



13 August 2021

MEMORANDUM NO. 549

Series of 2021

T O: Ms. Ma. Roberta S. Miraflor


R E: Designation as FOI Receiving Officer (FRO)

In compliance to EO No. 2, s. 2021 the enabling order for FOI, there shall be an FOI Receiving Officer (FRO), designated by the Agency Head. Anent to this, you are hereby designated as FOI Receiving Officer (FRO) effective immediately until December 31, 2021 or unless sooner revoked or terminated by higher authorities. The FRO shall hold office at the Administration Building.

The functions of the FRO are as follows:

- Receive on behalf of the Agency all requests for information and forward the same to the appropriate office who has custody of the records
- Monitor all FOI requests and appeals
- Provide assistance to the FOI Decision Maker
- Provide assistance and support to the public and staff with regard to FOI
- Compile statistical information as required
- 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 based on:
 - a. That the form is incomplete; or
 - b. That the information is already disclosed in the Agency's Official Website, foi.gov.ph or at data.gov.ph
- 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.
- Receive the request for information from the requesting party and check compliance of the following requirements:
 - a. The request must 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 reasonably describe the information requested, and the reason for, or purpose of, the request for information.
- Evaluate the contents of the request.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: Atty. R. C. Guinocor ODAS/Legal Office ODHRM/OHRSPPR Records File