



CEZA

CAGAYAN ECONOMIC ZONE AUTHORITY

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Office of the President

**CAGAYAN ECONOMIC ZONE
AUTHORITY**



**FREEDOM OF INFORMATION
MANUAL**

(As of December 31, 2021)

I. OVERVIEW

A. Background and Purpose

Executive Order (EO) No. 2, otherwise known as the Freedom of Information (FOI) EO, was signed by President Rodrigo Roa Duterte on 23 July 2016. The FOI EO seeks to operationalize the Constitutional provisions on full public disclosure of all State transactions involving public interests (Section 28, Article II) and the right of the people to information on matters of public concern (Section 7, Article III). EO No. 2 took effect immediately after its publication on 27 July 2016 in the Manila Bulletin.

Section 8 of EO No. 2 directed all government agencies under the Executive Branch to prepare within one hundred twenty (120) calendar days from the effectivity thereof a People's FOI Manual, which shall include among others the following provisions:

1. 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;
2. The person or office responsible for receiving requests for information;
3. The procedure for the filing and processing of requests;
4. The standard forms for the submission of requests and for the proper acknowledgment of requests;
5. The process for the disposition of requests;
6. The procedure for the administrative appeal of any denial of access to information; and
7. The schedule of applicable fees.

Pursuant to and in compliance with the foregoing mandate of the FOI EO, the FOI Manual for the Cagayan Economic Zone Authority (CEZA) is hereby formulated. During the formulation of this CEZA's FOI Manual, consultations with the various offices/units under the CEZA were undertaken, with the objective of classifying the information, document or record under the custody of the offices or officers, determining those information which may be the subject of requests for FOI, identifying the responsible offices/officers to handle FOI requests, assessing the capability of such responsible offices/officers, and streamlining procedures of the various responsible offices/officers towards the effective and efficient processing of FOI requests made by the public.

The purpose of this CEZA's FOI Manual is to guide and assist the public in the processes and procedures involved in requests for information pursuant to EO No. 2. It likewise sets out the rules, procedures and guidelines to be followed by

the officials and employees of the offices under the CEZA for requests for access to information.

B. Coverage

The Manual shall cover all requests for information directed, filed or submitted to the offices under the CEZA, which include the following:

- a) Office of the Board of Directors
 1. Office of the Board Secretary VI
 2. Internal Audit Division

- b) Office of the Administrator and Chief Executive Officer
 1. Legal Division
 2. Corporate Affairs Division
 3. Marketing and Investment Promotion Department
 - Marketing Division
 - Investment Promotion Division
 4. Management Services Department
 - Management Information System Division
 - Corporate Planning Division

- c) Office of the Deputy Administrator for Operations
 1. Freeport Facilities Department
 - Infrastructure and Maintenance Division
 - Port Management Division
 2. Community Development Department
 - Community Affairs and Development Division
 - Community-Based Tourism Division
 3. Regulatory and Employment Department
 - Business Registration and Regulatory Division
 - Enterprise Assistance Division
 - Labor and VISA Services Division

- d) Office of the Deputy Administrator for Support Services
 1. Administrative Services Department
 - Human Resource Division
 - General Services Division
 - Cash Division
 2. Finance Department
 - Accounting Division
 - Budget Division
 3. Environmental and Public Safety Department
 - Environmental Management Division
 - Law Enforcement and Disaster Management Division
 - Fire and Safety Division

C. Protection of Privacy

While providing access to information, the CEZA shall afford full protection to