

EXECUTIVE ORDER NO. 01
Series of 2022

Subject: People's Freedom of Information (PFOI) Manual (Revised)

The revised PFOI Manual is hereby issued to incorporate related FOI issuances as follows:

1. FOI Memorandum Circular (MC) No. 001, series of 2019 re Guidelines on the Freedom of Information Appeals Mechanism
2. FOI MC No. 4, series of 2019 re Guidelines on Redaction and Extraction of Information Before Disclosure to the Public
3. FOI MC No. 01, series of 2020 re Development of a One-Page FOI Manual
4. FOI MC No. 5, series of 2020 re Guidelines on Vexatious Freedom of Information Requests and Abuse of Rights Thereunder
5. FOI MC No. 21-03 re Retention Period of Personal Information and Sensitive Personal Information Gathered Through the Standard FOI Request Form and Electronic Freedom of Information (E-FOI)
6. FOI MC No. 21-04 re De-identification of Requesters' Personal Information in the Electronic Freedom of Information Portal Otherwise Known as the "Policy on Anonymization"
7. FOI MC No. 21-05 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"

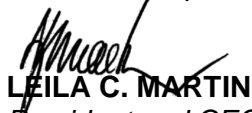
The PFOI Manual is issued pursuant to Malacañang Executive Order No. 02, Series of 2016. The Bank ensures full support on the transparency, disclosure, and accountability in government acts, transactions, and decisions without compromising the credibility and reputation as well as public confidence in the Bank. The Bank also warrants the protection of its privacy and that of its stakeholders in accordance with the Constitution, laws, rules and regulations.

This Manual is intended to guide Bank employees and requesting parties in the following areas:

- a. The purpose and coverage of the PFOI
- b. The procedures on filing and processing of request (including the responsibility and accountability of the parties concerned)
- c. The grant of the request and release of information
- d. The denial of the request
- e. The appeal of the denial of the request
- f. The standard forms shown in Annexes and Exhibits

This Manual shall be updated by the FOI Receiving Officer as often as necessary or annually to ensure that it is current and in compliance with relevant laws, rules and regulations.

For strict compliance.


LEILA C. MARTIN
President and CEO

Date: January 28, 2022