



20 September 2022

**MEMORANDUM NO.** 694-A

Series of 2022

**T O: Atty. Rysan C. Guinocor**


**R E: Designation as FOI Decision Maker (FDM)**

In compliance to EO No. 2, s. 2021 the enabling order for FOI, there shall be an FOI Decision Maker (FDM), designated by the Agency Head, with a rank of not lower than a Division Chief or its equivalent. Anent to this, you are hereby designated as FOI Decision Maker (FDM) effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

The functions of the FOI are as follows:

- Conduct evaluation of the request for information and has the authority to grant the request, or deny it based on the following:
  - a. The Agency does not have the information requested;
  - b. The information requested contains sensitive personal information protected by the Data Privacy Act of 2021;
  - c. The information requested falls under the list of exceptions 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 previously granted or denied by the Agency.
- Check if the agency holds the information requested, if it is already accessible, or if the request is a repeat of any previous request.
- Has access, whether authorized or unauthorized, to personal information in the custody of the Agency, shall not disclose that information except as authorized by existing laws.
- Approve or deny all request for information. In case where the Decision Maker is on official leave, the Head of Agency may delegate such authority to his Chief of Staff or any Office not below the rank of a Director.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: ODAS/Legal Office  
ODHRM/OHRSPPR

**Records**  
File