



Republic of the Philippines
Office of the President
COCONUT INDUSTRY INVESTMENT FUND OIL MILLS GROUP
(CIIF OMG)
16th Floor, UCPB Building, Makati Avenue, Makati City



FREEDOM OF INFORMATION MANUAL

A. INTRODUCTION

Pursuant to Executive Order No. 2 series of 2016 entitled “Operationalizing in the Executive Branch of the People’s Constitutional Right to Information and the State Policies to Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor”, CIIF-OMG hereby adopts this Freedom of Information Manual (“Manual”).

B. DEFINITION OF TERMS

- a. *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.¹
- 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 duty².
- 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 office³.
- d. *Requesting Party* refers to a Filipino Citizen who is entitled to exercise the right to access official records under Section 7, Article III of the 1987 Constitution.
- e. *FOI Request Form* refers to a document that the *Requesting Party* is expected to complete in order for CIIF-OMG to act on the request for information. A sample of the FOI Request Form is attached to this Manual as **Annex “A”**.
- f. *Receiving Officer* refers to the officer designated by CIIF-OMG to receive all FOI Requests from the public and conduct initial evaluation thereof. For the purpose of this Manual, the Assistant Corporate Secretary shall be the *Receiving Officer*.

¹ Section 1 (a), Executive No. 2 sr. 2016

² Section 1 (b), Executive No. 2 sr. 2016

³ Section 1 (c), Executive No. 2 sr. 2016

of this Manual, the Assistant Corporate Secretary shall be the *Receiving Officer*. Copy of the contact detail for the FOI Receiving Officers is hereto attached as **Annex "B"**.

- g. *Decision Maker* refers to the to the officer designated by CIIF-OMG who shall be responsible for the granting or denying of FOI Requests after conducting a thorough evaluation thereof. For the purpose of this Manual, the Corporate Secretary/Vice President for Legal and Compliance shall be the *Decision Maker*.
- h. *FOI Committee* refers to the committee composed of the President and CEO, Executive Vice President/Vice President for Corporate Services, Vice President for Finance, and Corporate Treasurer, which has the power to review and set aside the *Decision Maker's* denial of an FOI Request, upon filing of a written appeal by the requesting party.

C. STANDARD PROCEDURES

A *Requesting Party* may file the corresponding *FOI Request Form* with the CIIF-OMG's Head Office, which is located at 16th Floor, UCPB Building, Makati Avenue, Makati City. The *Requesting Party* may also file the *FOI Request Form* by having a scanned copy thereof sent via email to foi@ciif.ph.

In all cases, the *FOI Request Form* shall be accompanied by a copy of the *Requesting Party's* valid Government ID with photo and signature.

RECEIVING OFFICER

Unless the *FOI Request Form* is not duly accomplished and/or unaccompanied by the corresponding valid Government ID, the *Receiving Officer* shall accept the *FOI Request Form* submitted by the *Requesting Party* and transmit the same to the *Decision Maker* within a period of three (3) working days from receipt thereof.

In cases where the *Requesting Party* is unable to fill up the *FOI Request Form* due to physical defect, incapacity, and/or illiteracy, the *Receiving Officer* shall advise the *Requesting Party* to designate a third person who shall fill the *FOI Request Form* for him and read its contents in the presence of the *Receiving Officer*.

If the *FOI Request Form* was accomplished in an unofficial language or dialect as defined under Section 6, Article XIV of the 1987 Constitution, the *Receiving Officer* shall require the *Requesting Party* to have the same translated in English or Filipino.

DECISION MAKER

The *Decision Maker* shall evaluate and assess all FOI Requests transmitted by the *Receiving Officer* within a period of fifteen (15) working days upon receipt of the corresponding *FOI*

Request Form. If the FOI Request is denied, the corresponding Notice of Denial shall clearly set forth the ground/s on which it is based.

NO WRONG DOOR POLICY⁴

In the event that the requested information is not in the possession of CIIF- OMG, such request shall be referred to the government agency who is the proper repository or custodian of the requested information within three (3) working days from the receipt of the request. Copy of the corresponding flowchart for the referral of the request is attached to this Manual as **Annex "C"**

FOI COMMITTEE

The *FOI Committee* shall have the power to review and/or set aside the *Decision Maker's* denial of an FOI Request provided that the corresponding appeal is filed within a period of fifteen (15) calendar days from receipt of the denial rendered by the *Decision Maker* or from the lapse of the relevant period to respond to the request.

As far as practicable, an appeal shall be decided within a period of thirty (30) working days from the receipt thereof. *Provided that*, the failure of the *FOI Committee* to resolve the appeal within the said period shall be deemed a denial of the appeal.

Subject to the provisions of pertinent laws, the decision of the FOI Committee shall be final and unappealable.

D. FEES

1. No fees shall be collected except for the actual cost of reproduction, which shall be charged at not less than Three Pesos (Php 3.00) per page depending on the printing materials used.
2. The Fees shall be paid by the *Requesting Party* once he or she has been notified of the approval of his/her request. The requested information shall not be released unless the reproduction cost is paid.
3. Fees shall be deposited to the bank account of the CIIF Company to which the request for information relates, *viz:*

Account Name	Bank Name	Account Number
Legaspi Oil Company, Inc.	UCPB	SA# 001-104017-8
Legaspi Oil Company, Inc.	Land Bank	CA# 0052-1209-26
San Pablo Manufacturing Corporation	UCPB	SA# 001-113996-1

⁴ FOI-MC No.21-05 dated 27 August 2021 re: Guidelines on the Referral of Requested Information, Official Record/s and Public Record/s to the Appropriate Government Agency Otherwise Known as the "No wrong Door Policy for FOI.

Granexport Manufacturing Corporation Granexport Manufacturing Corporation	UCPB Land Bank	SA# 001-105364-1 CA# 0052-1209-00
Southern Luzon Coconut Oil Mill, Inc. Southern Luzon Coconut Oil Mill, Inc.	UCPB Land Bank	SA# 001-108677-4 CA# 0052-1323-55
Cagayan De Oro Oil Company, Inc. Cagayan De Oro Oil Company, Inc.	UCPB Land Bank	SA# 001-104016-6 CA# 0052-1209-18
Iligan Coconut Industries, Inc.	UCPB	SA# 001-199212-8

E. LIST OF EXCEPTIONS TO FREEDOM OF INFORMATION

Access to information/documents shall be denied when the requested information/documents fall under any of the following exceptions provided hereunder as recognized by the Constitution, existing laws, regulations, and/or prevailing jurisprudence⁵, to wit:

- a. The document requested contains sensitive personal information protected by the Data Privacy act of 2012.
- b. Information obtained from accessing any electronic key, electronic data message, or electronic document, book, register, correspondence, information or other material pursuant to the provisions of the Electronic Commerce Act of 2000.
- c. Information relating to law enforcement and protection of public and personal safety.
- d. Confidential Information for protection of the privacy of persons and/or certain individuals, including but not limited to minors, victims of crimes, or the accused.
- e. Non-public information entrusted to or obtained by a member of the Board or Officer by reason of his/her position as such with the CIIF-OMG. It includes, but is not limited to, non-public information that might be of use to competitors or harmful to CIIF-OMG or its customers/stakeholders if disclosed, such as: (1) non-public information about CIIF-OMG's financial condition, prospects or plans, its marketing and sales programs and research and development information, as well as information relating to mergers, acquisitions, divestitures, stock splits and similar transactions; (2) non-public information concerning possible transactions or ventures with other companies, or information about suppliers, joint venture partners, or any information that the CIIF-OMG is under obligation to keep confidential; and (3) non-public internal discussions, deliberations and decisions, between and among Directors and Officers;

⁵ Section 4, Executive No. 2 sr. 2016 in connection with Memorandum Circular of the Office of the President dated 24 November 2016 entitled "Inventory of Exceptions to Executive Order No. 2 (sr. 2016)

- f. 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.
- g. Recordings of proceedings or information from such that are deemed and treated as confidential pursuant to law, relevant rules, and regulations.
- h. Trade secrets.
- i. Other exceptions to the right to information under laws, jurisprudence, rules, and regulations.

F. REVIEW AND UPDATE OF THE FOI MANUAL

This Manual shall be reviewed by the FOI Committee as often as necessary.



ALEXANDER MARTOS
President and CEO