



CADIZ CITY WATER DISTRICT

Burgos Street, Cadiz City, Negros Occidental
Tel. Nos. (034) 4930688 / 4930788 / 4930075

FREEDOM OF INFORMATION MANUAL

This is an UNCONTROLLED COPY

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FREEDOM OF INFORMATION MANUAL REVISION SHEET

| Revision No. | Revision Date | Revision Description |
|---------------------|----------------------|-------------------------------|
| 00 | February 28, 2024 | Initial Release |
| 01 | March 15, 2024 | Enhancement of the FOI Manual |
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TABLE OF CONTENTS

| | |
|--|----|
| Page | 1 |
| Cover Page | 2 |
| Revision Sheet | 3 |
| Table of Contents | 4 |
| Mandate | 5 |
| Vision, Mission and Core Values | 5 |
| Section 1. Overview | 6 |
| Section 2. Definition of Terms | 6 |
| Section 3. Protection of Privacy | 7 |
| Section 4. Standard Procedure | 7 |
| Section 5. Remedies in Case of Denial of Request | 10 |
| Section 6. Request Tracking System | 10 |
| Section 7. Fees | 10 |
| Section 8. Administrative Liability | 11 |
| Section 9. Responsible Officers | 11 |
| Section 10. Posting and Effectivity | 11 |
| Annex A. Executive Order No. 2 | 12 |
| Annex B. List of Acceptable IDs | 16 |
| Annex C. FOI Request Form | 17 |
| Annex D. FOI Request Flowchart | 19 |
| Annex E. FOI Request Tracking Form | 20 |
| Annex F. CCWD Office Order No. 2018-033 | 21 |
| Annex G. Exception to Right of Access to Information | 22 |

MANDATE:

The Cadiz Water District (CCWD), created by virtue of Presidential Decree 198 is mandated to acquire, install, improve, maintain and operate water supply and distribution systems for domestic, industrial, municipal and agricultural uses for residents and lands within the boundaries of such district; provide maintain and operate waste water collection, treatment and disposal facilities, and conduct other functions and collection incidental to water source development, utilization and disposal. The District was located at Burgos St. Zone 5, Cadiz City.

VISION:

To be the best of most efficient water utility in Northern Negros, where every person can avail of a clean or reliable water supply, which is the foundation of a healthy and happy family.

MISSION:

We are committed to provide our consumers, clean or potable water, to undertake continuing protection of water supply in a sustainable, economical, efficient and responsible manner for future generations.

CORE VALUES:

- Loyalty
- Integrity
- Vigilance
- Excellence
- Service

SECTION 1. OVERVIEW

1. Purpose of the Manual

The purpose of this Freedom of Information (FOI) People's Manual (hereinafter referred to as Manual) of the Cadiz City Water District (CCWD) shall guide and assist the public in filing freedom of information requests under Executive Order No. 2 dated July 23, 2016. (Annex A)

2. Structure of the Manual

This Manual provides the requirements, rules and procedures to be followed by CCWD whenever request for information is received. The General Manager (GM) is responsible for all actions carried out under this Manual and may delegate this responsibility to her authorized personnel down to the Department Manager level. The General Manager has overall responsibility for the final decision on FOI requests.

3. Coverage of the Manual

This Manual covers all request for information/documents/records addressed to CCWD.

4. Responsible Officers

For purposes of this Manual, there shall be an FOI Receiving Officers (FRO), the FOI Decision Maker (FDM), the General Manager and the FOI Appeals and Review Committee.

SECTION 2. DEFINITION OF TERMS

1. **INFORMATION** shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of officials meetings, maps, books, photographs, data, research materials, films sound and video recordings, magnetic or other tapes, electronic data, computer-stored data, or any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.

2. OFFICIAL RECORD/RECORDS shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.
3. PUBLIC RECORD/RECORDS shall include all information required by laws, executive orders, rules or regulations to be entered, kept and made publicly available by a government office.
4. PERSONAL INFORMATION shall refer to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information, would directly and certainly identify an individual.
5. SENSITIVE PERSONEL INFORMATION as defined in the Data Privacy Act of 2012, shall refer to personal information:
 - A. About an individual's race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;
 - B. About an individual's health, education, genetic or sexual life of a person, or to any proceedings for any offense committed or alleged to have committed by such person, the disposal of such proceedings or the sentence of any court in such proceedings;
 - C. Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
 - D. Specifically established by an executive order or an act of Congress to be kept classified.

SECTION 3. PROTECTION OF PRIVACY

1. While providing for access to information, the CCWD shall afford full protection to a person's right to privacy, as follows:
 - A. CCWD shall ensure that personal information, particularly sensitive personal information, in its custody or under its control is disclosed only as permitted by existing laws, rules or regulations.
 - B. CCWD must protect personal information in its custody or control by making reasonable security arrangements against leaks or premature disclosure of personal information which unduly exposes the individual whose personal information is requested of vilification, harassment, or any other wrongful act; and
 - C. Any employee of official of CCWD who has access, authorized or unauthorized, to personal information in the custody of the office must not disclose that the information except when authorized under this Order or pursuant to existing laws, rules or regulations.
2. Exceptions:

Access to information shall be denied when the information falls under any of the exceptions issued in the Executive Order. (Annex G)

SECTION 4. STANDARD PROCEDURE

1. Receipt of request for information.
 - 1.1 The FOI Receiving Officer (FRO) shall receive the request for information from the requesting party and assess if the following requirements are met:
 - A. The request must be in writing using the FOI Request form (Annex C);
 - B. The request shall indicate the name and contact information of the requesting party, as well as provide valid proof of identification (Annex B) or authorization; and

- C. The request shall reasonably describe the information requested and purpose of the request information;
 - D. If the request is made through email, the requesting party shall attach in the email a scanned copy of the FOI Request Form and a copy of duly recognized government ID with photo.
- 1.2. If a written request cannot be made by the requesting party, because of illiteracy or by reason of disability, he or she may make an oral request, and the FRO shall put it in writing. The requesting party shall sign the form or affix his/her thumb mark. The thumb mark must be signed by two witness.
 - 1.3. The request shall be stamped received by the FRO, indicating the date and time of the receipt of the written request, and the name, rank, title, and position of the public officer who actually received it, with a corresponding signature and a copy furnished to the requesting party. The FRO shall input the details of the request on the FOI Request tracking form (Annex E) with its corresponding reference number.

For requests sent through email, it shall be acknowledged by replying to the said email. The email should also be printed out and follow the procedure done with a written request.

1.4. CCWD must respond to requests within fifteen (15) working days following the date of receipt of the request. A working day is any day other than Saturday, Sunday or a day which is declared a national public holiday.

The date of receipt of the request will be either:

- A. The day on which the request is physically or electronically delivered to CCWD; or
- B. If the FRO has asked the requesting party for further details to identify and locate the requested information, the date on which the necessary clarification is received.

An exception to this will be when the request has been emailed to an employee who is on leave on the day the request has been sent. This will automatically be recognized as an 'out of office' message and will need to be sent to the official email of CCWD. The 15 working-day period will commence on the date the email is received through the official email address for FOI requests (ccwd.foi@yahoo.com).

Should the requested information need further details to identify or locate, the 15 working-day period will begin from the day after CCWD receives the required clarification from the requesting party.

2. Request evaluation.

After receipt of the request for information, the FRO shall evaluate the contents of the request.

2.1. Requested information is available.

If the requested information is defined by the FRO to be available, either wholly or partially, the FRO shall endorse the request to the concerned FDM who has access to the requested information.

2.2. Requested information is not available

If the requested information is found to be not available, after thorough evaluation of the requested and deliberation with the concerned FDM, the FRO shall immediately inform the requesting party in writing of the status of his request within the 15 working-day period. The 15 working-day requirement shall commence the day after it receives the request.

2.3. Requested information is already posted in the CCWD Website or FOI Bulletin Board.

For information requested that is already available and posted in the CCWD Website, the FRO shall inform the requesting party in writing and provide the website link or bulletin where the information is posted.

2.4. Requested information is substantially similar or identical to the previous request.

Pursuant to Section 11 of E.O. No. 2, s.2016, the FRO shall not be required to act upon an unreasonable, subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by CCWD. However, the FRO shall the applicant in writing of the reason of such denial.

2.5. Requested information is under the Exception List (Annex G)

For requests of information that falls under the memorandum issued by the Executive Secretary dated November 24, 2016 entitled Inventory of Exceptions to E.O. 2, s.2016, the FRO shall discuss with the concerned FDM if the information requested is indeed an exception. Upon verification, the FRO shall immediately inform the requesting party in writing of the denial and the reason thereof.

3. Transmittal of request from the FRO to the concerned FDM.

Upon evaluation of the request for information by the FRO, a copy of the same shall be endorsed to the concerned FDM within one (1) day from its receipt. The FRO shall record in a log book the time, date, name and position of the FDM who received the copy of the request form and at the same time maintain a record system in the FRO's computer or laptop. An acknowledged signature of the FDM shall be affixed in the log book.

4. Processing of request.

The FDM shall prepare the records needed by the requesting party. The FDM shall ensure that all necessary steps are made to locate and identify the information requested. The FDM shall inform the FRO if any clarification is needed from the requesting party.

5. Communication of clarificatory information of the FDM to the requesting party.

The FRO, upon receipt of request for clarificatory items from the FDM, shall immediately inform the requesting party of such request in writing. The letter for clarification, signed by the General Manager, shall be sent to the requesting party within 15 working-days upon receipt of the request for more information.

6. Request for time extension.

If the request for information requires extensive search of the records facilities of CCWD, examination of voluminous records, or in case of the occurrence of fortuitous event or other analogous cases, the period for reply may be extended.

The FDM shall inform the FRO about the need for time extension. In turn, the FRO shall immediately notify the requesting party of such extension, setting for the reasons for the extension. In no case shall the extension exceed twenty (20) working-days on top of the mandated fifteen (15) working-days to act on the request, unless exceptional circumstances warrant a longer period.

7. Communication of decision to the requesting party.

The FDM shall endorse his grant or denial of the request of information to the General Manager or designated alternate who shall make the final action on the request for information. The FRO shall communicate the final decision of CCWD to the requesting party either in writing or by email, and directed to pay any applicable fees.

A. Approval of request.

The FRO, together with FDM, shall ensure that all records to be released are checked for possible exemptions. The FRO is responsible in preparing and sending out the letter or email to the requesting party, within the prescribed period, regarding the approval of the request and be directed to pay any applicable fees.

B. Denial of request.

A notice of denial shall be sent to the requesting party if CCWD decides to deny the request wholly or partially, as soon as practicable, and within fifteen (15) working-days from the receipt of request. The notice shall be made in writing and should clearly set forth the ground or grounds for denial and the circumstances on which the denial is based. Failure to notify the requesting party of the action taken on the request within the period herein provided shall be deemed a denial of the request for access to information.

SECTION 5. REMEDIES IN CASE OF DENIAL OF REQUEST

A person whose request for access to information has been denied may avail himself of the remedies set forth below:

1. Denial of any request for access to information may be appealed to the FOI Appeals and Review Committee. Provided, that the written appeal must be filled by the same person making the request within fifteen (15) calendar days from the notice of denial or from the lapse of the relevant period to respond to the request.

2. The appeal shall be decided by the General Manager or designated alternate upon the recommendation of the FOI Appeals and Review Committee within thirty (30) working-days from the filing of said written appeal. Failure of the General Manager to decide within the afore-stated period shall be deemed a denial of the appeal.
3. Upon exhaustion of administrative appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

SECTION 6. REQUEST TRACKING SYSTEM

CCCWD shall establish a system to trace the status of all requests for information received, which may be in writing or through its website, or both.

Each FOI Request Form will have a tracking number to easily check the status and trace the form. The FRO shall indicate the status of the request e.g. on process, on appeal, denied or completed.

SECTION 7. FEES

1. No request fees.

CCWD shall not charge any fee for accepting requests for access to information.

2. Reasonable cost of reproduction and copying of the information.

CCWD may charge a reasonable fee to reimburse necessary costs, including actual costs of reproduction, copying, and digitization of the information required. The FRO shall immediately notify the requesting party for any cost incurred in provided the information.

3. Exemption from Fees.

CCWD may exempt any requesting party from payment of fees, upon submission of a written request stating the valid reason why such requesting party shall not pay any fee. Valid reasons may include if the requesting party is a student, where the information needed will be used for school requirement or other analogous situations.

4. Schedule of Fees.

Reproduction of documents:

- First five (5) pages: Php100.00 (photocopy, certified photocopy or certified true copy)
- Excess of five (5) pages: Php10.00 per page (short/long)

Electronic File (PDF):

- Will be sent through Email Address provided by the requesting party

SECTION 8. ADMINISTRATIVE LIABILITY

1. Non-compliance with FOI.

Failure to comply with the provisions of this Manual shall be a ground for the following administrative penalties:

- A. 1st Offense -Reprimand;
- B. 2nd Offense -Suspension of one (1) day to thirty (30) days; and
- C. 3rd Offense -Dismissal from the service.

2. Procedure.

The 2017 Rules on Administrative Cases in the Civil Service (RACCS) shall be applicable in the disposition of cases under this Manual.

3. Provisions for more Stringent Laws, rules and Regulations.

Nothing in this Manual shall be construed to derogate from any law, rules, or regulations Prescribed.

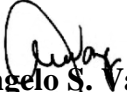
4. Unauthorized released of any documents will be dealt with in accordance to the 2017 Rules on Administrative Cases in the Civil Serves (RACCS).

SECTION 9. RESPONSIBLE OFFICERS

Upon approval of FOI Manual, the General Manager shall designate the FOI Receiving officer, FOI Decision Maker for every Department, FOI Appeals and Review Committee and their corresponding alternates.

SECTION 10. POSTING AND EFFECTIVITY

This Manual shall take effect immediately after the approval of the Board of Director and shall be posted in the CCWD website.


Mr. Angelo S. Vargas
General Manager

Approved by virtue of Board Resolution No. series of 2024.

MALACAÑANG PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES
EXECUTIVE ORDER NO. 02

**OPERATIONALIZING IN THE EXECUTIVE BRANCH THE PEOPLE'S
CONSTITUTIONAL RIGHT TO INFORMATION AND THE STATE POLICES TO
FULL PUBLIC DISCLOSURE AND TRANSPARENCY IN THE PUBLIC SERVICE AND
PROVIDING GUIDELINES THEREFORE**

WHEREAS, pursuant to Section 28, Article II of the 1987 Constitution, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law;

WHEREAS, Section 7, Article III of the Constitution guarantees the right of the people to information on matters of public concern;

WHEREAS, the incorporation of this right in the Constitution is a recognition of the fundamental role of free and open exchange of information in a democracy, meant to enhance transparency and accountability in government officials acts, transactions, or decisions;

WHEREAS, the Executive Branch recognize the urgent need to operations these Constitutional provisions;

WHEREAS, the President, under Section 17, Article VII of the Constitution, has control over all executive departments, bureaus and offices, and the duty to ensure that the laws be faithfully executed;

WHEREAS, the Data Privacy Act of 2012 (R.A. 10173), including its implementing Rules and Regulations, strengthens the fundamental human right of privacy, and of communication while ensuring the free flow of information to promote innovation and growth;

NOW, THEREFORE, I, RODRIGO ROA DUTERTE, President of the Philippines, by virtue of the powers vested in me by the Constitution and existing laws, do hereby order:

SECTION 1. Definition. For the purpose of this Executive Order, the following terms shall mean: (a) "Information" shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photograph, data, research materials, films, sound and video recording, magnetic or the other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or other tapes, electronic data, computer stored data, any other like or which are made, receive, or kept in order the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance transaction of official business by any government office. (b) "Official record/records" shall refer to information produced or received by a public officer or employee, by a government office in an official capacity or pursuant to a public function or duty. (c) "Public record/records" shall include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.

Section 2. Coverage. This order shall cover all government offices under the Executive Branch, including but not limited to the national government and all its offices, department, bureaus, offices, and instrumentalities, including government-owned or –controlled corporations, and state

universities and colleges. Local government units (LGUs) are encouraged to observe and be guided by this Order.

SECTION 3. Access to information. Every Filipino shall have access to information, official records, public 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.

SECTION 4. EXCEPTION. Access to information shall be denied when the information falls under any of the exceptions enshrined in the Constitution, existing law or jurisprudence.

The Department of Justice and the office of the Solicitor General are hereby directed to prepare an inventory of such exceptions and submit the same to the office of the President within thirty (30) calendar days from the date effectivity of this Order.

The office of the President shall thereafter, immediately circularize the inventory of exceptions for the guidance of all government offices and instrumentalities covered by this Order and general public.

Said inventory of exceptions shall periodically be updated to properly reflect any change in existing law and jurisprudence and the Department of Justice and the Office of the Solicitor General are directed to update the inventory to exceptions as the need to do so arises, for circularization as hereinabove stated.

SECTION 5. Availability of SALN. Subject to the provisions contained in Sections 3 and 4 of this Order, all public officials are reminded of their obligation to file and make available for scrutiny their Statements of Assets, Liabilities and Net Worth (SALN) in accordance with existing laws, rules and regulations, and the spirit and letter of this Order.

SECTION 6. Application and Interpretation. There shall be a legal presumption in favor of access to information, public records and official records. No request for information shall be denied unless it clearly falls under any of the exceptions listed in the inventory or updated inventory of exceptions circularized by the Office of the President provided in the preceding section.

The determination of the applicability of any of the exceptions to the request shall be the responsibility of the Head of the Office which is in custody or control of the information, public record or official record, or the responsible central or field officer duly designated by him in writing.

In making such determination, the Head of the Office or his designated officer shall exercise reasonable diligence to ensure that no exception shall be used or availed of to deny any request for information or access to public records, or official records if the denial is intended primarily and purposely to cover up a crime, wrongdoing, graft or corruption.

SECTION 7. Protection of Privacy. While providing access to information, public records, and official records, responsible officials shall afford full protection to the right to privacy of the individual as follows: (a) Each government office per Section 2 hereof shall ensure the personal information in its custody or under its control is disclosed or released only if it is material or relevant to the subject-matter of the request and its disclosure is permissible under this order or existing law, rules or regulations; (b) Each government office must protect personal information in its custody or control by making reasonable security arrangements against leaks or premature disclosure of personal information which unduly exposes the individual whose personal information is requested, to vilification, harassment or any other wrongful acts. (c) Any employee, official or director of a government office per Section 2 hereof who has access, authorized or unauthorized, to personal information in the custody of the office, must not disclose that

information except when authorized under this order or pursuant to existing laws, rules or regulation.

SECTION 8. People's Freedom to information (FOI) Manual. For the effective implementation of this Order, every government office is directed to prepare within one hundred twenty (120) calendars days from the effectivity of this Order, its own People's FOI Manual, which shall include among others the following provisions: (a) The location and contact information of the head, regional, provincial, and field offices, and other established places where the public can obtain information or submit requests; (b) The person or office responsible for receiving requests for information; (c) The procedure for the filing and processing of the request as specified in the succeeding section 8 of this Order. (d) The standard forms for the submission of requests and the proper acknowledgment of requests; (e) The process for the disposition of requests; (f) The procedure for the administrative appeal of any denial for access to information; and (g) The schedule of applicable fees.

SECTION 9. Procedure. The following procedure shall govern the filling and processing of request for access to information: (a) Any person who request to information shall submit a written request to the government office concerned. The request shall state the name and contact information of the requesting party, provide valid proof of his identification or authorization, reasonably describe the information requested, and the reason for, or purpose of, the request for information: Provided, that no request shall be denied or refused acceptance unless the reason for the request is contrary to law, existing rule and regulations or it is one of the exceptions contained in the inventory updated inventory of exception as hereinabove provided. (b) The public official receiving the request shall be stamped by the government office, indicating the date and time to receipt and the name, rank, title and position of the receiving public offer or employee with the corresponding signature, and a copy thereof furnished to the requesting party. Each government office shall establish a system to trace the status of all requests for information received by it. (d) The government office shall respond to a request fully compliant with requirements of sub-section (a) hereof as soon as practicable but not exceeding fifteen (15) working days from the receipt thereof. The response mentioned above refers to the decision of the agency or office concerned to grant or deny access to the information requested. (e) The period to respond may be extended whenever the information requested requires extensive search fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period. (f) Once a decision is made to grant the request, the person making the request shall be notified of such decision and directed to pay any applicable fees.

SECTION 10. Fees. Government offices shall not charge any fees for accepting requests for access to information. They may, however, charge a reasonable fee to reimburse necessary costs, including actual costs of reproduction and copying of the information required, subject to existing rules and regulations. In no case shall the applicable fees be so onerous as to defeat the purpose of this Order.

SECTION 11. Identical or Substantially Similar Requests. The government office shall not be required to act upon an unreasonable subsequent identical or substantially similar request from the same requesting party whose request from the same requesting party whose request has already been previously granted or denied by the same government office.

SECTION 12. Notice of Denial. If the government office decides to deny the request, in whole or in part, is shall as soon as practicable, in any case within fifteen (15) working days from the receipt of the request, notify the requesting party the denial in writing. The notice shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based. Failure to notify the requesting party to the action taken on the request within the period herein stipulated shall be deemed a denial of the request for access to information.

SECTION 13. Remedies in Cases of Denial of Request for Access to Information. (a) Denial of any requests for access to information may be appealed to the person or office next higher in the authority, following the procedure mentioned in Section 7 (f) of this Order: Provided, that the written appeal must be filed by the same person making the request within fifteen (15) working days from the notice of denial or from the lapse of the relevant period to respond to the request. (b) The appeal be decided by the person or office next higher in authority within thirty (30) working days from the filing of said written appeal. Failure of such person or office to decide within the afore-stated period shall be deemed a denial of the appeal. (c) Upon exhaustion of administrative appeal remedies, the requesting part may file the appropriate case in the proper courts in accordance with the Rules of Court.

SECTION 14. Keeping of Records. Subject to existing laws, rules, and regulations, government offices shall create and/or maintain accurate and reasonably complete records of important information in appropriate formats, and implement a records management system that facilitates easy identification, retrieval and communication of information to the public.

SECTION 15. Administrative Liability. Failure to comply with the provisions of this Order may be a ground for administrative and disciplinary sanctions against any erring public officer or employee as provided under existing laws or regulation.

SECTION 16. Implementing Details. All government offices in the Executive Branch and directed to formulate their respective implementing details taking into consideration their mandates and the nature of information in their custody or control, within one hundred twenty (120) days from the effectivity of this Order.

SECTION 17. Separability Clause. If any section or part of this Order is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force or effect.

SECTION 18. Repealing Clause. All orders, rules and regulations, issuances or any part thereof inconsistent with the provision of this Executive Order are hereby repealed, amended or modified accordingly: Provided, that the provision of Memorandum Circular No. 78 (s.1964), as amended, shall not be deemed repealed pending further review.

SECTION 19. Effectivity. This Order take effect immediately upon publication in a newspaper of general circulation.

DONE, in the City of Manila, this 23rd day of July in the year of our lord two thousand and sixteen.

(Sgd.) **RODRIGO ROA DUTERTE**
President of the Philippines

By the President:

(Sgd.) **SALVADOR C. MEDIALDEA**
Executive Secretary

LIST OF ACCEPTABLE IDS

Any of the following:

1. *Philippine Passport* issued by the Department of Foreign Affairs (DFA).
2. *Driver's License* by the Land Transportation Office (LTO).
3. *UMID Card* issued by the Social Security System (SSS) and Government Service and Insurance System (GSIS).
4. *Digitized Postal ID* (new and improved) issued by the Philippines Postal Corporation.
5. *PRC ID* issued by the Professional Regulation Commission (PRC).
6. *IBP ID* issued by the Integrated Bar of the Philippines (IBP).
7. *OWWA ID* issued by the Overseas Worker's Welfare Administration.
8. *Senior Citizen ID*.
9. *Voter's ID*.
10. *OFW ID* issued by the Department of Labor and Employment.
11. *GOCC and Government Office ID* issued by a branch or agency of the government.
12. *Student ID* validated on the current school year.

Annex C
Form ID No:
Rev. No.:
Effectivity Date:

FDI REQUEST NO. _____

FREEDOM OF INFORMATION REQUEST FORM

Part 1. Information on Requesting Party

1. Full Name: _____ (Mr. /Ms./Miss/Ms)

Surname First Name Middle Name

2. Complete Mailing/ Permanent Address: _____

3. Comply/Affiliation/Organization/School and Position: _____

4. Type of Government ID given (with photograph and signature): _____

5. Contact Details:

Landline: _____ Mobile: _____

Fax: _____ Email: _____

6. Preferred Mode of Communication: (for clarification and other matters)

_____ Landline _____ Mobile _____ Email _____ Postal Address

7. Preferred Mode of Reply/Response: (if applicable)

Surname First Name Middle Name

9. ID of Representative: _____

10. Proof of Authority: _____

Part II. Requested Information

1. Title of Document/Record/ Requested: (Please provide as much details as you can)

_____ Photocopy _____ Certified _____ Certified True Copy

2. Date of document (DD/MM/YY): _____

3. Purpose of Request: (Please be as specific as possible)

4. Any other relevant information:

I declare and certify that the information provided in this form is complete and correct. I am aware that giving false information or using forged documents is a crime offense. I bind myself and my principal to use the requested information only for the specific purpose stated and subject to such other conditions as may be prescribed by the CCWD. I understand that the Cadiz City Water District may collect, use and disclose personal information contained in this request.

A. Signature of requesting Party or Representative: _____

B. Date Signed: _____

For follow-ups and inquiries, please contact (034) 467-1501 and look for _____

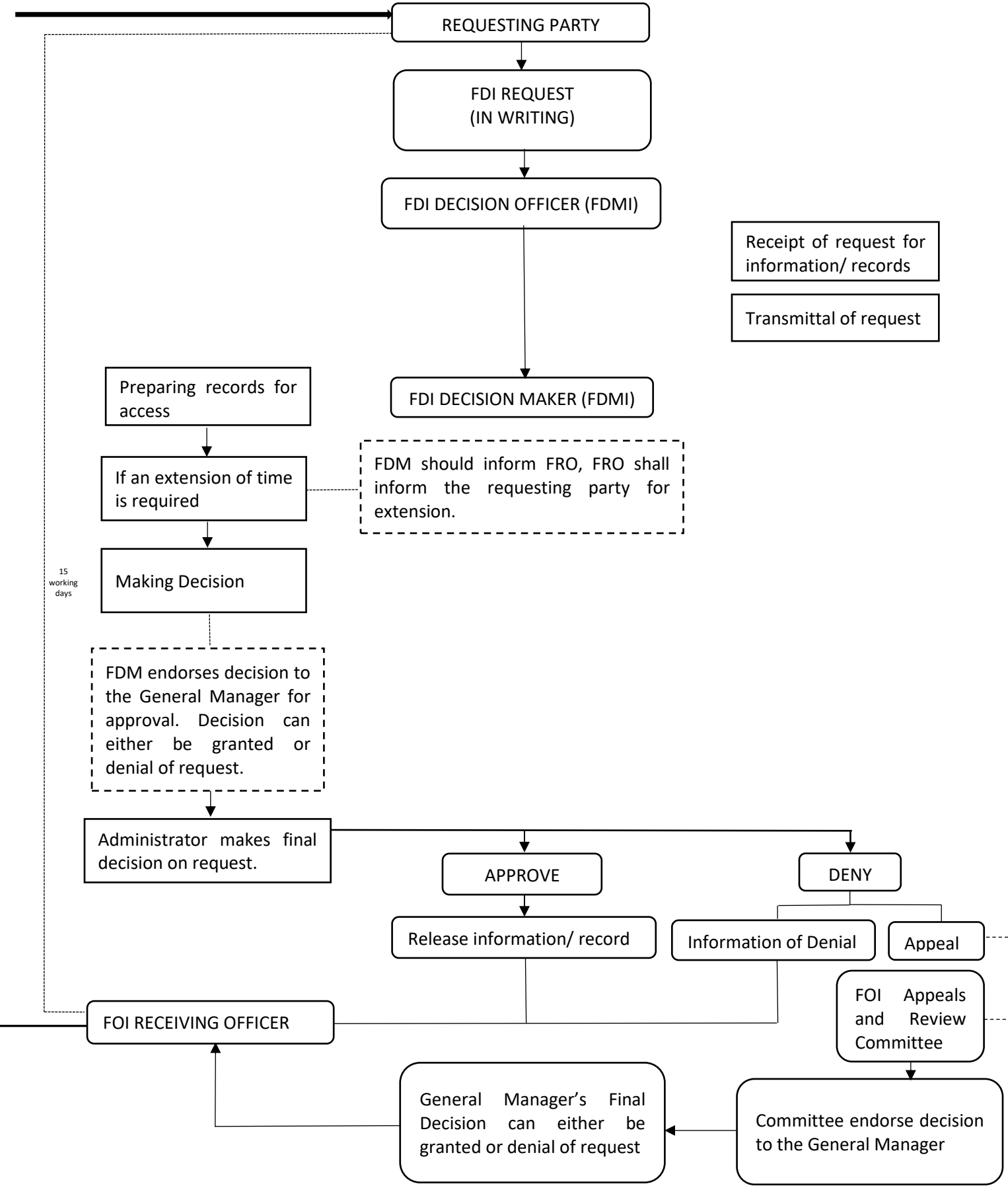
For Official Use Only Received by:

Name and Signature: _____

Position: _____

Date and Time Received: _____

FOI REQUEST FLOWCHART



CADIZ CITY WATER DISTRICT
Corner Galo – San Juan Streets
Bacolod City

Form ID No.:
Rev. No.:
Effectively Date:

FOI REQUEST TRACKING FORM

FOI Request No. _____

Date:

Date Received by FDM: _____

Status:

___ on process

___ on appeal

Inform Requesting Party

FOI Appeal & Review
Committee

___ denied

___ completed

Remarks:

CADIZ CITY WATER DISTRICT
Burgos St., Zone 5,
Cadiz City

OFFICE ORDER NO. 20____ - ____

March 5, 2024

Effective upon approval of this Office Order, the following are the Freedom of Information (FOI) responsible officers and employees relative to the Implementation of the CCWD FOI Manual, to wit:

FRO (FOI Receiving Officer)

Alyanna G. Razonable

FDMs (FOI Decision Makers)

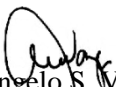
| Department | FDMs |
|--|-----------------------------|
| Office of the General Manager | Anne Jacqueline G. Escudero |
| Administrative Department | Aram T. Magno |
| Commercial Services department | Aram T. Magno |
| Finance Department | Aram T. Magno |
| Engineering Department | Engr. Rensis V. Dayot |
| Pipelines and Appurtenances Maintenance Department | Engr. Rensis V. Dayot |
| Production Department | Division Manage |

FOI Appeals and Review Committee:

| Committee | Name |
|-------------|-----------------------|
| Chairperson | Aram T. Magno |
| Members | Engr. Rensis V. Dayot |
| | Julivieve A. Gonzales |

The General Manager is the approving authority in the release of FOI documents requested. Uncontrolled copies of the CCWD FOI Manual will be provided to all departments and to the above-mentioned officers and employees for its effective implementation and compliance to Executive Order No. 2, S. 2016 and the IATF Memorandum Circular No. 2018-1 dated May 28, 2018 (Guidelines on the Grant of the PBB for FY 2018).

For information and compliance.


Mr. Angelo S. Vargas
General Manager

Exceptions to Right of Access to Information

For the guidance of all government offices and instrumentalities covered by EO No.2 (s. 2016) and the general public, the following are the exceptions to the right of access to information, as recognized by the Constitution, existing laws, or jurisprudence¹:

13. Information covered by Executive privilege;
14. Privileged information relating to national security, defense or international relations;
15. Information concerning law enforcement and protection of the public and personal safety;
16. Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims of crimes, or the accused;
17. Information, documents or records known by reason of the official capacity and are deemed as confidential, including those submitted or disclosed by entities to government agencies, tribunals, boards, or officers, in relation to the performance of their functions, or to inquiries or investigation conducted by them in the exercise of their administrative, regulatory or quasi-judicial powers;
18. Prejudicial premature disclosure;
19. Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged;
20. Matters considered confidential under banking and finance laws, their amendatory laws; and
21. Other exceptions to the right to information under laws, jurisprudence, rules and regulations.

For the implementation of the exceptions to the right access to information, the following provide the salient details and legal bases that define the extent application of the exceptions.

1. Information covered by Executive privilege:
 - A. Presidential conversations, correspondences, and discussions in closed-door Cabinet meetings;² and
 - B. Matters covered by deliberative process privilege, namely:
 - i. advisory opinions, recommendations and deliberations comprising part of a process by which governmental decisions and policies are formulated; intra-agency or inter-agency recommendations and communications during the stage when common assertions are still in the process of being formulated or are in the exploratory stage; or information pertaining to the decision-making of executive officials;³ and
 - ii. information, record or document comprising drafts of decisions, orders, rulings, policy decisions, memoranda, etc;⁴

¹ These exceptions only apply to government bodies within the control and supervision of the Executive department. Unless specifically identified, these exceptions may be invoked by all officials, officers, or employees in the Executive branch in possession of the relevant records or information.

² This exception may only be invoked by the President and his close advisors. The extent of the privilege is defined by applicable jurisprudence: *Senate v. Ermita*, G.R No. 169777, 20 April 2006, 488 SCRA 1; *Neri v. Senate Committee on Accountability of Public Officers and Investigations*, G.R No. 180643, 4 September 2008, 564 SCRA 152; *Akbayan v. Aquino*, G.R No. 170516, 16 July 2006, 558 SCRA 468; and *Chavez v. PCGG*, G.R No. 130716, 9 December 1998, 299 SCRA 744.

³ *Akbayan v. Aquino supra*; *Chavez v. NHA*, G.R No 164527, 15 August 2007; and *Chavez v. PCGG, supra*. The privilege of invoking this exception ends when the executive agency adopts a definite proposition (*Department of Foreign Affairs v. BCA International Corp.*, G.R No. 210858, 20 July 2016).

⁴ Section 3(d) Rule IV, Rules Implementing the Code of conduct and Ethical Standards for Public Officials and Employees (Rules on CCESPOE). Drafts of decisions, orders, ruling, policy decisions, memoranda, and the like, such as resolutions prepared by the investigating prosecutor prior to approval for promulgation and release to parties [Revised Manual for Prosecutors of the Department of Justice (DOJ)] are also covered under this category of exceptions.

2. Privileged information relating to national security, Defense or international relations:
 - A. Information , records, or documents that must be kept secret in the interest of national defense or security;⁵
 - B. Diplomatic negotiations and other information required to be kept secret in the conduct of foreign affairs;⁶ and
 - C. Patent applications, the publication of which would prejudice national security and interests;⁷

3. Information concerning law enforcement and protection of public and personal safety:
- A. Investigation records compiled for law enforcement purposes or information which if written would be contained in such records, but only to the extent that the production of such records or information would-
 - i. interfere with enforcement proceedings;
 - ii. deprive a person of a right to a fair trial or an impartial adjudication;
 - iii. disclose the identity of a confidential source and in case of a record compiled by a criminal law enforcement authority in the course of a criminal or by an agency conducting a lawful national security intelligence investigation, confidential information furnished only by the confidential source; or
 - iv. unjustifiably disclose investigative techniques and procedure;⁸
 - B. Informer's privilege or the privilege of the Government not to disclose the identity of a person or persons who furnish information of violations of law to officers charged with the enforcement of law;⁹
 - C. When disclosure of information would put the life and safety of an individual in imminent danger;¹⁰
 - D. Any information given by informants leading to the recovery of carnapped vehicles and apprehension of the persons charged with carnapping;¹¹ and
 - E. All proceeding involving application for admission into Witness Protection Program and the action taken thereon;¹²

⁵ *Almonte v. Vasquez*, G.R. No. 95367, 23 May 1995, 244 SCRA 286; *Chavez v. PCGG*; *Legaspi v. Civil Service Commission*, L-72119, 29 May 1987, 150 SCRA 530; *Chavez v. NHA*, surpa; *Neri v. Senate*, surpa; *Chavez v. Public Estates Authority*, G.R No. 133250, 9 July 2002, 384 SCRA 152; and Section 3(a), Rule IV, Rules on CCESPOE. This exception generally includes matters classified under Memorandum Circular (MC) No. 78, as amended by MC No. 196 as "Top Secret" "Secret," "Confidential," and "Restricted".

⁶ *Akbayan v. Aquino*, supra; Section 3(a) Rule IV, Rules on CCESPOE. This privilege may be invoked by the Department of Foreign Affairs and other government bodies involved in diplomatic negotiations.

⁷ The applicability of this exception is determined by the Director General of the Intellectual Property Office and subject to the approval of the Secretary of the Department of Trade and Industry. Section 44.3 of the Intellectual Property Code (RA No. 8293, as amended by RA No. 10372).

⁸ Section 3(f), Rule IV, Rules on CCESPOE; *Chavez v. PCGG*, supra. May be involved by law enforcement agencies.

⁹ *Akbayan v. Aquino*, supra; and Section 51, Human Security Act of 2007 (RA No. 9372). May be invoked by law enforcement agencies.

¹⁰ Section 3(b), Rule IV, Rules on CCESPOE.

¹¹ Section 19, New Anti Carnapping Act of 2016 (RA No. 10883). May be invoked by law enforcement agencies.

¹² Section 7, Witness Protection, Security and Benefit Act (RA No. 6981)

4. Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims of crimes, or the accused. These include:

A. Information of a personal nature where disclosure would constitute a clearly unwarranted invasion of personal privacy;¹³ personal information or records,¹⁴ including sensitive personal information, birth records,¹⁵ school records,¹⁶ or medical or health records;¹⁷

Sensitive personal information as defined under the Data Privacy Act of 2012 refers to personal information;¹⁸

- about an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;
- about an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceeding;
- issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
- specifically established by an executive order or an act of Congress to be kept classified.

However, personal information may be disclosed to the extent that the requested information is shown to be a matter of public concern or interest, shall not meddle with or disturb the private life or family relations of the individual¹⁹ and is not prohibited by any law or regulation. Any disclosure of personal information shall be in accordance with the principles of transparency, legitimate purpose and proportionality.²⁰

Disclosure of personal information about any individual who is or was an officer or employee of a government institution shall be allowed, provided that such information relates to the position or functions of the individual, including: (1) the fact that the individual is or was an officers or employee of the government institution; (2) the title, business address and office telephone number of the individual; (3) the classification, salary range and responsibilities of the position held by the individual; and (4) the name of the individual on a document prepared by the individual in the course of employment with the government;²¹

B. Source of any news report or information appearing in newspapers, magazines or periodicals of general circulation obtained in confidence;²² and

C. Records of proceeding and processes deemed confidential by law for the privacy and/or protection of certain individuals, such as children, victims of crime, witnesses to a crime or rehabilitated drug offenders, including those pertaining to the following:

- i. records of child family cases;²³
- ii. children in conflict with the law from initial contact disposition of the case;²⁴
- iii. a child who is a victim of any offense under the Anti-Child Pornography Act of 2009, including the name and personal circumstances of the child, or the child's immediate family, or any other information tending to establish the child's identity;²⁵
- iv. a child witness, who is a victim of a crime, an accused of a crime, or a witness to a crime, including the name, address, telephone number, school, or other identifying information of a child or an immediate family of the child;²⁶
- v. cases involving violence against women and their children, including the name, address, telephone, number, school, business, address, employer, or other identifying information of a victim or an immediate family member;²⁷
- vi. trafficked persons, including their names and personal circumstances, or any other information tending to establish the identity of the trafficked person;²⁸
- vii. names of victims of child abuse, exploitation or discrimination;²⁹
- viii. disclosure which would result in undue and sensationalized publicity of any case involving a child in conflict with the law, child abuse, or violation of anti-trafficking of persons;³⁰
- ix. records, documents and communications of proceedings involving domestic and inter-country adoptions, including the identity of the child, natural parents and adoptive parents;³¹

²² An act to Exempt the Publisher, Editor or Reporter of any Publication from Revealing the Source of Published News or Information Obtained in Confidence (RA No. 53), as amended by RA No. 1477. May be invoked by government newspapers.

²³ Section 12, Family Courts Act of 1997 (RA Act No. 8369).

²⁴ Section 43, Juvenile Justice and Welfare Act of 2006 (RA No. 9344).

²⁵ Section 13, Anti-Child Pornography Act of 2009 (RA No. 9775).

²⁶ Section 31, A.M No. 00-407-SC, Re: Proposed Rule on Examination of a Child Witness.

²⁷ Section 44, Anti-Violence Against Women and their Children Act 2004 (RA No. 9262); and *People v. Cabalquinto*, GR. No. 167693, 19 September 2006.

²⁸ Section 7, Anti-Trafficking in Persons Act of 2003 (RA No. 9208), as amended by RA No.1 0364.

²⁹ Section 29, Special Protection of Children Against Abuse, Exploitation and Discrimination Act (RA No. 7610).

³⁰ Section 14, Juvenile Justice and welfare Act 2006; Section 7, Anti-Trafficking in Persons Act of 2003, as amended; and Section 29, Special Protection of Children Against Abuse, Exploitation and Discrimination Act.

³¹ Section 15, Domestic Adoption Act of 1998 (RA No. 8552) and Section 43, IRR of RA No. 8552; Sections 6 and 16(b), Inter-Country Adoption Act of 1995 (RA No. 8043) and Sections 53,54 and 55 of. IRR of RA No. 8043.

- x. names of student who committed acts of bullying or retaliation;³²
- xi. first time minor (drug) offenders under suspended sentence who comply with applicable rules and regulations of the Dangerous Drugs Board and who are subsequently discharged; judicial and medical records of drug dependents under the voluntary submission program; and records of a drug dependent who was rehabilitated and discharged from treatment and rehabilitation centers under the compulsory submission program; or who was charged for violation of Section 15 (use of dangerous drugs) of the Comprehensive Dangerous Drugs Act Of 2002, as amended; and³³
- xii. identify, status and medical records of individuals with Human Immunodeficiency Virus (HIV), as well as results of HIV/Acquired Immune Deficiency Syndrome (AIDS) testing;³⁴

5. Information, documents or records known by reason of official capacity and are deemed as confidential, including those submitted or disclosed by entities to government agencies, tribunals, board, or officers, in relation to the performance of their functions, or to inquiries or investigation conducted by them in the exercise of their administrative, regulatory or quasi-judicial powers, such as but not limited to the following:

- A. Trade secrets, intellectual property, business, commercial, financial and other proprietary information;³⁵
- B. Data furnished to statistical inquiries, surveys and censuses of the Philippines Statistics Authority (PSA);³⁶
- C. Records and reports submitted to the Social Security System by the employer or member;³⁷
- D. Information gathered from HIV/AIDS contact tracing and all other related health intelligence activities;³⁸
- E. Confidential information submitted to the Philippine Competition Commission prohibited from disclosure by law, including the identity of the person who provided the information under condition of anonymity;³⁹
- F. Applicants and supporting documents filed pursuant to the Omnibus Investments Code of 1987;⁴⁰
- G. Documents submitted through the Government Electronic Procurement System;⁴¹

³²Section 3(h), Anti-Bullying Act (RA No.1 0627).

³³Sections 60, 64 and 67, Comprehensive Dangerous Drugs Act of Act 2002 (RA No. 9165).

³⁴Sections 2(b), 18, 30, and 32, Philippine AIDS Prevention and Control Act of 1998 (RA No. 8504).

³⁵Sections 45, 106.1, and 150.2, T/7e Intellectual Property Code (RA No. 8293, as amended by RA No. 10372); Section 66.2, Securities Regulation Code (RA No.8799); DOST Administrative Order No.

004-6; Section 142, The New Corporation Code (BP Big 68); Section 34, Philippine Competition Act (RA No. 10667); Sections 23 and 27 (c), The New Central Bank Act (RA No. 7653); Anti-Money Laundering Act (RA No.9160); Section 18, Strategic Trade Management Act (RA No. 10697); Sections 10 and 14, Safeguard Measures Act (RA No.8800); Section 12, Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990 (RA No. 6969); Article 290, Revised Penal Code; Section10.10, Rule 10, 2012 Revised IRR of Build-Operate- Transfer Law (RA No. 6957); and Revised Philippines Ports Authority Manual of Corporate Governance.

³⁶Section 26, Philippine Statistical Act of 2013 (RA No. 10625); and Section 4, Commonwealth Act no. 591. May be invoked only by the PSA

³⁷Section 24 (c), Social Security Act of 1997 (RA No.1161, as amended by RA No. 8282).

³⁸Section 29, Philippine AIDS Prevention and Control Act of 1998 (RA No. 8504).

³⁹Section 34, Philippine Competition Act (PCA), RA No. 10677 and Section 13, Rule 4 of the IRR of PCA This exception can be invoked by the Philippine Competition Commission subject to well-defined limitations under the PCA

⁴⁰Section 81, EO No. 226 (s.1987), as amended.

⁴¹Section9, Government Procurement Reform Act (RA No. 9184)

- H. Information obtained from accessing any electronic key, electronic data message, or electronic document, book, register, correspondence, information or other material pursuant to any powers conferred under the Electronic Commerce Act of 2000;⁴²
- I. Any confidential information supplied by the contractors in mineral agreements, and financial or technical assistance agreements pursuant to the Philippine Mining Act of 1995 and its Implementing Rules and Regulations (IRR), during the term of the project to which it relates;⁴³
- J. Information received by the Department of Tourism (DOT) in relation to the accreditation of accommodation establishments (such as hotels and resorts) and travel and tour agencies;⁴⁴
- K. The fact that a covered transaction report to the Anti-Money Laundering Council (AMLC) has been made, the contents thereof, or any information in relation thereto;⁴⁵
- L. Information submitted to the Tariff Commission which is by nature confidential or submitted on a confidential basis;⁴⁶
- M. Certain information and reports submitted to the insurance Commissioner pursuant to the Insurance Code;⁴⁷
- N. Information on registered cultural properties owned by private individuals;⁴⁸
- O. Data submitted by a higher education institution to the Commission on Higher Education (CHED);⁴⁹ and
- P. Any secret, valuable or proprietary information of a confidential character known to a public officer, or secrets of private individuals;⁵⁰

6. Information of which a premature disclosure would:

- A. In the case of a department, office or agency which agency regulates currencies, securities, commodities, or financial institutions, be likely to lead to significant financial speculation in currencies, securities, or commodities, or significantly endanger the stability of any financial institution; or
- B. be likely or significantly frustrate implementation of a proposed official action, except such department, office or agency has already disclosed to the public the content or nature of its proposed action, or where the department, office or agency is required by law to make such disclosure on its own initiative prior to taking final official action on such proposal.⁵¹

⁴²Section 32, Electronic Commerce Act of 2000 (RA No. 8792).

⁴³Section 94, (f), Philippine Mining Act 1995 (RA No. 7942).

⁴⁴Section 1, Rule IX, DOT MC No. 2010-02 (Rules and Regulations to Govern, the Accreditation of Accommodation Establishments - Hotels, Resorts and Apartment Hotel); and Section 23, DOT Me No. 2015-06 (Revised Rules and Regulations to Govern the Accreditation of Travel and Tour Agencies).

⁴⁵Section 9(c), Anti-Money Laundering Act of 2001, as amended. May be invoked by AMLC, government banks and its officers and employees.

⁴⁶Section 10, Safeguard Measures Act.

⁴⁷Section 297 in relation with Section 295 and Section 356, The insurance Code (as amended by RA No. 10607).

⁴⁸Section 14, National Cultural Heritage Act of 2009 (RA No.1 0066).

⁴⁹CED Memorandum Order No.015-13, 28May2013.

⁵⁰Articles 229 and 230, Revised Penal Code; Section 3(k), Anti-Craft and Corrupt Practices Act (RA No. 3019); Section 7(c), Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713); Section 7, Exchange of Information on Tax Matters Act of 2009 (RA No. 10021); and Section 6.2, Securities Regulation Code (RA No. 8799).

⁵¹Section 3(9), Rule IV, Rules on CCEsPOE

7. Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged, including but not limited to the following:
- A. Mediation and domestic or international arbitration proceedings, including records, evidence and the arbitral awards, pursuant to the Alternative Dispute Resolution Act of 2004;⁵²
 - B. Matters involved in an Investor-State mediation;⁵³
 - C. Information and statements made at conciliation proceedings under the Labor Code;⁵⁴
 - D. Arbitration proceedings before the Construction Industry Arbitration Commission (CIAC);⁵⁵
 - E. Results of examinations made by the Securities and Exchange Commission (SEC) on the operations, books and records of any corporation and all interrogatories propounded by it and the answers thereto;⁵⁶
 - F. Information related to investigations which are deemed confidential under the Securities Regulations Code;⁵⁷
 - G. All proceedings prior to the issuance of a cease and desist order against pre-need companies by the Insurance Commission;⁵⁸
 - H. Information related to the assignment of the cases to the reviewing prosecutors or the undersecretaries in cases involving violations of the Comprehensive Dangerous Drugs Act of 2002;⁵⁹
 - I. Investigation report and the supervision history of a probationer;⁶⁰
 - J. Those matters classified as confidential under the Human Security Act of 2007.⁶¹
 - K. Preliminary investigation proceedings before the committee on decorum and investigation of government agencies;⁶² and
 - L. Those information deemed confidential or privileged pursuant to pertinent rules and regulations issued by the Supreme Court, such as information on disbarment proceedings, DNA profiles and results, or those ordered by courts to be kept confidential;⁶³

⁵²Section 9, 23 and 33, Alternative Dispute Resolution (ADR) Act of 2004 (RA No. 9285); and DOJ Circular No.98 (s. 2009) or the IRR of the ADR Act.

⁵³Article 10, International Bar Association Rules for Investor-State Mediation.

⁵⁴Article 237, Labor Code.

⁵⁵Section 7.1 Rule, CIAC Revised of Procedure Governing Construction Arbitration.

⁵⁶Section 142, Corporation Code. May be invoked by the SEC and any other officials authorized by the law to make such examination.

⁵⁷Section 13.4, 15.4, 29.2 (b), and 64.2 of the Securities Regulation Code.

⁵⁸Section 53 (b) (1) of the Pre-Need Code of the Philippines. The confidentiality of the proceedings is lifted after the issuance of the cease and desist order.

⁵⁹DOJ Department Circular No. 006-16 (No.6), 10 February 2016.

⁶⁰Section 17, Probation Law of 197 [PO No. 968 (s.1976) J.

⁶¹Section 9, 13, 14, 29, 33, and 34, Human Security Act 2007 (RA No. 9372),

⁶²Section 14, Civil Service Commission Resolution No. 01-0940.

⁶³Section 18, Rule 139-8 and Section 24, Rule 130 of the Rules of Court; and Section 11 of the Rule on DNA Evidence, A.M. No. 06-11-5-SC.

8. Matters considered confidential under banking and finance laws and their amendatory laws, such as
 - A. RA No. 1405 (Law on Secrecy of Bank Deposits);
 - B. RA No. 6426 (Foreign Currency Deposit Act of the Philippines) and relevant regulations;
 - C. RA No. 8791 (The General Banking Law of 2000);
 - D. RA No. 9160 (Anti-Money Laundering Act of 2001); and
 - E. RA No. 9510 (Credit Information System Act);

9. Other exceptions to the right to information under laws, jurisprudence, rules and regulations, such as:
 - A. Those deemed confidential pursuant to treaties, executive agreements, other international agreements, or international proceedings, such as:
 - i. When the disclosure would prejudice legitimate commercial interest or competitive position of investor-states pursuant to investment agreements ;⁶⁴
 - ii. Those deemed confidential or protected information pursuant to United Nations Commission on international Trade Law rules on Transparency in Treaty-based investor-State Arbitration and Arbitration Rules (UNCITRAL Transparency Rules);⁶⁵ and
 - iii. Refugee proceedings and documents under the 1951 Convention Relating to the Status of Refugees, as implemented by DOJ Circular No. 58 (s.2012);
 - B. Testimony from a government official, unless pursuant to a court or legal order,⁶⁶
 - C. When the purpose for the request of Statement of Assets, Liabilities and Net Worth is any of the following:
 - i. any purpose contrary to morals or public policy; or
 - ii. any commercial purpose other than by news and communications media for dissemination to the general public;⁶⁷
 - D. Lists, abstracts, summaries of information requested when such lists, abstracts or summaries are not part of the duties of the government office requested;⁶⁸
 - E. Those information and proceedings deemed confidential under rules and regulations issued by relevant government agencies or as decided by the courts;⁶⁹
 - F. Requested information pertains to comments and disclosures on pending cases in judicial proceedings;⁷⁰ and
 - G. Attorney-client privilege existing between government lawyers and their client.⁷¹

⁵⁴Examples; Article 20(2), ASEAN Comprehensive Investment Agreement; Article 15 (2) Agreement on investment under the Framework Agreement on the Comprehensive Economic Cooperation between the ASEAN and the Republic of India; and Article 15 (2) of the Agreement on Investment under the framework Agreement on the Comprehensive Economic Cooperation among the Government of the Member Countries of the ASEAN and the Republic of Korea.

⁵⁵Article 7, UNCITRAL Transparency Rules.

⁶⁶Senate v. Neri, supra; Senate v. Ermita, supra.

⁶⁷Section 8(D), Code of Conduct and Ethical Standards for Public Officials and Employees.

⁶⁸Belgica v. Ochoa, G.R. No. 208566, 19 November 2013; and Valmonte v. Bemonte Jr., G.R. No. 749930, 13 February 1989, 252 Phil.264.

⁶⁹Examples: 2012 Guidelines and Procedures in the Investigation and Monitoring of Human Rights Violations and Abuses and the Provision of CHR Assistance; Government Service Insurance System's Rules of Procedure of the Committee on Claims; National Labor Relations Commission Resolution No. 01-02, Amending Certain Provisions of the New Rules of Procedure of the National Labor Relations Commission, 08 March 2002; Department of Agrarian Reform MC No. 07-11, 19 July 2011; Department of Social Welfare and Development MC No. 021-12, 16 October 2012; and Section 42, Investment Company Act (RA No. 2629); when the information requested is not a matter of public concern or interest as decided in Hilado v. Judge Amor A. Reyes, G.R. No. 163155, 21 July 2006.

⁷⁰Romero v. Guerzon, G.R. No. 211816, 18 March 2015.

⁷¹Canon 21 of the Code of Professional Responsibility.