

Office of the President

**CAGAYAN ECONOMIC ZONE
AUTHORITY**



**FREEDOM OF INFORMATION
MANUAL**

(As of September 30, 2018)

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. Corporate Board Secretariat
- b) Office of the Administrator and Chief Executive Officer
 - 1. Legal Division
 - 2. Public Affairs Division
- c) Office of the Senior Deputy Administrator
- d) Office of the Deputy Administrator
- e) Office of the Department Manager for Support Services
 - 1. Administrative Services
 - 2. Finance Management Services
- f) Office of the Department Manager for Planning and MIS
 - 1. Planning and MIS
 - 2. Business Development and Marketing.
- g) Operations Department
 - 1. Community Services
 - 2. Engineering and Maintenance
 - 3. Industrial and Environmental Safety
 - 4. Security and Disaster
 - 5. Airport Operations

C. Protection of Privacy

While providing access to information, the CEZA shall afford full protection to a person's right to privacy as mandated by laws, as follows:

- 1) It shall ensure that personal information, particularly sensitive personal information, in its custody or under its control is disclosed only as permitted by existing laws;
- 2) It shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure; and
- 3) Any official or employee who has access, whether authorized or unauthorized, to personal information in the custody of the offices under the CEZA, shall not disclose that information except as authorized by existing laws.