



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

VNA-DO-

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DEPARTMENT CIRCULAR NO. 022

SUBJECT : People's Freedom of Information (FOI) Manual

Pursuant to Executive Order No. 2, s. 2016, re: Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies of Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor, the attached People's Freedom of Information (FOI) Manual of the Department Proper is hereby issued as guide for the public on the filing and processing of requests for access to information.

The said Manual basically contains the following based on guidelines under Presidential Communications Operations Office Memorandum Circular No. 02, s. 2016:

1. General Provisions – policies, principles, implementors and exceptions;
2. Procedural Standards – requesting, processing, decisions and remedies;
3. Inventory of Exceptions – under Office of the President Memorandum from the Executive Secretary dated 24 November 2016;
4. Standard FOI Request Form; and
5. Location and Contact Information of Offices for Submission of Requests.

This Circular takes effect immediately and shall remain in force until further issuances amending or superseding the same.

For information and guidance of the public.

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