



Department of Transportation and Communications



MACTAN CEBU  
INTERNATIONAL AIRPORT AUTHORITY



# **FREEDOM OF INFORMATION AGENCY MANUAL**



**MACTAN-CEBU INTERNATIONAL AIRPORT AUTHORITY**

# **SECTION I INTRODUCTION**

## **1. BACKGROUND**

Section 28, Article II of the 1987 Constitution provides that the State adopts and implements a policy of full disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law. Furthermore, Article III of Section 7 of the Constitution guarantees the right of the people to information on matters of public concern.

In order to implement the provisions of the Constitution, the President of the Republic of the Philippines signed the Executive Order No. 2, s.2016 mandating full disclosure of information of all offices under the Executive Branch through the production of a People's Freedom of Information (FOI) Manual. (See ***Annex "A"***)

## **2. OBJECTIVE OF THE MANUAL**

In line with the provisions described under the Executive Order No. 2, MactanCebu International Airport Authority's Freedom of Information (FOI) Manual aims the following:

- a. To guide and assist the Organization in dealing with people's requests for information received under the Executive Order;
- b. Disclose the Organization's information, mandates and functions provided that it does not fall under any of the exemptions enshrined in the Constitution, existing laws or jurisprudence; and
- c. Support the right of every Filipino people to access information, official records, public records and documents.

## **3. STRUCTURE OF THE MANUAL**

This Manual shall set out the rules and procedures to be followed by the Mactan-Cebu International Airport Authority (MCIAA) when a request for access to information is received. The Head of the Organization is responsible for all the actions carried out in accordance with this Manual and may delegate this responsibility to concerned staff.

At the MCIAA, the General Manager is responsible for all actions carried out under this Manual and may delegate this responsibility to the Assistant General Manager. The Assistant General Manager, acting as FOI Champion, will also act as the FOI Decision Maker who shall have overall responsibility for the initial decision on FOI requests.

#### **4. COVERAGE OF THE MANUAL**

The Manual shall cover all requests for information directed to the Mactan-Cebu International Airport Authority subject to reasonable conditions prescribed by law

It shall contain the following information:

- a. Location and Contact information of the Organization (See ***Annex "B"***)
- b. Standard Procedures
  - Request to access information
  - Appeal for Denied Request
- c. Forms to be accomplished
  - FOI Request Form
- d. Fees

#### **5. FOI RECEIVING OFFICER**

The General Manager of MCIAA designates the MCIAA Public Affairs Office (PAO) to act as the FOI Receiving Officer (FRO) of the Organization.

Being the FRO of the Organization, MCIAA PAO shall have the following functions:

- a. Evaluation and processing of the request;
- b. Monitoring of all the FOI requests and appeals;
- c. Advise the FOI Decision Maker with matters concerning FOI;
- d. Advise and support the public and staff with regards to FOI;
- e. Compilation of statistical information of the nature and volume of the requests;
- f. Maintenance and Updating of the RequestTracking System in print or through database;and
- g. Submission of quarterly reports to the Presidential Communications Operations Office (PCOO).

#### **6. FOI DECISION MAKER**

The MCIAA as an attached agency of the Department of Transportation practices the Chain of Command, wherein communications and orders pass through proper channel. Having this structure, the General Manager is responsible for all

actions carried out under this Manual and may delegate this responsibility to the Assistant General Manager. The Assistant General Manager, acting as FOI Champion, will also act as the FOI Decision Maker who shall have overall responsibility for the initial decision on FOI requests.

The FOI Decision Maker shall:

- a. Decide whether the information shall be released as a whole or in partial; and
- b. Determine if a request is subject for denial.

## **SECTION II PROMOTION OF OPENNESS IN GOVERNMENT**

### **1. DUTY TO PUBLISH INFORMATION**

The Mactan-Cebu International Airport Authority shall regularly publish, print and disseminate at no cost to the public and in an accessible form, in conjunction with Republic Act 9485, or the Anti-Red Tape Act of 2007, and through their website, timely, true, accurate and updated key information including, but not limited to:

- a. A description of its mandate, structure, powers, 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. ACCESSABILITY OF LANGUAGE AND FORM**

The Mactan Cebu International Airport Authority shall endeavor to translate key information into major Filipino languages and present them in popular form and means.

### **3. KEEPING OF RECORDS**

The Mactan Cebu International Airport Authority 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 data generated or collected.

## **SECTION III SCOPE, LIMITATIONS, AND PROACTIVE DISCLOSURE**

### **1. SCOPE OF APPLICATION**

This manual shall govern all requests for information from the Mactan-Cebu International Airport Authority subject to reasonable conditions prescribed by law.

### **2. LIMITATIONS**

#### **1. Sensitive Personal Information**

Requests for information that would constitute an unwarranted invasion to a person's privacy will be denied. However, the requesting party can be provided access to such personal information if the official/personnel has consented, in writing, to the disclosure of information.

As defined in the Data Privacy Act of 2012, sensitive personal information shall refer to personal information:

- a.) 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;

- b.)** About an individual's race, ethnic origin, marital status, age, color, and Religious, philosophical or political affiliations;
- 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

## **2. Restricted Documents**

Information classified or marked as restricted documents in a legal proceeding (E.g. appealed cases, orders and resolutions pertaining to employees and Officials of the Department.

## **3. Confidential Documents**

The information is classified or marked as confidential documents (e.g. Investigation reports against officials or employees).

## **4. List of Exceptions**

The following are the exceptions to the right of access to information, as Recognized by the Constitution, existing laws or jurisprudence:

- (1)** Information covered by Executive privilege;
- (2)** Privileged information relating to national security, defense or International relations;
- (3)** Information concerning law enforcement and protection of public and Personal safety;
- (4)** Information deemed confidential for the protection of the privacy of Persons and certain individuals such as minors, victims of crimes, or The accused;
- (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, 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;

- (6) Prejudicial premature disclosure;
- (7) Records of proceedings or information from proceedings, which Pursuant to law or relevant rules and regulations, are treated as Confidential or privileged;
- (8) Matters considered confidential under banking and finance laws, And their amendatory laws; and
- (9) Other exceptions to the right to information under laws jurisprudence, Rules and regulations

### **5. Files of employees**

Files that reveal personal information such as addresses and contact details.

### **3. PROACTIVE DISCLOSURE**

Information made publicly available by government agencies without waiting for a Specific FOI request. The MCIAA posts on its website and other online platforms Various information such as:

#### **a. Budgetary and Financial Records**

- Approved Budget under General Appropriations
- Financial Statements
- Financial Reports

#### **b. Administrative Records**

- MCIAA Organizational Chart and Structure
- Mandate, Mission, and Vision
- Office Directory
- Citizen's Charter
- Job Vacancies
- Memorandum Circular
- Office and Department Orders

#### **c. Public Bidding Documents**

- d. Programs and Projects
  - List of Projects
  - Accomplishment and Technical Reports
  - Status of Projects

## SECTION IV STANDARD PROCEDURES (See *Annex "C"*)

### 1. FILING AND RECEIPT OF REQUEST FOR INFORMATION

- a. MCIAA PAO, being the FOI Receiving Officer (FRO), shall provide an FOI Request Form to the Requesting Party or an authorized representative. The Requesting Party may also download the FOI Request Form directly from MCIAA's Website.
- b. The FRO shall receive the request for information from the Requesting Party and check if the following requirements are fully accomplished:
  - The request must be in writing. If the request is made through email, the Requesting Party shall attach the scanned copy of the written FOI application request form with a copy of a duly recognized government ID with photo;
  - The request must have the name, contact information and valid proof of identification or authorization of the Requesting Party; and
  - The request shall reasonably describe the information request (See *Annex "D"*)
- c. 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.
- d. The request shall be stamped "**Received**" by the FRO, indicating the date and time of receipt of the written request, and the name and position of the Public Officer who actually received it with corresponding signature and copy furnished to the Requesting Party. In case of email requests, the email message shall be printed out and shall follow the abovementioned procedure, and be acknowledged by electronic mail.



- e. The FRO shall log and input the detail of the request on the Request Tracking System of the Organization and allocate a reference number

## 2. EVALUATION

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

### a. Requested information is not in the custody of the MCIAA:

If the requested information is not in the custody of MCIAA, following referral and discussions with FDM, the FRO shall undertake the following steps:

- If the records requested refer to another department, the request will be immediately transferred to the concerned department 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 office commences the day after it receives the request.
- 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.

### b. Requested information is already posted and available online:

If the information being requested is already posted and publicly available in the MCIAA's 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.

### c. Requested information falls under the exceptions enshrined in the Constitution, existing laws or jurisprudence:

If the requested information falls under the exceptions enshrined in the Constitution, existing laws or jurisprudence, the request shall be denied. The FRO shall inform the Requesting Party the reason of such denial. (See *Annex "C"*)

## 3. PROCESSING AND TRANSMITTAL OF REQUEST TO THE FDM

After the evaluation, the FRO shall process and consolidate all necessary information needed. After which, he shall forward the request to the FDM for his approval or denial. The FRO staff must record the date, time and name of the FDM staff who received it.

#### **4. APPROVAL OR DISAPPROVAL OF THE REQUEST**

Upon the receipt of the request sent by the FRO, the FDM shall decide whether to approve and release the information wholly or partially, or to completely deny the request. In any case that the 15 working day period of processing the request is not enough, the FDM may request for an Extension of Time.

#### **5. TRANSMITTAL OF INFORMATION TO THE REQUESTING PARTY**

After the request has been approved or denied in any case, the FRO shall notify the Requesting Party.

##### **a. If the request is approved and is subject for disclosure:**

The FRO shall ensure that all records are complete and checked for possible exemptions, prior to release. The FRO shall prepare the letter or email informing the Requesting Party within the prescribed period that the request was granted and be directed to pay the applicable fees, if any. The FRO shall record the time, date, the name of the receiver and the name and signature of the FRO Staff to the Request Tracking System.

##### **b. If the request is denied:**

The FRO shall, within the prescribed period, notify the Requesting Party of the denial in writing or through email. The notice shall clearly set forth the grounds for denial and the circumstances on which the denial is based.

#### **6. REQUEST FOR AN EXTENSION OF TIME**

Executive Order No. 2, Section 9, sub-section (d) states that the government office shall respond to a request fully compliant with the requirements within fifteen (15) working days from the receipt thereof.

A working day is any day other than a Saturday, Sunday or a day which is declared a national public holiday in the Philippines or a local holiday. In computing for the period, Article 13 of the New Civil Code shall be observed

The date of receipt of the request will be either:

- a.** 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

- b.** If the government office has asked the requesting party for further details to identify and locate the requested information, then the 15 working days will commence the day after it receives the required clarification from the requesting party.

However, if the information requested requires extensive search of the organization's records, the FDM shall inform the Requesting Party through the FRO for an Extension of Time setting forth the reasons for such extensions. In no case shall extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.

## **SECTION V REMEDIES IN CASE OF DENIAL**

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

- a.** Denial of Request may be appealed to the MCIAA Public Affairs Office by filing a written appeal within fifteen (15) working days from the notice of denial or from the lapse of the period to respond to the request.
- b.** The appeal shall be decided by the General Manager, MCIAA within thirty (30) working days from the filing of said written appeal. Failure to decide within the 30-day period shall be deemed a denial of the appeal.
- c.** Upon exhaustion of FOI appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

## **SECTION VI REQUEST TRACKING SYSTEM**

The Mactan-Cebu International Airport Authority shall establish a system to trace the status of all requests for information received by it. This shall be done through log books and database system.

## **SECTION VII FEES**

### **1. NO REQUEST FEE**

MCIAA shall not charge a fee for accepting requests for access to information.

### **2. REASONABLE COST OF REPRODUCTION AND COPYING OF THE INFORMATION**

The FRO shall immediately notify the Requesting Party in case there will be a reproduction and copying fee in order to provide the information. Such fee shall be the actual amount spent by the MCIAA in providing the information to the requesting party. The schedule of fees shall be posted by the MCIAA.

### **3. EXEMPTION FROM FEES**

MCIAA may exempt any requesting party from payment of fees, upon request stating the valid reason why such requesting party shall not pay the fee.

## **SECTION VIII 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. 1<sup>st</sup> Offense - Reprimand;
- b. 2<sup>nd</sup> Offense - Suspension of one (1) to thirty (30) days; and
- c. 3<sup>rd</sup> Offense - Dismissal from the service.

### **2. PROCEDURE**

The Revised Rules on Administrative Cases in the Civil Service, provided in Section 8(f), 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, any rules, or regulation prescribed by any body or agency, which provides for more stringent penalties.

## **SECTION IX REPARABILITY CLAUSE**

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

## **SECTION X REPEALING CLAUSE**

All office memoranda, orders, issuances or any part thereof inconsistent with the provisions of this Manual are hereby repealed, amended or modified accordingly: *Provided*, that the provisions of Memorandum Circular No. 78 (s.1964), as amended, shall not be deemed repealed pending further review.

## **SECTION XI EFFECTIVITY**

This Manual shall take effect immediately upon approval by the MCIAA Board, subject to the publication in the MCIAA website at [www.mciaa.gov.ph](http://www.mciaa.gov.ph).

**APPROVED** by the MCIAA Board, during its Board Meeting on April 25, 2017 as per Board Resolution No. 2017-2422.

**ANNEX “A”**  
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 POLICIES TO FULL PUBLIC DISCLOSURE AND TRANSPARENCY IN THE PUBLIC SERVICE AND PROVIDING GUIDELINES THEREFORE.**

**WHEREAS**, pursuant to Article 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 official acts, transactions, or decisions;

**WHEREAS**, the Executive Branch recognizes the urgent need to operationalize 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 transcript 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.

- b. "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.
- 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, departments, 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, and 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 of 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 the 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 of 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 regulation, 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 that 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 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 regulations.

**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) calendar days from 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 the processing of the request as specified in the succeeding section 9 of this Order;
- d. The standard forms for the submission of requests and for 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. Procedures:** The following procedure shall govern the filing and processing of request for access to information.

- a. Any person who request access 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: *Provided*, that no request shall be denied or refused acceptance unless the reason for the request is contrary to law, existing rules and regulations or it is one of the exceptions contained in the inventory or updated inventory of exception as hereinabove provided.
- b. The public official receiving the request shall provide reasonable assistance, free of charge, to enable all requesting parties and particularly those with special needs, to comply with the request requirements under this Section.
- c. The request shall be stamped by the government office, indicating the date and time of receipt and the name, rank, title and position of the receiving public officer 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 decisions 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 of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension that it will go beyond twenty (20) working days unless exceptional circumstances warrant a long 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 fee 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 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, it 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 of 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 request for access to information may be appealed to the person or office higher in the authority, following the procedure mentioned in Section 9 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 may be decided by the person or office 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 Rule 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 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 regulations.

**SECTION 16. Implementing Details:** All government offices in the Executive Branch are 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. Reparability 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 provisions of this Executive Order are hereby repealed, amended or modified accordingly: *Provided*, that the provisions of Memorandum Circular No. 78 (s. 1964), as amended, shall not be deemed repealed pending further review.

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

**DONE**, in the City of Manila, this 23<sup>rd</sup> day of July in the year of our Lord two thousand and sixteen.

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

By the President

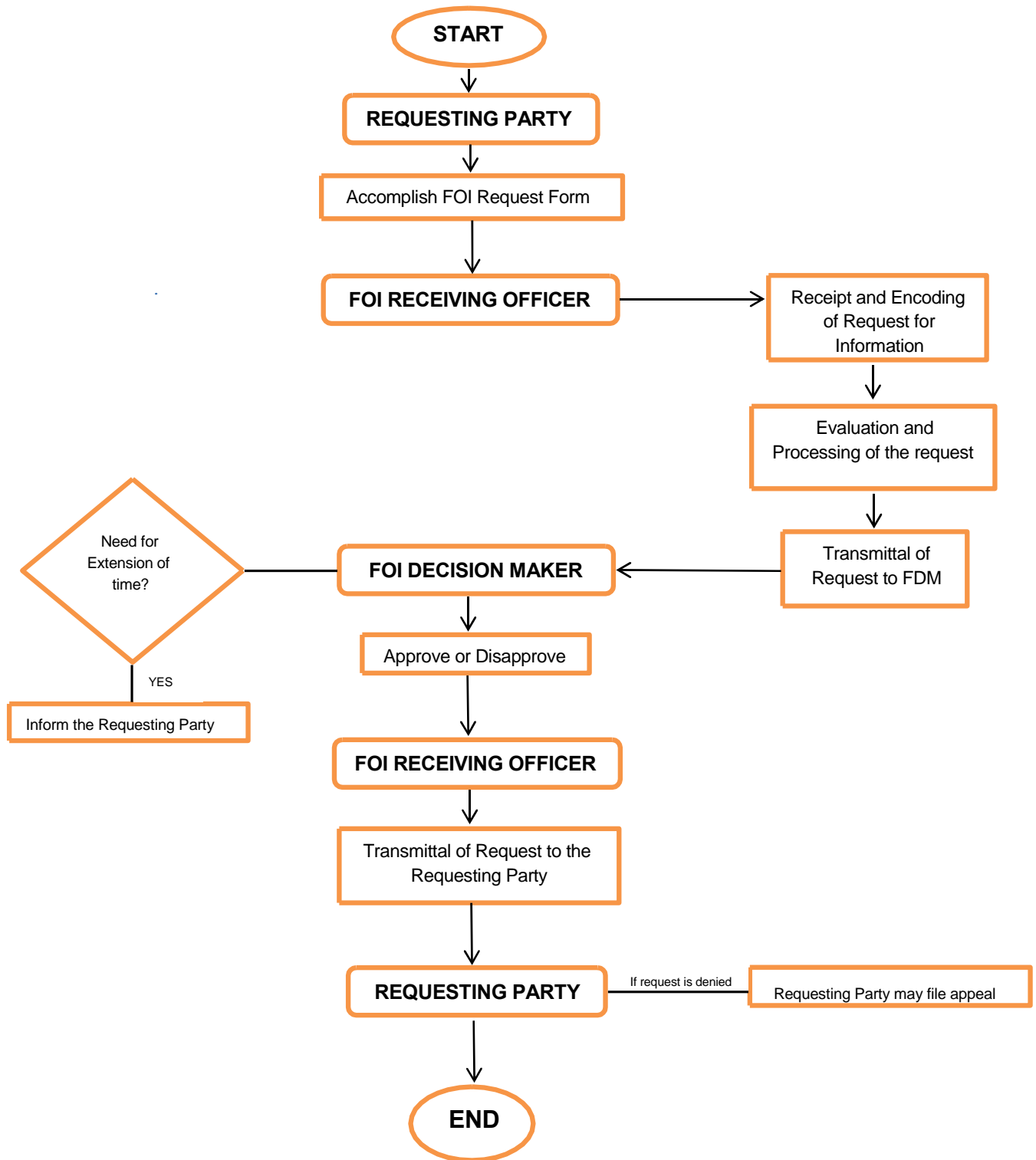
(Sgd.) **SALVADOR C. MEDIALDEA**  
Executive Secretary

**ANNEX “B”  
MCIAA DIRECTORY**

<b>Office</b>	<b>Managers/ OICs</b>	<b>Contact Numbers</b>
<b>Accounting Division</b>	Venus B. Casas	888 - 7040
<b>Administrative Department</b>	Alvaro R. Derramas	340 - 2311
<b>Assistant General Manager</b>	Atty. Glenn B. Napuli	341 - 1861
<b>Airport Grounds Operations Division</b>	Dolorosa S. Yu	340 - 8861
<b>Airport Police Division</b>	Bonifacio Y. Pusta III	341 - 0312 ; 341 - 0434
<b>Business Development and Concession Division</b>	Romualda M. Tamidles	236 - 7337 / 888 - 7472
<b>Budget Division</b>	Era I. Borinaga	520 - 2788
<b>Cashiering Division</b>	Luz O. Cosejo	888 - 7539
<b>Collection Division</b>	Arlito G. Codera	266 - 5895 340 - 0227
<b>Corporate Planning Division</b>	Gerard B. Montecillo	340 - 4888 loc. 7998
<b>Civil Works Division</b>	Engr. William Joseph A. Sabado	888 - 7470
<b>Electronics and Communications Division</b>	Engr. Achilles S. Ponce	268 - 9848 ; 888 - 7039
<b>Electrical Division</b>	Engr. Rodelito R. Muaña	340 - 2486 loc. 1150 ; 1151
<b>Engineering Department</b>	Achilles S. Ponce	505 - 8755
<b>Emergency and Security Services Department</b>	Crisostomo S. Bas Jr.	262 - 9713
<b>Finance Department</b>	Atty. Glenn B. Napuli	520 - 2779
<b>General Aviation Division</b>	Damie R. Aranas Jr.	268 - 4699
<b>General Manager and CEO</b>	Atty. Steve Y. Dicdican	520 - 2316

<b>General Services Division</b>	Gina Q. Cane	340 - 1478
<b>Human Resource Management Division</b>	Maria Lilibeth G. Antepuesto	888-7468
<b>ID/Pass and Intelligence Division</b>	Cesar Ramil M. Sungahid	260 - 1664
<b>Legal Office</b>	Atty. Cyril B. Apao	340 - 2329
<b>Mechanical Division</b>	Engr. Manuelito P. Nosdo	505 - 9226 / 888 - 7471
<b>Medical Division</b>	Romeo M. Manoloto, M.D.	340 - 8778 ; 239 - 5028
<b>Operations Department</b>	Maria Christina M. Matondo	520 - 2779
<b>Public Affairs Office</b>	Mary Ann M. Dimabayao	341 - 0560 340 - 4888 loc. 7998
<b>Procurement Division/ BAC</b>	Michael M. Bacarisas	239 - 5030 ; 341 - 4617
<b>Property Division</b>	Alvaro R. Derramas	266 - 5895 ; 340 - 2486 loc 1450 ; 1432; 1433; 1434
<b>Rescue and Firefighting Division</b>	Danilo C. Amores	341 - 0141
<b>Transportation and Heavy Equipment Division</b>	Engr. Federico T. Fuentes	520 - 5787

**ANNEX "C"**  
**FOI REQUEST FLOW CHART**



**ANNEX “D”**  
**SUMMARIZED FOI REQUEST PROCESS**

<p><b>1. FILING OF FOI REQUEST FORM</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> FOI Receiving Officer (FRO) shall provide an FOI Request Form to the Requesting Party</li> <li><input type="checkbox"/> The Requesting Party shall accomplish the FOI Request Form and Present a valid proof of identification or authorization of the Requesting Party</li> <li><input type="checkbox"/> FRO shall check the completeness of the requirements to access information</li> <li><input type="checkbox"/> FRO shall stamped the accomplished request “<b>RECEIVED</b>” indicating the date and time of the receipt of the request, and the name, rank and position of the receiver</li> <li><input type="checkbox"/> FRO shall log and input the detail of the request in a Request Tracking System</li> </ul>
<p><b>2. EVALUATION</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The FRO shall evaluate the contents of the request <ul style="list-style-type: none"> <li>➤ If the request is not in the custody of the MCIAA, the FRO shall refer the request to the concerned Agency</li> <li>➤ If the request is already available online, the FRO shall provide the website link where the information is located</li> <li>➤ If the request is included to the list of exceptions provided by the existing laws, the FRO shall deny the request</li> </ul> </li> </ul>
<p><b>3. PROCESSING AND TRANSMITTAL OF REQUEST TO THE FDM</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> After the evaluation, the FRO shall process and consolidate the necessary information</li> <li><input type="checkbox"/> FRO shall forward the consolidated information to the FDM for its approval or denial</li> <li><input type="checkbox"/> FRO shall record the date, time and name of the FDM staff who actually received the request</li> </ul>
<p><b>4. APPROVAL OR DISAPPROVAL OF THE REQUEST</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The FDM shall decide whether to release the records wholly, partially or to deny the request</li> <li><input type="checkbox"/> In any case that the requested information requires extensive search of the Organization’s Records, the FDM shall request for a 20 days extension of time.</li> </ul>
<p><b>5. TRANSMITTAL OF INFORMATION TO THE REQUESTING PARTY</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The FRO shall notify the Requesting Party whether his request is approved or denied <ul style="list-style-type: none"> <li>➤ If the request is approved and shall be issued to the Requesting Party, the FRO shall notify the applicant within the prescribed. Prior to the release of information, the FRO shall ensure that the records are complete.</li> <li>➤ If the request is denied, the FRO shall notify the applicant of the denial in writing or mail. The notice shall include reason of such denial</li> </ul> </li> <li><input type="checkbox"/> Information to be released shall be logged in the Request Tracking System.</li> </ul>

**ANNEX "E"**  
**FOI REQUEST FORM**



Republic of the Philippines  
**Department of Transportation**  
**MACTAN-CEBU INTERNATIONAL AIRPORT AUTHORITY**  
Lapu-Lapu Airport Road, Lapu-Lapu City 6016, Tel/Fax No. (032)5202316



**FOI REQUEST FORM**

**Date/(Petsa):** \_\_\_\_\_

**Title of the Document/** (Titulo ng Dokumento): \_\_\_\_\_

**Date/Year**(Petsa/Taong Saklaw): \_\_\_\_\_

**Purpose/**(Layunin): \_\_\_\_\_

**Name/**(Pangalan): \_\_\_\_\_

**Address/**(Tirahan): \_\_\_\_\_ **Contact No./**(Telepono): \_\_\_\_\_

**Proof of Identity/**(Katibayan ng Pagkakakilanlan):

**Government Issued ID No.** \_\_\_\_\_

**How would you like to receive the information? /** Paraan ng pagtanggap ng impormasyon?

Email: \_\_\_\_\_  Pick-up/ Office Hours: \_\_\_\_\_

**Requestor Signature/**(Lagda): \_\_\_\_\_

**CLAIM SLIP**

**Name of Applicant/**(Pangalan ng Aplikante): \_\_\_\_\_

**Title of the Document/**(Titulo ng Dokumento): \_\_\_\_\_

**Received by/**(Natanggap ni): \_\_\_\_\_

**Date and Time Received/**(Petsa at Oras ng Pagtanggap): \_\_\_\_\_

**Date of Claim/**(Petsa ng Pagkuha): \_\_\_\_\_

**Certified by/**(Taong nagpatunay):

**FOI Receiving Officer**