



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
Philippine Atmospheric, Geophysical and
Astronomical Services Administration
(PAGASA)

FREEDOM OF INFORMATION

PEOPLE'S MANUAL

2025 Edition

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SECTION 1: OVERVIEW

1. **Purpose:** The purpose of this PAGASA Freedom of Information (FOI) Manual is to provide the process to guide and assist the PAGASA in dealing with requests of information received under Executive Order (EO) No. 2, Series of 2016 on FOI. **(Annex "B")**
2. **Structure of the Manual:** This Manual shall set out the rules and procedures to be followed by the PAGASA, herein referred to as the Agency, when a request for access to information is received. The Agency Head/Administrator is responsible for all actions carried out under this Manual and may delegate this responsibility to his designated representative. The Agency Head/Administrator 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 PAGASA.
4. **FOI Receiving Officer:** There shall be a designated FOI Receiving Officer (FRO). The FRO shall preferably come either from the Public Assistance Office, Information Office, Records Office or its equivalent of the Agency.

The functions of the FRO shall include receiving, on behalf of the PAGASA, all requests for information; forward the same to the appropriate office who has custody of the records; monitor all FOI requests and appeals; provide assistance to the FOI Decision Maker (DM); provide assistance and support to the public and staff with regard to FOI; compile statistical information as required (FOI Reports); and, 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:

- a. That the form is incomplete; or
 - b. The information is already disclosed in the PAGASA Official Website or at www.pagasa.dost.gov.ph.
 - c. The information is not within the PAGASA or can be found with another government agency;
 - d. Invalid request or not counted as FOI request; and,
 - e. The request is identical or substantially similar request from another requesting party whose request has been previously denied by the Agency.
5. **FOI Champion:** The FOI Champion is the Head of the Agency. The functions of the FOI Champion shall include the following:

- a. Oversee the implementation and compliance of the agency in the FOI Program;
 - b. Supervise, lead, direct, and administer the creation and operation of an FOI Team of the PAGASA;
 - c. Represent the PAGASA on various boards/commissions/committees/ and task forces dealing with FOI policy matters; and
 - d. Perform other functions as necessary in the exigency of service.
- 6. FOR Decision Maker (FDM):** The Agency Head/Administrator shall designate the respective heads of the offices in the PAGASA CO to act as the AGENCY FDM for Technical Data and for non-technical documents, who shall conduct the initial evaluation of the request for information and provide initial decision on whether to grant or deny or partially deny the request based on the following:
- a. The PAGASA 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 EO No. 2, s. 2016;
 - d. The request is identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the DOST-PAGASA; or
 - e. Vexatious requests.
- 7. Central Appeals and Review Committee (CARC).** The Agency Head/Administrator shall constitute an Appeals and Review Committee. The Committee shall be composed of the following:
- Chairperson : Deputy Administrator for Administration and Engineering Services
- Members : Deputy Administrator for Operations and Services
Deputy Administrator for Research and Development
Representative from PAGASA Weathermen Employees Association (PWEA)
- The Committee shall receive, review, evaluate, and assess the appeal of a requesting party in case of denial or partial denial by the FDM. The Committee shall submit its recommendation to the Office of the Administrator for consideration.
- 8. Final Appeal:** The Agency Head/Administrator shall decide on all appeals of the requesting party upon the recommendation of the Appeals and Review Committee.

SECTION 2. GLOSSARY OF TERMS

1. **ADMINISTRATIVE FOI APPEAL.** An independent review of the initial determination made in response to a FOI request. Requesting parties who are dissatisfied with the response made on their initial request have a right

to appeal that initial determination to an office within the agency, which will then conduct an independent review.

2. **ANNUAL FOI REPORT.** A report to be filed each year with the Presidential Communications Operations Office (PCOO) by all government agencies detailing the administration of the FOI. Annual FOI Reports contain detailed statistics on the number of FOI requests and appeals received, processed, and pending at each government office.
3. **CONSULTATION.** When a government office locates a record that contains information of interest to another office, it will ask the views of that other agency on the disclosability of the records before any final determination is made. This process is called a "consultation".
4. **EXCEPTIONS.** Information that should not be released and disclosed in response to a FOI request because they are protected by the Constitution, laws or jurisprudence.
5. **FREEDOM OF INFORMATION (FOI).** The Executive Branch recognizes the right of the people to information on matters of public concern, and adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to the procedures and limitations provided in Executive Order No. 2. This right is indispensable to the exercise of the right of the people and their organizations to effective and reasonable participation at all levels of social, political and economic decision-making.
6. **FOI CONTACT.** The name, address and phone number at each government office where you can make a FOI request.
7. **FOI REQUEST.** A written request submitted to a government office personally or by email asking for records on any topic. A FOI request can generally be made by any Filipino to any government office.
8. **FOI RECEIVING OFFICE.** The primary contact at each agency where the requesting party can call and ask questions about the FOI process or the pending FOI request.
9. **FREQUENTLY REQUESTED INFORMATION.** Info released in response to a FOI request that the agency determines have become or are likely to become the subject of subsequent requests for substantially the same records.
10. **FULL DENIAL.** When the Agency cannot release any records in response to a FOI request, because, for example, the requested information is exempt from disclosure in its entirety or no records responsive to the request could be located.
11. **FULL GRANT.** When a government office is able to disclose all records in full in response to a FOI request.

12. **INFORMATION.** Shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or 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 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.
13. **INFORMATION OF DISCLOSURE.** Information promoting the awareness and understanding of policies, programs, activities, rules or revisions affecting the public, government agencies, and the community and economy. It also includes information encouraging familiarity with the general operations, thrusts, and programs of the government. In line with the concept of proactive disclosure and open data, these types of information can already be posted to government websites, such as data.gov.ph, without need for written requests from the public.
14. **MULTI-TRACK PROCESSING.** A system that divides incoming FOI requests according to their complexity so that simple requests requiring relatively minimal review are placed in one processing track and more complex requests are placed in one or more other tracks. Requests granted expedited processing are placed in yet another track. Requests in each track are processed on a first in/first out basis.
15. **OFFICIAL RECORD/S.** 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.
16. **OPEN DATA.** Refers to publicly available data structured in a way that enables the data to be fully discoverable and useable by end users.
17. **PARTIAL GRANT/PARTIAL DENIAL.** When a government office is able to disclose portions of the records in response to a FOI request, but must deny other portions of the request.
18. **PENDING REQUEST OR PENDING APPEAL.** An FOI request or administrative appeal for which a government office has not yet taken final action in all respects. It captures anything that is open at a given time including requests that are well within the statutory response time.
19. **PERFECTED REQUEST.** A FOI request, which reasonably describes the records, sought and is made in accordance with the government office's regulations.
20. **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.

21. **PROACTIVE DISCLOSURE.** Information made publicly available by government agencies without waiting for a specific FOI request. Government agencies now post on their websites a vast amount of material concerning their functions and mission.
22. **PROCESSED REQUEST OR PROCESSED APPEAL.** The number of requests or appeals where the agency has completed its work and sent a final response to the requester.
23. **PUBLIC RECORDS.** Shall include information required by laws, executive orders, rules or regulations to be entered, kept, and made publicly available by a government office.
24. **PUBLIC SERVICE CONTRACTOR.** Shall be defined as a private entity that has dealing, contract, or a transaction of whatever form or kind with the government or a government agency or office that utilizes public funds.
25. **RECEIVED REQUEST OR RECEIVED APPEAL.** An FOI request or administrative appeal that an agency has received within a fiscal year.
26. **REFERRAL.** When a government office locates a record that originated with, or is of otherwise primary interest to another agency, it will forward that record to the other agency to process the record and to provide the final determination directly to the requester. The process is called a "referral".
27. **SENSITIVE PERSONAL INFORMATION.** As defined in the Data Privacy Act of 2012, shall refer to personal information:
 - a. About an individual race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;
 - b. About an individual 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.
28. **SIMPLE REQUEST.** A FOI request that an agency anticipates will involve a small volume of material or which will be able to be processed relatively quickly.

29. www.data.gov.ph. The Open Data website that serves as the government's comprehensive portal for all public government data that is searchable, understandable, and accessible.
30. www.foi.gov.ph. The website that serves as the government's comprehensive FOI website for all information on the FOI. Among many other features, eFOI.gov.ph provides a central resource for the public to understand the FOI, to locate records that are already available online, and to learn how to make a request for information that is not yet publicly available. eFOI.gov.ph also promotes agency accountability for the administration of the FOI by graphically displaying the detailed statistics contained in Annual FOI Reports, so that they can be compared by agency and over time.

SECTION 3. PROMOTION OF OPENNESS IN GOVERNMENT

1. **Duty to Publish Information.** The Agency shall regularly publish, print and disseminate at no cost to the public and in an accessible form, in conjunction with Republic Act No. 11032, or Ease of Doing Business and Efficient Government Services Delivery Act of 2018, and through their website timely, true, accurate and updated key information including, but not limited to:
 - a. A description of its mandate, structure, functions, duties and decision-making processes;
 - b. A description of the frontline services it delivers and the procedure and length of time by which they may be availed of;
 - c. The names of its key officials, their powers, functions and responsibilities, and their profiles and curriculum vitae;
 - d. Work programs, development plans, investment plans, projects, performance targets and accomplishments, and budgets, revenue allotments and expenditures;
 - e. Important rules and regulations, orders or decisions;
 - f. Current and important database and statistics that it generates;
 - g. Bidding processes and requirements; and
 - h. Mechanisms or procedures by which the public may participate in or otherwise influence the formulation of policy or the exercise of its powers.
2. **Accessibility of Language and Form.** The Agency shall endeavor to translate key information into major Filipino languages and present them in popular form and means.
3. **Keeping of Records.** The Agency shall create and/or maintain in appropriate formats, accurate and reasonably complete documentation or records, policies, transactions, decisions, resolutions, enactments, actions, procedures,

operations, activities, communications and documents received or filed with them and the generated or collected.

SECTION 4. PROTECTION OF PRIVACY

While providing for access to information, the Agency shall afford full protection to a person's right to privacy, as follows:

- a. The PAGASA shall ensure that personal information, particularly sensitive personal information, in its custody or under its control is disclosed only as permitted by existing laws;
- b. The PAGASA shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure;
- c. The FRO, FDM, or any employee or official who has access, whether authorized or unauthorized, to personal information in the custody of the PAGASA, shall not disclose that information except as authorized by existing laws.

If the FDM considers that any of all of the information sought should not be released in full or in part, the FDM should review guidance available in the inventory of exceptions to the EO and apply as appropriate.

Guidelines on redaction and extraction (**ANNEX M**) can be used to balance the disclosure of information with the protection of personal information when a document will be disclosed. Redaction is the process of ensuring that sensitive information is unreadable before disclosing to the requesting party. On the other hand, extraction is the process of separating/isolating specific information from a set of data.

SECTION 5. STANDARD PROCEDURE

(See *Annex "E"* for flowchart)

1. Receipt of Request for Information.

- a. The FOI Receiving Officer (FRO) shall receive the request for information from the requesting party and checked compliance of the following requirements:
 - i. The request must be in writing (*legible, if handwritten*);
 - ii. The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization;

- iii. The request shall reasonably describe the information requested or contains information sufficient to identify the record/s requested; and
- iv. The request must clearly and categorically state the reason/s for, or purpose of, the request for information. (see **Annex "F"**)

The request can be made through email, provided that the requesting party shall attach in the email a scanned copy of the FOI application request, and a copy of a duly recognized government ID with photo.

- b. In case the requesting party is unable to make a written request, because of illiteracy or due to being a person with disability, he or she may make an oral request, and the FRO shall reduce it in writing.
- c. 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. In case of email requests, the email shall be printed out and shall follow the procedure mentioned above, and be acknowledged by electronic mail. The FRO shall input the details of the request on the Request Tracking System and allocate a reference number.
- d. The PAGASA must respond to the requests promptly, within the fifteenth (15) working day following the date of receipt of the request. A working day is any day other than a Saturday, Sunday or a day which is declared a national public holiday in the Philippines. In computing for the period, Art. 13 of the New Civil Code shall be observed.

The date of receipt of the request will be either:

- i. The day on which the request is physically or electronically delivered to the government office, or directly into the email inbox of a member of staff; or
- ii. If the government office 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 where the request has been emailed to an absent member of staff, and this has generated an 'out of office' message with instructions on how to re-direct the message to another contact. Where this is the case, the date of receipt will be the day the request arrives in the inbox of that contact.

Should the requested information need further details to identify or locate, then the 15 working days will commence the day after it receives the required clarification from the requesting party.

2. **Initial Evaluation.** After receipt of the request for information, the FRO shall evaluate the contents of the request. The FOI officer should initially evaluate if the request is valid, such as but not limited to the following:
 - a. The request is made under the EO NO. 2, s. 2016;
 - b. The records sought are likely to be within the custody of the government office;
 - c. The request is not vexatious; and
 - d. Unreasonable subsequent identical or substantially similar request.
 - 2.1 **Request relating to more than one office under the PAGASA:** If a request for information is received which requires to be complied with, of different offices, the FRO shall forward such request to the said office concerned and ensure that it is well coordinated and monitor its compliance. The FRO shall also clear with the respective FROs of such offices that they will only provide the specific information that relates to their offices.
 - 2.2 **Requested information is not in the custody of the PAGASA or any of its offices:** If the requested information is not in the custody of the PAGASA or any of its offices, following referral and discussions with the FDM, the FRO shall undertake the following steps:
 - i. If the records requested refer to another government office, the request will be immediately transferred to such appropriate department office through the most expeditious manner and the transferring office must inform the requesting party that the information is not held within the 15 working day limit. The 15 working day requirement for the receiving offices commences the day after it receives the request.
 - ii. If the records refer to an office not within the coverage of E.O. No. 2, the requesting party shall be advised accordingly and provided with the contact details of that office, if known.
 - 2.3 **Requested information is already posted and available online:** Should the information being requested is already posted and publicly available in the Agency website, data.gov.ph or foi.gov.ph, the FRO shall inform the requesting party of the said fact and provide them the website link where the information is posted.
 - 2.4 **Requested information is substantially similar or identical to the previous request:** Should the requested information be substantially similar or identical to a previous request by the same requester, the request shall be denied. However, the FRO shall inform the applicant of the reason of such denial.
3. **Transmittal of request by the FRO to the FDM:** After receipt of the request for information, the FRO shall evaluate the information being requested, and

notify the FDM of such request. The copy of the request shall be forwarded to FDM within one (1) day from receipt of the written request. The FRO shall record the date, time and name of the FDM who received the request in a record book with the corresponding signature of acknowledgement of receipt of the request.

4. **Role of FDM in processing the request:** Upon receipt of the request for information from the FRO, the FDM shall assess and clarify the request if necessary. He or she shall make all necessary steps to locate and retrieve the information requested. The FDM shall ensure that the complete information requested be submitted to the FRO within 10 days upon receipt of such request.

The FRO shall note of the date and time of receipt of the information from the FDM and report to the Administrator or his designated representative, in case the submission is beyond the 10-day period.

If the FDM needs further details to identify or locate the information, he shall, through the FRO, seek clarification from the requesting party. The clarification shall stop the running of the 15 working day period and will commence the day after it receives the required clarification from the requesting party.

If the FDM determines that a record contains information of interest to another office, the FDM shall consult with the agency concerned on the disclosability of the records before making any final determination.

5. **Role of FRO to transmit the information to the requesting party:** Upon receipt of the requested information from the FDM, the FRO shall collate and ensure that the information is complete. He shall attach a cover/transmittal letter signed by Agency/Head or his designated representative concerned and ensure the transmittal of such to the requesting party within 15 working days upon receipt of the request for information.
6. **Request for an Extension of Time:** If the information requested requires extensive search of the government's office records facilities, examination of voluminous records, the occurrence of fortuitous events or other analogous cases, the FDM should inform the FRO.

The FRO shall inform the requesting party of the extension, setting forth the reasons for such extension. In no case shall 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. **Awaiting Clarification:** Should the requested information require further details to conclude resolution, the FRO shall advise the requesting party and request for additional information needed to clarify the FOI request. The 15-working day period will commence the day after it receives the required clarification from the requesting part. If no clarification is received from the