



DEPARTMENT OF ENERGY

PEOPLE'S FREEDOM OF INFORMATION MANUAL (PROVISIONAL)

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SECTION 1: OVERVIEW

1. **Purpose of the Manual:** The FOI Manual, herein referred to as 'Manual' provides a useful guide for the public and the DEPARTMENT OF ENERGY (DOE) including its Bureaus, Services and Offices, in dealing with requests for information covered under Executive Order (E.O.) No. 2 on Freedom of Information (FOI). (**Annex "A"**)
2. **Structure of the Manual:** This Manual shall set out the rules and procedures to be followed by the public and the DOE, and its Bureaus, Services and Offices, when a request for access to information is received. The DOE Secretary is responsible for all actions carried out under this Manual and may delegate this responsibility to the Undersecretary for Administration of the DOE and the respective Heads of the Bureaus, Services and Offices. The Secretary, or the respective Heads, may delegate a specific officer to act as the Decision Maker (DM) and shall have overall responsibility for the initial decision on FOI requests, (i.e. to decide whether to release all the records, partially release the records or deny access).
3. **Coverage of the Manual:** The Manual shall cover all requests for information directed to the DOE and all its Bureaus, Services and Offices, as follows:
 - a. Energy Resource Development Bureau (ERDB);
 - b. Renewable Energy Management Bureau (REMB);
 - c. Energy Utilization Management Bureau (EUMB);
 - d. Electric Power Industry Management Bureau (EPIMB);
 - e. Oil Industry Management Bureau (OIMB);
 - f. Energy Policy and Planning Bureau (EPPB);
 - g. Legal Service (LS);
 - h. Financial Service (FS);
 - i. Administrative Service (AS);
 - j. Information and Technology Management Service (ITMS);
 - k. Energy Research and Testing Laboratory Service (ERTLS); and
 - l. Executive Offices.
4. **FOI Receiving Officer:** There shall be an FOI Receiving Officer (FRO) designated at the DOE. The FRO shall hold office at the Ground Floor of the DOE Main Building.

The functions of the FRO shall include:

- a. Receive on behalf of the DOE or any of its Bureaus, Services and Offices all requests for information and forward the same to the appropriate office who has custody of the records (**Annex D**);
- b. Monitor all FOI requests and appeals;
- c. Provide assistance to the FOI Decision Maker;
- d. Provide assistance and support to the public and staff with regard to FOI;
- e. Compile statistical information as required; and
- f. 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:
 - f.1 That the request form is incomplete (**Annex E**); or
 - f.2 That the information is already posted in the DOE's Official Website or at data.gov.ph or published in an official publication of the DOE.

Bureaus, Services and Offices of the DOE shall assign their respective FROs. (**Annex "B"**)

- 5. **FOI Decision Maker:** There shall be an FOI Decision Maker (FDM), designated by the SECRETARY, who is a Director who shall conduct evaluation of the request for information and has the authority to grant the request, or deny it based on the following:
 - a. The DOE does not have the information requested;
 - b. The information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
 - c. The information requested falls under the list of exceptions to FOI (**Annex C**); or
 - d. The request is similar or identical from the previous request from the same requesting party which has been previously granted or denied by the DOE.

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