electronic means. A person who is unable, because of illiteracy or due to  
30 being a person with disability, to make a written request for information may make an oral  
31 request, and the public official who receives the oral request shall reduce it to writing, and  
32 include his name and position within the government agency, and give a copy thereof to the  
33 person who made the request. The request shall state the name and preferred contact  
34 information of the requesting party, and reasonably describe the information required, the  
35 reason for the request of the information and the preferred means by which the government  
36 agency shall communicate such information to the requesting party: *Provided*, That the stated  
37 reason shall not be used as a ground to deny the request or to refuse the acceptance of the  
38 request, unless such reason is contrary to law. If the request is submitted personally, the

1 requesting party shall show his current identification card issued by any government agency,  
2 or government or private employer or school, or a community tax certificate. If the request is  
3 submitted by mail or through electronic means, the requesting party may submit a photostatic  
4 or electronically scanned copy of the identification, or other convenient means as determined  
5 by the agency.

6 (b) The public official receiving the request shall provide reasonable assistance, free of  
7 charge, to enable all requesters and particularly those with special needs, to comply with the  
8 request requirements under this section.

9 (c) The request shall be stamped by the government agency, indicating the date and  
10 time of receipt and the name, rank, title and position of the receiving public officer or  
11 employee with the corresponding signature, and a copy thereof furnished to the requesting  
12 party. In case the request is submitted by electronic means, the government agency shall  
13 provide for an equivalent means by which the requirements of this paragraph shall be met.  
14 Each government agency shall establish a system to trace the status of all requests for  
15 information received by it.

16 (d) The request may indicate the requesting party's preferred mode and means of  
17 receiving the information requested, provided that the mode and means are reasonable,  
18 taking into consideration equipment normally available to the concerned government agency.

19 (e) A government agency may communicate the information requested in a form other  
20 than the preferred means whenever the agency has no capability in communicating the  
21 information in the preferred format, or such preferred means would unreasonably interfere  
22 with the effective operation of the agency or be detrimental to the preservation of the record.

23 (f) The government agency shall comply with such request as soon as practicable, and  
24 in any case within fifteen (15) working days from the receipt thereof. The period may be  
25 extended whenever the information requested requires a search of the government agency's  
26 field or satellite offices, examination of voluminous records, the occurrence of fortuitous  
27 events or other analogous cases.

28 (g) The government agency shall, in writing or through electronic means, notify the  
29 person making the request of the extension, setting forth the reasons for such extension and  
30 the date when the information shall be made available, which in no case shall result in an  
31 extension of more than twenty (20) working days.

32 (h) Once a decision is made to grant the request, the person making the request shall  
33 be notified of such and shall pay the required access and processing fees.

34 If the information is not held by the government agency to which the request was made, it  
35 shall notify the requester that it does not hold the information, and indicate to the requester  
36 which agency holds the record, if known. Whenever practicable, the agency  
37 receiving the request may also cause the transfer of the request to the appropriate agency  
38 that holds the information: *Provided*, That the period to comply with the request under this

1 section shall begin to run only upon the receipt of the agency to which the request is  
2 transferred.

3 **SEC. 12. Access and Processing Fees.** – Government agencies may charge a  
4 reasonable fee to reimburse the actual cost of reproduction, copying or transcription and the  
5 communication of the information requested. An agency may waive the fees whenever it is  
6 satisfied that the requester is an indigent, or that the cost of reproduction is negligible, or that  
7 it is pursuant to a program for proactive disclosure.

8 **SEC. 13. Exemption from Compliance.** – The government agency is excused from  
9 complying with a subsequent identical or substantially similar request from the same  
10 requesting party where it has previously complied with a request for information unless a  
11 reasonable interval has lapsed between compliance with the previous request and the making  
12 of the current request: *Provided*, That the government agency complies with Section 14 of this  
13 Act.

14 **SEC. 14. Notice of Denial.** – (a) If the government agency decides to deny the  
15 request, in whole or in part, it shall, as soon as practicable, and in any case within fifteen (15)  
16 working days from the receipt of the request, notify the person making the request of such  
17 denial in writing or through electronic means. The notice shall clearly set forth the ground or  
18 grounds for denial and the circumstances on which the denial is based, and indicate available  
19 rights of reconsideration or appeal. Failure to notify the person making the request of the  
20 denial, or of the extension, shall be deemed a denial of the request for access to information.

21 **SEC. 15. Remedies in Cases of Denial.** – (a) In all government agencies other than  
22 the judicial branch:

23 (1) Every denial of a request for access to information may be contested by a  
24 Request for Administrative Reconsideration to the same responsible official who originally  
25 denied the request or by an Administrative appeal to the Head of Agency, following the  
26 procedure mentioned in Section 10 (a) (8) and Section 14 of this Act: *Provided*, That the  
27 appeal must be filed within fifteen (15) calendar days from the receipt of the notice of denial  
28 and must be decided within fifteen (15) calendar days from filing. Failure to resolve the appeal  
29 within the aforementioned period shall constitute a denial of the appeal: *Provided, further*,  
30 That every Notice of Denial shall include check-box options to be checked or marked by the  
31 requester for the Immediate Administrative Reconsideration or Appeal to the head of the  
32 agency. If the requester, after indicating his desired remedy, submits his Request for  
33 Administrative Reconsideration or Appeal with the government official communicating the  
34 Notice of Denial to the requester, that government official shall be responsible for immediately  
35 coursing the Request for Administrative Reconsideration or Appeal to the appropriate official  
36 or head of the agency: *Provided, finally*, That the requester may, in addition to and together  
37 with his Request for Reconsideration or Appeal, submit further arguments to strengthen his  
38 request;

1 (2) Instead of appealing or after the denial of the appeal, the person denied access  
2 to information may file a verified Complaint with the Office of the Ombudsman, praying that  
3 the government agency concerned be directed to immediately afford access to the  
4 information being requested. Such Complaint shall be resolved by the Office of the  
5 Ombudsman within sixty (60) calendar days from filing, or earlier when time is of the essence,  
6 taking into account such factors as the nature of the information requested, context of the  
7 request, public interest and danger that the information requested will become moot. The  
8 Office of the Ombudsman shall promulgate its special rules of procedure for the immediate  
9 disposition of Complaints filed pursuant to this Section. Unless restrained or enjoined, the  
10 decisions of the Office of the Ombudsman shall be immediately executory, without prejudice  
11 to review in accordance with the Rules of Court;

12 (3) Instead of filing an Complaint with the Office of the Ombudsman, whenever a  
13 request for information is denied originally or on administrative appeal, the requesting party  
14 may file a verified petition for mandamus in the proper court, alleging the facts with certainty  
15 and praying that judgment be rendered ordering the respondent, immediately or at some  
16 other time to be specified by the court, to disclose the information and to pay the damages  
17 sustained by the requesting party by reason of the denial. The procedure for such petition  
18 shall be summary in nature. Unless restrained or enjoined, the decision of the court shall be  
19 immediately executor without prejudice to review in accordance with the Rules of Court;

20 (4) In resolving a Complaint or Petition brought under the preceding paragraphs (2)  
21 and (3), the Ombudsman or the court is empowered to receive the information subject of a  
22 claim of exception under Section 7 herein and examine them in camera to determine the  
23 sufficiency of the factual and legal basis of such claim, when such sufficiency cannot be  
24 reasonably determined through evidence and circumstances apart from the information.

25 (b) In the Judicial Branch – The Judiciary shall be governed by such remedies as  
26 promulgated by the Supreme Court.

27 (c) The remedies under this section are without prejudice to any other administrative, civil or  
28 criminal action covering the same Act.

29 (d) The remedies available under this Act shall be exempt from the rules on non-exhaustion of  
30 administrative remedies and the application of the provisions of Republic Act No. 9285,  
31 otherwise known as the Alternative Dispute Resolution Act of 2004.

32 (e) In case the requesting party has limited or no financial capacity, the Public Attorney's  
33 Office shall be mandated to provide legal assistance to the requester in availing of the  
34 remedies provided under this Act.

35 **SEC. 16. Keeping of Records.** – (a) Government agencies shall create and/or  
36 maintain in appropriate formats, accurate and reasonably complete documentation or records  
37 of their organization, policies, transactions, decisions, resolutions, enactments, actions,  
38 procedures, operations, activities, communications and documents received or filed with them

1 and the data generated or collected. These shall include working files such as drafts or notes,  
2 whenever these have been circulated within the agency for official purpose such as for  
3 discussion, comment or approval or when these contain unique information that can  
4 substantially contribute to a proper understanding of the agency organization, policies,  
5 transactions, decisions, resolutions, enactments, actions, procedures, operations, and  
6 activities;

7 (b) Government agencies shall identify specific and classes of official records in their  
8 custody or control that have continuing historical, administrative, informational, legal,  
9 evidentiary, or research value for preservation by such agencies or their legitimate  
10 successors, or for transfer to the National Archives of the Philippines. In addition, the National  
11 Archives of the Philippines shall likewise identify specific and classes of official records that it  
12 shall require agencies to preserve and transfer to it.

13 (c) In addition to the specific and classes of official records identified for preservation  
14 under letter (b) of this Section, the following shall not be destroyed:

15 (1) Records pertaining to loans obtained or guaranteed by the government;

16 (2) Records of government contracts;

17 (3) The declaration under oath of the assets, liabilities and net worth of public officers  
18 and employees, as required by law; and

19 (4) Records of official investigations pertaining to allegations of graft and corruption of  
20 public officers.

21 (d) Government agencies shall prepare, following standards and period promulgated  
22 pursuant to Republic Act No. 9470 or the National Archives of the Philippines Act of 2007, a  
23 records management program that includes the following:

24 (1) A records maintenance system for the creation, selection, classification, indexing  
25 and filing of official records that facilitate the easy identification, retrieval and communication  
26 of information to the public;

27 (2) A records maintenance, archival and disposition schedule providing a listing of  
28 records under current use, for retention by the agency, for transfer to the National Archives, or  
29 for destruction: *Provided*, That destruction of the official records may be implemented only  
30 upon approval of the National Archives of the Philippines; and

31 (3) A specifications of the roles and responsibilities of agency personnel in the  
32 implementation of such system and schedule.

33 (e) In addition to its function as repository of all rules and regulations issued by  
34 agencies as provided under Book VII, Chapter II of the Administrative Code of 1987, the  
35 University of the Philippines Law Center shall, in coordination with the Office of the President  
36 which has exclusive editorial and printing jurisdiction over the *Official Gazette*, and with other  
37 relevant agencies, maintain a database, and publish the same in print in the *Official Gazette*  
38 or in digital or online form, the following:

- 1 (1) All laws of the Philippines and their amendments, from the period of the Philippine  
2 Commission to the present;
- 3 (2) All presidential issuances from November 15, 1935 to the present, including but not  
4 limited, to executive orders, presidential proclamations, administrative orders,  
5 memorandum circulars, general orders, and other similar issuances;
- 6 (3) A database of all appointments and designations made by the President of the  
7 Philippines; and
- 8 (4) Opinions of the Secretary of Justice.

9 **SEC. 17. *Publication in the Official Gazette.*** For purposes of mandatory disclosure  
10 as provided in Section 8 of this Act, online publication in the *Official Gazette* website shall be  
11 considered official publication provided there shall be a timestamp in the said document.

12 For purposes of compliance with Article 2 of the Civil Code of the Philippines,  
13 publication of the following in the online version of the Official Gazette, with the corresponding  
14 timestamps on the document, shall be considered as official publication:

15 (a) All important legislative acts and resolutions of a public nature of the Congress of  
16 the Philippines;

17 (b) All executive and administrative orders and proclamations of general application;

18 (c) Decisions or abstracts of decisions of the Supreme Court and the Court of Appeals  
19 or other courts of similar rank, as may be deemed by said courts of sufficient importance to be  
20 so published;

21 (d) Such documents or classes of documents as the President shall determine from  
22 time to time to have general application or which he may authorize to be published.

23 *However*, other documents or classes of documents as may be required to be  
24 published by law, such as petitions and/or legal notices in connection with land titles,  
25 naturalization or special proceedings shall continue to be published in the print version of the  
26 *Official Gazette* or in any newspaper of general circulation for purposes of compliance with  
27 the publication requirement.

28 **SEC. 18. *Administrative Liability.*** – The acts enumerated in this Section shall be  
29 tantamount to grave administrative offenses and shall constitute grounds for administrative  
30 and disciplinary sanction against any public official or employee who willfully and knowingly  
31 commits the following:

32 (a) Refusal to promptly forward the request under Section 11 of this Act to the public  
33 officer within the same office or agency responsible for officially acting on the request when  
34 such is the direct cause of the failure to disclose the information within the periods required by  
35 this Act;

36 (b) Failure to act on the request within the periods required by this Act;

37 (c) Refusal to comply with the decision of his immediate supervisor, the Ombudsman,  
38 or of any court ordering the release of information;



1 (d) Approval of policies, rules and regulations clearly contrary to the provisions of this  
2 Act, and which policies, rules and regulations are the direct cause of the denial of a request  
3 for information.

4 **SEC. 19. Criminal Liability.** – (a) Any public official or employee who falsely denies or  
5 conceals the existence of information which is a proper subject for disclosure under this Act  
6 shall be liable for the crime of removal, concealment or destruction of documents as defined  
7 under Article 226 of the Revised Penal Code.

8 (b) Any public official or employee who destroys, or causes to be destroyed,  
9 information and/or documents being requested under this Act, for the purpose of frustrating  
10 the requesting party's access thereto, shall be liable for the crime of removal, concealment or  
11 destruction of documents as defined under Article 226 of the Revised Penal Code.

12 (c) Any individual who knowingly directed, induced or caused the commission of the  
13 foregoing acts shall be liable as principal by inducement in the prosecution of public officials  
14 or employees under this section.

15 (d) The penalty of *arresto mayor* shall be imposed upon any public officer or employee  
16 responsible for officially acting on the request, who shall claim an exception under Section 7  
17 of this Act, or under the Constitution, when such claim is manifestly devoid of factual basis.

18 **SEC. 20. No Abuse in the Exercise of Rights and in the Performance of Duties**  
19 **Under this Act.** - Public officials and employees, in the performance of their duties under this  
20 Act, as well as citizens in the exercise of their rights under this Act, shall act with justice, give  
21 everyone his or her due, and observe honesty and good faith.

22 Public officials and employees as well as citizens shall endeavor to handle information  
23 kept or obtained under this Act with due care, to the end that inaccuracies and distortions are  
24 avoided.

25 Any public official or employee, or citizen who, in the performance of duties or exercise  
26 of rights under this Act, willfully or negligently causes loss, damage or injury to another, in a  
27 manner that is contrary to law, morals, good customs or public policy, shall compensate the  
28 latter for the damage incurred. This is without prejudice to other remedies available to the  
29 aggrieved party under any other law for the same acts.

30 **SEC. 21. Mere Denial in Good Faith Not a Ground for Liability.** – A mere denial in  
31 good faith of a request made pursuant to the provisions of this Act shall not constitute  
32 grounds for administrative, civil or criminal liability.

33 **SEC. 22. Act Not a Bar to Claim of Right to Information Under the Constitution.**  
34 No provision of this Act shall be interpreted as a bar to any claim of denial of the right to  
35 information under Article III, Section 7 of the 1987 Constitution.

36 **SEC. 23. Appropriations.** – The amount necessary to carry out the provisions of this  
37 Act shall be charged against the agencies' current budget and shall thereafter be included in  
38 the annual General Appropriations Act.

1           **SEC. 24. Separability Clause.** – If any section or part of this Act is held  
2 unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain  
3 in full force and effect.

4           **SEC. 25. Repealing Clause.** – All laws, decrees, executive orders, rules and  
5 regulations, issuances or any part thereof inconsistent with the provisions of this Act,  
6 including Sections 18, 24 and 25 of Executive Order No. 292 in relation to Article 2 of  
7 Republic Act No. 386, Memorandum Circular No. 78 dated 14 August 1964 (Promulgating  
8 Rules Governing Security of Classified Matter in Government Offices), as amended, and  
9 Section 3, Rule IV of the Rules Implementing Republic Act No. 6713 (Code of Conduct and  
10 Ethical Standards for Public Officials and Employees), are deemed repealed: *Provided*, That  
11 Memorandum Circular No. 78 shall be deemed repealed after one (1) year from the effectivity  
12 of this Act or upon issuance of the Executive Order in Section 7(a) whichever comes first.

13           **SEC. 26. Effectivity.** – This Act shall take effect fifteen (15) days after its publication  
14 in at least two (2) national newspapers of general circulation.

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Approved,