

**PNP People's
Freedom of Information (FOI) Manual**

**Directorate for Plans
Camp BGen Rafael T Crame, Quezon City**

2018

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PHILIPPINE NATIONAL POLICE MANUAL
PNPM-DPL-DS-5-1-18

PEOPLE'S FREEDOM OF INFORMATION (FOI) MANUAL
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The Directorate for Plans
Philippine National Police

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REPUBLIC OF THE PHILIPPINES
NATIONAL POLICE COMMISSION
DILG-NAPOLCOM CENTER, EDSA cor. Quezon Avenue,
Quezon City, Philippines 1100

MESSAGE

Abraham Lincoln, the 16th President of the United States once said “Let the people know the truth, and the country will be safe.”

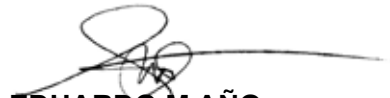


The 1987 Constitution, the supreme and fundamental law of the land, recognizes the right of the people to information on matters of public concern. As such, President Rodrigo Roa Duterte, on July 23, 2016 signed Executive Order No. 2 “Operationalizing in the Executive Branch the People’s Constitutional Right to Information and the State Policies to Full Public Disclosure and Transparency in the Public Service and Providing Guidelines therefore.” The signing of this EO truly reflects the advocacy of this administration in respecting and promoting the people’s right to information on matters of public concern.

Nevertheless, the said constitutional provision embraces a broad spectrum of subjects and thus, needs a tool which will aid both the PNP and the populace as to the proper operation and implementation of the Freedom of Information (FOI).

Along this line, I congratulate the Philippine National Police, especially the Directorate for Plans, for coming up with the PNP People's Freedom of Information (FOI) Manual. This manual will not only serve as a proof of the agency's commitment to the preservation of democracy and participative governance but also a concrete guide that can be used by the stakeholders in the community. I therefore commend the PNP for its efforts in instilling transparency and accountability in the PNP organization, and clearly manifesting that the PNP will always be there to protect and serve the people.

Mabuhay ang Philippine National Police!



EDUARDO MAÑO
Undersecretary
OIC, DILG



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp BGen Rafael T Crame, Quezon City



MESSAGE

The overarching purpose of this manual is to facilitate the people's right to information which is safeguarded by the Constitution and is one of the foundations of a democratic nation.

Article III, Section 7 of the 1987 Philippine Constitution specifically provides for the people's right to information, to wit: "The right of the people to information on matters of public concern shall be recognized. Access to official 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, shall be afforded the citizen, subject to such limitations as may be provided by law".

The PNP, as the country's premier law enforcement agency is committed in advocating transparency most especially in the procurement process, in the utilization of resources, and other important aspects of police operations. This is in fact embodied in the PNP's Annual Program Thrusts.

As part of this objective of instilling transparency and accountability in the PNP organization, the PNP takes pride in the promulgation of this PNP People's Freedom of Information (FOI) Manual.

This manual embodies the policies on the access to certain documents, transactions, data and information which are required by law to be opened to the public. In turn, the public may actively participate in ensuring that the PNP's mandate of enforcing the law is attained with precision and within the bounds of law by freely examining the policies and other transactions of the PNP.

I therefore commend all the persons and offices, especially the Directorate for Plans, for playing an important part in the crafting of this significant manual.

I also call on all the gallant men and women of the PNP to adhere to the guidelines and principles set forth in this manual in order for us to maintain the trust and confidence bestowed upon us by the Filipino people.

Mabuhay ang Philippine National Police!



OSCAR D ALBAYALDE
Police Director General
Chief, PNP

FOREWORD

The Philippine National Police (PNP) adheres to openness in governance. As such, it will ensure that all information for public disclosure and on public record related to the delivery of its mandate and functions as stipulated in Republic Act No. 10557, otherwise known as the Philippine Design Competitiveness Act of 2013, and its IRR, are uploaded to the PNP website.

Consistent with the Constitutional provision of upholding the right to Freedom of Information, and pursuant to E.O. No. 2, the PNP is committed to disclose to the public, any and all information involving public interest under its custody, subject to the limitations as provided for under the Constitution and applicable Philippine laws, rules, regulations and procedures, the master list of exception issued by the Office of the President, as well as the list of exceptions identified by the PNP.

While providing access to information, the PNP shall also observe the provisions of the Data Privacy Act of 2012.

The PNP shall regularly publish and disseminate at no cost to the public and in an accessible form, in conjunction with Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007, and through its website timely, true, accurate and updated key information including, but not limited to: a description of its mandate, the structure by which it delivers and the procedure

and decision-making processes; a description of the frontline services it delivers and the procedures and length of time by which they may be availed of; the names of its key officials, their powers, functions and responsibilities, and their profiles and curriculum vitae; work programs, development plans, investment plans, projects, performance targets and accomplishments, and budgets, revenue allotments and expenditures; Important rules and regulations, orders or decisions; current and important database and statistics that it generates; bidding processes and requirements; and mechanics or procedures by which the public may participate in or otherwise influence the formulation of policy or the exercise of its power.

The PNP FOI Office shall endeavor to translate key information into major Filipino languages, and present them in popular form and means.

ACKNOWLEDGMENT


“Public Business is the Public’s Business”. Harold L. Cross, a known author, wrote this in his book “The People’s Right to Know”. Indeed, it is the business of the public to be informed of governmental matters that are of public concern. Thus, this manual was crafted to ensure that such business of the public is attained and secured. Along this line, I would like to extend my gratitude to all the persons and relevant groups which acted as vanguards of democracy as they played a vital role in preparing this PNP People’s Freedom of Information (FOI) Manual.

First, this manual would not have been realized without the passion of the Chief PNP, PDG OSCAR D ALBAYALDE for transparency and accountability, as well as his commitment for genuine change and transformation.

Second, I would like to acknowledge and express my gratitude to the members of the PNP Freedom of Information (FOI) Manual Technical Working Group (TWG) for their enormous efforts and dedication in crafting this manual. The same acknowledgment goes to the Presidential Communications Operations Office (PCOO) for imparting their guidance, expertise and knowledge in the preparation of this manual.

Third, this manual would not have been possible without the dynamism, diligence and commitment of the personnel of the PNP Directorate for Plans (DPL), the office which took the lead in the creation of this manual.

Above all, the greatest gratitude is given to our Creator for giving us the wisdom, patience and divine guidance throughout the whole process of crafting this manual.



EDWIN C ROQUE
Police Director
The Director for Plans

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CHAPTER 1

OVERVIEW

This PNP People's Freedom of Information (FOI) Manual is pursuant to the provisions of the recently promulgated Executive Order No. 2 signed by President Rodrigo R. Duterte. This is part and parcel of the Constitutional right of the Filipino people to be informed of public documents and government affairs.

1.1 Purpose – The purpose of this Freedom of Information (FOI) Manual (Manual) is to assist the public and guide the Philippine National Police (PNP), including its subordinate units and offices, in the implementation of Executive Order No. 2, series of 2016 (E. O. No. 2, s. of 2016) on FOI.

1.2 Structure of the Manual - This Manual sets out the definition of terms, standard operating procedures, rules, remedies, fees, and administrative liability relative to the PNP's implementation of FOI. This Manual also contains relevant forms and annexes.

1.3 Legal Bases - This Manual is based on the following laws, rules, and regulations:

- a. The 1987 Philippine Constitution - Section 7, Article III which reads as "The right of the people to information on matters of public concern." b) Section 28, Article II which states that "The State adopts the policy of full public disclosure of all its transactions involving public interest."

- b. Executive Order No. 02, series of 2016 dated July 23, 2016 titled “Operationalizing in the Executive Branch the People’s Constitutional Right to Information and the State Policies of Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor.” (**Annex A**)
- c. Memorandum from the Executive Secretary, Office of the President of the Philippines, dated November 24, 2016 with the subject “Inventory of Exceptions to Executive Order No. 2, series of 2016.” (**Annex B**)
- d. Republic Act No. 10173 dated July 25, 2011 known as the “Data Privacy Act of 2012.” (**Annex C**)
- e. Republic Act No. 9485 known as the “Anti-Red Tape Act of 2007 .” (**Annex D**)

1.4. Coverage of the Manual: The Manual shall cover all requests for information directed to the PNP. For the effective implementation of Executive Order No. 02, the manual include 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; (**Annex E**)
- b. The person or office responsible for receiving requests for information; (**Annex E**)
- c. The procedure for the filing and processing of the request;
- d. The standard form for the submission of requests and for the proper acknowledgement of requests; (**Annex F**)

- 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.

1.5. PNP FOI Receiving Officer – There shall be a Police Non-Commissioned Officer (PNCO) who will serve as the primary PNP FOI Receiving Officer (FRO) under the Public Information Division (PID), Directorate for Police Community Relations. Each Administrative Officer of the National Headquarters Command Group, Personal Staff, Directorial Staff and National Support Units shall be designated as their respective FOI Receiving Officer. A Police Non-Commissioned Officer (PNCO) shall be designated as FOI Receiving Officer in every Police Community Relations Divisions of the Police Regional Offices (PROs), PCRD of the Police Districts, NCRPO, Police Community Relations Sections of the Provincial Police Offices (PPOs), City Police Offices (CPOs) and under the Office of the COPs/Station Commanders of NCR Police Stations/CCPSs/MPSs and Police Stations under the CPOs. General Orders Number DPL-17-19 re Activation of Unit in **Annex G**.

- a. Duties of the FRO – The duties of the FRO shall include, among others, provide assistance and support to Requesting Party; receiving FOI requests for information, conduct assessment, clarify the request if necessary, and come up with an initial evaluation of the request; inform the requesting party of the initial evaluation result; refer the Requesting Party to concerned PNP office/unit which has jurisdiction of the information requested; coordinate with Requesting Party regarding all concerns related to the request; ensure the timely transmittal of the response to the Requesting Party; and provide

assistance/support to FOI DM and other members of the FOI Section.

1.6. FOI Decision Maker – There shall be a FOI Decision Maker (FDM) in the National Headquarters, National Support Units (NSUs), Police Regional Offices (PROs) and Provincial Police Offices (PPOs). The designated Directors in the National Headquarters and National Support Units, Regional Directors (RDs) in the Police Regional Offices (PROs) as well as the Provincial Directors (PDs)/City Directors (CDs) in the Provincial Police Offices (PPOs)/City Police Offices (CPOs). In case the FDM is on leave or on official business where he is out of the office for a number of days, the designated Officer-in-Charge (OIC) shall automatically assume the duties and responsibilities as the PNP FDM. The FDM shall conduct evaluation of the request for information and has the authority to grant or deny the request, based on the following:

- a. That the PNP does not have the information requested;
- b. That the information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
- c. That the information requested falls under the list of exceptions to FOI provided by law, rules, Executive Order and other official issuances; and
- d. The request is unreasonable being identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the PNP offices.

List of PNP FOI Decision Makers in **Annex E**.

CHAPTER 2

PROCEDURE IN FILING AND PROCESSING OF THE REQUEST

Under Executive Order No. 02 “Operationalizing in the Executive Branch of the People’s Constitutional right in Information and the State Policies to Full Disclosure and Transparency in the Public Service and Providing Guidelines Therefore”, a person may request access to any record or information maintained by the government. In making the request one should be as specific as possible and follow the procedures in making a request. (See FOI Request Flow Chart)

2.1 How request is made

- a. Any person who requests access to information shall submit a written request to the concerned office/unit using the prescribed PNP FOI Request Form. Said form is widely available at various offices/units. It can also be downloaded from the PNP official website www.pnp.gov.ph which contains the link to the Freedom of Information Official Website <https://www.foi.gov.ph/> that can be filled-out electronically by the requesting person.
- b. The request shall contain/state the following needed information:
 - 1) Date of the request
 - 2) Name of the requesting person
 - 3) Mailing address
 - 4) Contact number (landline and/or cellphone)

- 5) Email address (if any)
 - 6) Name of the organization on behalf of which represented by the requesting person, if any,
 - 7) Brief description of the information being requested, and the reason or purpose for requesting such information
 - 8) Signature of the requesting person
- c. The requesting person shall present at least one (1) of the following valid identification cards (IDs) with picture to serve as proof of his/her identity:
- 1) Company ID
 - 2) GSIS/SSS ID
 - 3) Voter's ID
 - 4) Passport
 - 5) Driver's License
 - 6) PRC ID
 - 7) Senior Citizen's ID
 - 8) Postal ID
 - 9) Philhealth ID
 - 10) Valid Student ID with Authorization from School/ Department Head
- d. He/she must state the desired mode of receiving the requested information (i.e. certified true copy, postal mail or private courier).
- e. If the requesting person is asking for public information on behalf of someone else, he/she must submit an authorization letter or Special Power of Attorney.
- f. All requests must be put in writing. If the requesting person is literate, but has a disability, or is a senior citizen who is unable to complete a written request,

the designated FOI Receiving Officer from the concerned offices/units shall assist him/her to fill-out the request form.

2.2 Receipt of Requests

- a. All requests shall be stamped “Received” indicating the date and time of receipt, name and position of the FOI Receiving Officer with his/her name, position, and corresponding signature. After which, a stamped copy thereof shall be furnished to the requesting person.
- b. The FOI Receiving Officer shall provide reasonable assistance, free of charge, to enable all requesting parties and particularly those with special needs such as persons with disabilities (PWDs) and senior citizens to comply with the needed requirements.
- c. No request shall be denied or refused acceptance unless the reason for the request is contrary to law, existing rules and regulations or one of the exceptions herein issued by the Office of the President and the PNP.

2.3 Response to Requests

- a. The PNP FRO/FDM shall respond to a request fully compliant with requirements of para 2.1 hereof as soon as practicable but not exceeding fifteen (15) working days from receipt hereof. The period to respond shall commence from the receipt of a request until the decision of the concerned officer to grant or deny the request.
- b. The response period may be extended beyond fifteen (15) days if:

- 1) There is a need for extensive search in the PNP's records facilities or examination of voluminous records;
- 2) There are fortuitous events (eg. typhoon, suspension of office, etc.) or other similar circumstances;
- 3) There is/are insufficient detail/s indicated in the request to enable the office to promptly identify the desired record/s;
- 4) The information requested is related to records that are part of a court proceeding.

In these cases, the receiving officer from the office/unit concerned shall notify the requesting person of the reason/s for extension.

- c. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.
- d. In case the information being sought/requested can be viewed or accessed in the official PNP website, the FOI receiving officer shall immediately inform the requesting person regarding its availability online.
- e. Once a decision is made to grant the request, the person making the request shall be notified immediately in writing of such decision.
- f. In the event that the information requested is not within the Office where the request is filed, the FOI Decision Maker, upon recommendation of the FOI Receiving Officer, shall advise the requesting party or his authorized representative to file the request to the FOI Office of the concerned office/unit of the PNP.

- g. If the document/record being requested is not available, for reason of disposal or no such record is being maintained, a Certification on the non-availability of the record shall be provided to the requesting person.

See PNP FOI Standard Response Templates in **Annex H**.

2.4 Granting of the Request

- a. The FOI Decision Maker shall be responsible for granting the request for access to information.

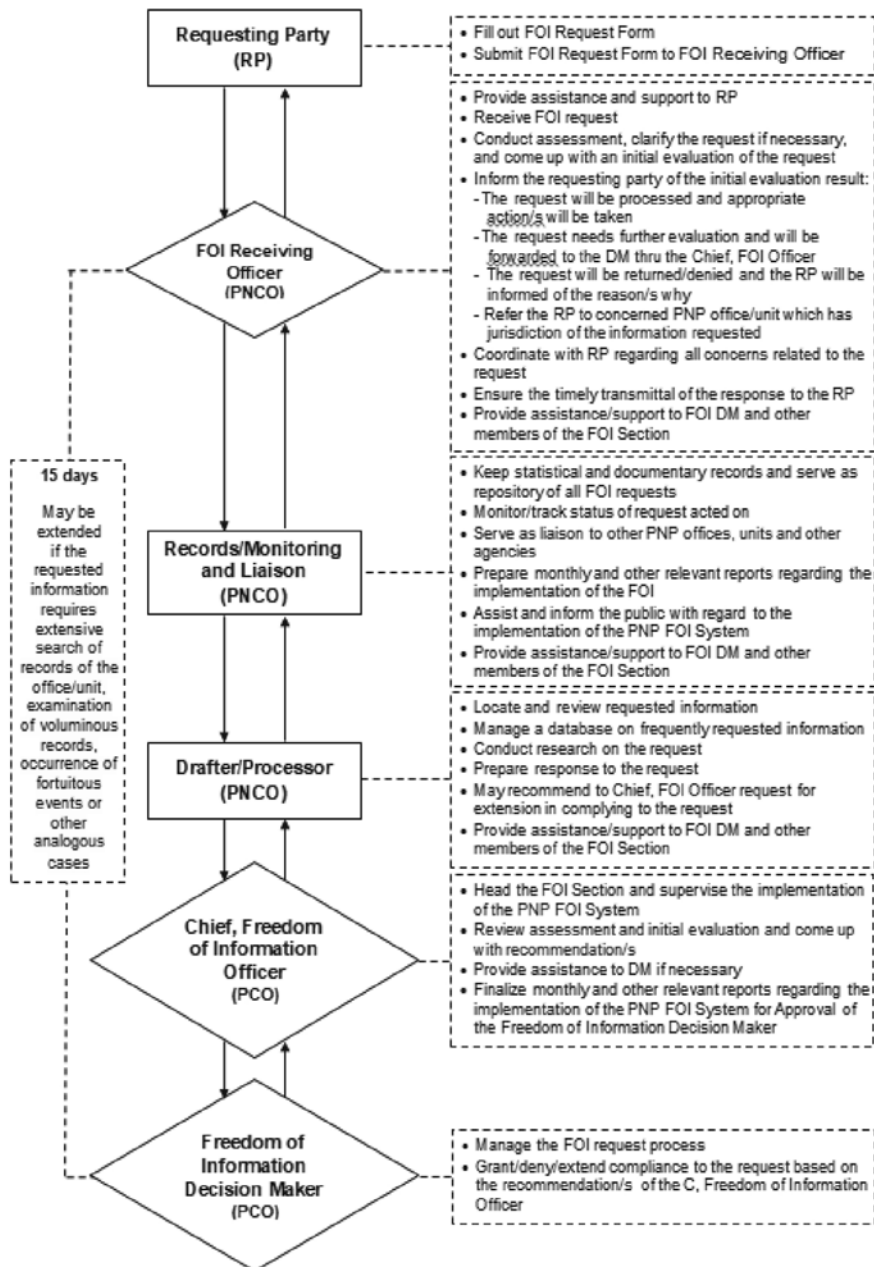
2.5 Fees

- a. No fee shall be charged for any FOI request, however, the reproduction of the documents/records/information shall be shouldered by the requesting person.

2.6 How Requested Information be Received

- a. The requesting person can personally receive the requested information at the FOI Office where he submitted his/her request.
- b. The information may be released in electronic file, in which the requesting person shall provide material or gadget necessary for copying the files free of charge.
- c. In case the information requested cannot be processed within the day, or if the requesting person wishes to receive it via postal mail or private courier, he/she shall be asked to coordinate with the nearest PNP office/unit to which the requested information will be transmitted.

FOI REQUEST FLOW CHART



CHAPTER 3

DENIAL OF THE REQUEST

The FOI Decision Maker who rendered the decision shall send a notification letter informing the requesting person that his/her request is denied/disapproved within fifteen (15) working days from the receipt of the request. The letter shall clearly indicate the ground/s for denial which shall also be reflected in the submitted request form of the requesting person.

3.1 Grounds for Denial

- a. The information/public record/official record being requested is among the limitations and exclusions stated in this manual;
- b. There are grounds to believe that the request is being made with plainly discernible improper motive (e.g. harassment) or other analogous circumstances;
- c. The purpose of the request is contrary to law, morals, or public policy;
- d. The requesting party failed to comply with the requirements stated in this manual;
- e. The identity of the requesting party appears to be fictitious;
- f. The requesting person has a derogatory record of having misused any information previously furnished to him/her;

- g. The information/public record/official record being requested is not in the possession or control of the office;

3.2 Duty of the FOI Evaluation Officer

If the FOI Evaluation Officer, upon review of the request, finds any ground for denial, he/she shall immediately recommend to the FOI Decision Maker the denial of the request and prepare the notice of denial using the form prescribed.

3.3 Duty of the FOI Decision Maker

If the FOI Decision Maker concurs with the recommendation of the FOI Evaluation Officer to deny the request, he/she shall cause the immediate issuance of the notice of denial. However, in the event that he/she finds the recommendation of the FRO without merit, he/she can instruct the FOI Evaluation Officer to continue the processing.

3.4 Period of Issuance of Notice of Denial

All notices of denial in relation to the FOI shall be issued to the requesting party within fifteen (15) days from receipt of the request either personally or by registered mail.

CHAPTER 4

APPEALS IN CASES OF DENIAL OF THE REQUEST

4.1 Where to Appeal?

Denial of all requests for access to information shall be appealed to the PNP Appeals & Review Committee (ARC).

The Committee shall review and analyze the denial of request for information and recommend whether to affirm or reverse the denial to the C, PNP/RD as the case maybe.

Composition of the PNP Appeals and Review Committee

National Headquarters (NHQ)

Chairman: TDCA
Vice Chairman: TDCO
Members: D-Staff and Legal Officer
Head Secretariat: DPRM

National Support Unit (NSU)

Chairman: DDA
Vice Chairman: DDO
Members: D- Staff and Legal Officer
Head Secretariat: ARMD

Police Regional Office (PRO)

Chairman: DRDA
Vice Chairman: DRDO
Members: R-Staff and Legal Officer
Head Secretariat: RPHRDD

**Provincial Police Office (PPO) /
City Police Office (CPO)**

Chairman: DPDA/DCDA
Vice Chairman: DPDO/DCDO
Members: Staff and Legal Officer
Head Secretariat: Admin Branch

See **Annex I** for the list of Offices where denial of request for access to information may be appealed.

4.2 When to Appeal?

An appeal may be filed within fifteen (15) days from receipt of the Notice of Denial.

4.3 How to Appeal?

An appeal may be filed within fifteen (15) days from receipt of the notice of denial.

- a. The person whose request was denied can send a letter of appeal to the PNP Appeals & Review Committee (ARC) as follows:
 - 1) Notice of Denial from Municipal Police Station (MPS) can be appealed to ARC Provincial Police Office (PPO)/ City Police Office (CPO).

- 2) Notice of Denial from Provincial Police Office (PRO) / City Police Office (CPO) can be appealed to ARC PRO.
- 3) Notice of Denial from Directorial Staff (D-Staff)/National Support Unit (NSU) and Police Regional Office (PRO) can be appealed to ARC National Headquarters (NHQ).
- 4) The letter of appeal shall state material facts such as the document/public record/information requested; when the request was made; the material dates to show timelessness of the appeal.

4.4 Action of the PNP Appeals & Review Committee (ARC)

The PNP ARC, shall decide the appeal within thirty (30) working days from the filing of the same. The Office concerned will inhibit in the decision making.

CHAPTER 5

PROMOTION OF OPENNESS AND PROTECTION OF PRIVACY

5.1 Duty to Publish Information

The PNP shall regularly publish, print and disseminate at no cost the public and in accessible form, in conjunction with Republic Act 9485, or the Anti-Red Tape Act of 2007, and through its 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 accomplishment, 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.

5.2 Protection of Privacy

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

- a. The PNP 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 PNP shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure; and
- c. The FRO, FDM, or any employed or official who has access, whether authorized or unauthorized, to personal information in the custody of the PNP, shall not disclose that information except as authorized by existing laws.

CHAPTER 6

SAFEKEEPING OF RECORDS

6.1 Repository of Records – the Freedom of Information (FOI) Section under the Public Information Division (PID) of the Directorate for Police Community Relations (DPCR) shall be activated as the central repository of all requests for access to information and shall serve as the primary contact within the organization where the public can call and ask questions regarding requests for access to information. (Annex G)

All Receiving FOI Officers from the different units/offices shall furnish the FOI Section, PID, DPCR copies of all information disclosed to the public.

6.2 Tracking System – the PNP shall establish a record system using reference numbers or security bar codes to trace the status of all requests for information received by it, which may be paper-based, on-line or both.

CHAPTER 7

ADMINISTRATIVE LIABILITY

7.1 Administrative Liability - Non-compliance with FOI based on Executive Order No. 2, s. 2016 and or failure to comply with the provisions of this manual shall be a ground for administrative liabilities in conformity with NAPOLCOM Memorandum Circular No. 2016-002.

CHAPTER 8

FINAL PROVISIONS

8.1 Separability Clause - If any part or provision of this Manual shall be invalidated or rendered unconstitutional by proper Courts, other provisions not affected thereby shall remain in force and effect.

8.2 Effectivity Clause - This Manual shall take effect after 15 days from filing a copy thereof at the University of the Philippines Law Center in consonance with Sections 3 and 4, chapter 2, Book VII of EO No. 292, otherwise known as the “Revised Administrative Code of 1987,” as amended.

GLOSSARY OF TERMS

Annual FOI Report - is a report to be filed with the Presidential Communication Operations Office (PCOO) by all government agencies detailing the administration of the FOI for the whole calendar year. Annual FOI Reports contain detailed statistics on the number of FOI request and appeals received, processed, and pending at each government office.

Appeal - is a right for independent review on the denial of the request for Freedom of Information which was subjected to initial determination. Requesting parties who are dissatisfied with the response made on their initial request have the right to appeal that initial determination to an office within the agency, which will then conduct an independent review.

Appeals and Review Committee (ARC) - refers to the office or person which decides appeals from the action of the FOI Decision Maker, and has the authority to affirm, reverse, or modify such action.

CPOs - shall refer to the City Police Offices of the Philippine National Police.

Complex Transaction – refers to requests or applications which requires processing within thirty (30) working days from the date of receipt (e.g. legal documents).

Confidential Documents – refer to information or materials that when, disclosed without authority would be prejudicial to the interest or prestige of the nation, or any government activity, or would cause administrative

embarrassment or unwarranted damage to the honor and dignity of an individual, or would give undue advantage to a foreign nation.

Consultation – is a process wherein 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.

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.

D-Staff – refers to the Directorial Staff of the Philippine National Police.

eFOI.gov.ph - is the website that serves as the governments' comprehensive portal for all information on the FOI.

Exception to FOI - refers to that class of privileged information that are outside the scope of the constitutional right to information and which may not be released or disclosed to the public, as provided under the Constitution laws or jurisprudence.

Freedom of Information (FOI) - pertains to the right of the people for access to information on matters of public concerns, subject to the limitations established by law.

FOI Decision Maker (FDM) - refers to the officer or person who has the authority to approve or deny FOI requests.

FOI Evaluation Officer (FEO) - refers to the officer with the responsibility of evaluating and reviewing FOI requests and preparing recommendations to the FDM.

FOI Receiving Officer (FRO) - refers to the officer with the responsibility of receiving FOI requests.

FOI Receiving Office/Unit (FROU) - refers to the designated office or unit where the public may file or submit FOI requests, inquire about the FOI process and the status of pending FOI requests.

FOI Request - is a written request submitted personally or by other electronic means by any person to a government office requesting information or public records as defined therein.

FOI Section – refers to the Freedom of Information (FOIS) Section under the Public Information Division (PID) of the Directorate for Police Community Relations (DPCR).

Information – refers to any records, documents, papers, reports, letters, contracts, minutes and transcript of official meetings, maps, books, photographs, data, researched 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.

NHQ - refers to the National Headquarters of the Philippine National Police.

NSUs – shall refer to the National Support Units of the Philippine National Police.

Official Records - 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.

PNP – shall refer to the Philippine National Police.

PPOs – shall refer to the Provincial Police Offices of the Philippine National Police.

PROs – shall refer to the Police Regional Offices of the Philippine National Police.

Public Records - include information required by laws, executive orders, rules, or regulations to be entered, kept, and made publicly available by a public office.

Restricted Documents – contain information or materials which require special protection other than those classified as confidential.

SALN - refers to the Sworn Statement of Assets, Liabilities and Network.

Sensitive Personal Information - refers 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.

Simple Transaction - refers to request that involve a small volume of material or which will be processed relatively quickly.

REFERENCES

Command Memorandum Circular Nr. 39-2017. Crafting of Freedom of Information Manual.

Executive Order Number 2 series 2016. Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies to Full Disclosure and Transparency in the Public Service and Providing Guidelines Therefore.

Letter Orders Number 1027. Technical Working Group (TWG) for the Creation of the Freedom of Information Manual.

Letter Orders Number 1028. Technical Working Group Secretariat for the Creation of the Freedom of Information Manual.

Memorandum from the Executive Secretary. Inventory of Exceptions to Executive Order No. 2 (S. 2016).

Memorandum Circular No. 2016-013. Information Assurance Policy.

NAPOLCOM Memorandum Circular No. 2016-002. Revised Rules of Procedures before the Administrative Disciplinary Authorities and the Internal Affairs Services of the Philippine National Police.

Republic Act No. 9485. An act to improve efficiency in the delivery of government service to the public by reducing bureaucratic red tape, preventing graft and corruption, and providing penalties therefore.

Republic Act No. 6713. Code of Conduct and Ethical standards for Public Officials and Employees.

Republic Act No. 10173. An act protecting individual personal information in information and communications systems in the government and the private sector, creating for this purpose a national privacy commission, and for other purposes.

Republic Act No. 10557. An act promoting and strengthening Filipino design, providing for the purpose a national design policy and renaming the product development and design center of the Philippines into the design center of the Philippines and for other purposes.

ANNEXES

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 THEREFOR**

WHEREAS, pursuant to Section 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 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.

(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, 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 regulations, 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 which unduly exposes the individual whose 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 regulation.

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 the 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 and processing of the request as specified in the succeeding section 8 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. Procedure. The following procedure shall govern the filing and processing of request for access to information: (a) Any person who requests 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 requested, and the reason for, or purpose of, the request for 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, 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 decision 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, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer 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 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 next higher in the authority, following the procedure mentioned in Section 7 (f) 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 be decided by the person or office next 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 Rules 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 information 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. Separability 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 23rd day of July in the year of our Lord two thousand and sixteen.

By the President:


SALVADOR C. MEDIALDEA
Executive Secretary



Routera



ANNEX "B"

INVENTORY OF EXCEPTIONS TO EXECUTIVE ORDER NO. 2, S. 2016

Office of the President
of the Philippines
Malacañang

MEMORANDUM FROM THE EXECUTIVE SECRETARY

TO: All Heads of Departments, Bureaus and Agencies of the National/Local Governments Including Government-Owned and Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), and All Others Concerned

SUBJECT: **INVENTORY OF EXCEPTIONS TO EXECUTIVE ORDER NO. 2 (S. 2016)**

DATE: 24 November 2016

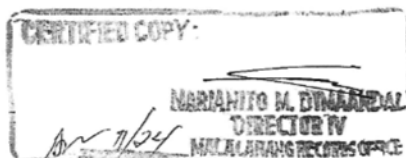
Pursuant to Section 4 of Executive Order (EO) No. 2 (s. 2016), the Office of the President hereby circularizes the inventory of exceptions to the right to access of information, for the guidance of all government offices and instrumentalities covered by EO No. 2 (s. 2016) and the general public.

The foregoing list of exceptions shall be without prejudice to existing laws, jurisprudence, rules or regulations authorizing the disclosure of the excepted information upon satisfaction of certain conditions in certain cases, such as the consent of the concerned party or as may be ordered by the courts.

In evaluating requests for information, all heads of offices are enjoined to ensure the meaningful exercise of the public of their right to access to information on public concerns.

For your information and guidance.

SALVADOR C. MEDIALDEA



Exceptions to Right of Access to Information

For the guidance of all government offices and instrumentalities covered by EO No. 2 (s. 2016) and the general public, the following are the exceptions to the right of access to information, as recognized by the Constitution, existing laws, or jurisprudence:¹

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.

ANNEX "C"

REPUBLIC ACT NO. 10173
"DATA PRIVACY ACT OF 2012"

S. No. 2965

H. No. 4115

Republic of the Philippines
Congress of the Philippines

Metro Manila

Fifteenth Congress

Second Regular Session

Begun and held in Metro Manila, on Monday, the twenty-fifth day of July, two thousand eleven.

[REPUBLIC ACT NO. 10173]

AN ACT PROTECTING INDIVIDUAL PERSONAL INFORMATION IN INFORMATION AND COMMUNICATIONS SYSTEMS IN THE GOVERNMENT AND THE PRIVATE SECTOR, CREATING FOR THIS PURPOSE A NATIONAL PRIVACY COMMISSION, AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

CHAPTER I

GENERAL PROVISIONS

SECTION 1. *Short Title.* - This Act shall be known as the "Data Privacy Act of 2012".

SEC. 2. *Declaration of Policy.* – It is the policy of the State to protect the fundamental human right of privacy of communication while ensuring free flow of information to promote innovation and growth. The State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information in information and communications systems in the government and in the private sector are secured and protected.

SEC. 3. *Definition of Terms.* – Whenever used in this Act, the following terms shall have the respective meanings hereafter set forth:

(a) *Commission* shall refer to the National Privacy Commission created by virtue of this Act.

(b) *Consent of the data subject* refers to any freely given, specific, informed indication of will, whereby the data subject agrees to the collection and processing of personal information about and/or relating to him or her. Consent shall be evidenced by written, electronic or recorded means. It may also be given on behalf of the data subject by an agent specifically authorized by the data subject to do so.

(c) *Data subject* refers to an individual whose personal information is processed.

(d) *Direct marketing* refers to communication by whatever means of any advertising or marketing material which is directed to particular individuals.

(e) *Filing system* refers to any set of information relating to natural or juridical persons to the extent that, although the information is not processed by equipment operating automatically in response to instructions given for that purpose, the set is structured, either by reference to individuals or by reference to criteria relating to individuals, in such a way that specific information relating to a particular person is readily accessible.

(f) *Information and Communications System* refers to a system for generating, sending, receiving, storing or otherwise processing electronic data messages or electronic documents and

includes the computer system or other similar device by or which data is recorded, transmitted or stored and any procedure related to the recording, transmission or storage of electronic data, electronic message, or electronic document.

(g) *Personal information* refers 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.

(h) *Personal information controller* refers to a person or organization who controls the collection, holding, processing or use of personal information, including a person or organization who instructs another person or organization to collect, hold, process, use, transfer or disclose personal information on his or her behalf. The term excludes:

(1) A person or organization who performs such functions as instructed by another person or organization; and

(2) An individual who collects, holds, processes or uses personal information in connection with the individual's personal, family or household affairs.

(i) *Personal information processor* refers to any natural or juridical person qualified to act as such under this Act to whom a personal information controller may outsource the processing of personal data pertaining to a data subject.

(j) *Processing* refers to any operation or any set of operations performed upon personal information including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.

(k) *Privileged information* refers to any and all forms of data which under the Rules of Court and other pertinent laws constitute privileged communication.

(l) *Sensitive personal information* refers to personal information:

(1) About an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;

(2) About an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings;

(3) 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

(4) Specifically established by an executive order or an act of Congress to be kept classified.

SEC. 4. *Scope.* - This Act applies to the processing of all types of personal information and to any natural and juridical person involved in personal information processing including those personal information controllers and processors who, although not found or established in the Philippines, use equipment that are located in the Philippines, or those who maintain an office, branch or agency in the Philippines subject to the immediately succeeding paragraph: *Provided,* That the requirements of Section 5 are complied with.

This Act does not apply to the following:

(a) Information about any individual who is or was an officer or employee of a government institution that relates to the position or functions of the individual, including:

(1) The fact that the individual is or was an officer or employee of the government institution;

(2) The title, business address and office telephone number of the individual;

(3) The classification, salary range and responsibilities of the position held by the individual; and

(4) The name of the individual on a document prepared by the individual in the course of employment with the government;

(b) Information about an individual who is or was performing service under contract for a government institution that relates to the services performed, including the terms of the contract, and the name of the individual given in the course of the performance of those services;

(c) Information relating to any discretionary benefit of a financial nature such as the granting of a license or permit given by the government to an individual, including the name of the individual and the exact nature of the benefit;

(d) Personal information processed for journalistic, artistic, literary or research purposes;

(e) Information necessary in order to carry out the functions of public authority which includes the processing of personal data for the performance by the independent central monetary authority and law enforcement and regulatory agencies of their constitutionally and statutorily mandated functions. Nothing in this Act shall be construed as to have amended or repealed Republic Act No. 1405, otherwise known as the Secrecy of Bank Deposits Act; Republic Act No. 6426, otherwise known as the Foreign Currency Deposit Act; and Republic Act No. 9510, otherwise known as the Credit Information System Act (CISA);

(f) Information necessary for banks and other financial institutions under the jurisdiction of the independent central monetary authority or Bangko Sentral ng Pilipinas to comply with Republic Act No. 9510, and Republic Act No. 9160, as amended, otherwise known as the Anti-Money Laundering Act and other applicable laws; and

(g) Personal information originally collected from residents of foreign jurisdictions in accordance with the laws of those foreign jurisdictions, including any applicable data privacy laws, which is being processed in the Philippines.

SEC. 5. *Protection Afforded to Journalists and Their Sources.* – Nothing in this Act shall be construed as to have amended or repealed the provisions of Republic Act No. 53, which affords the publishers, editors or duly accredited reporters of any newspaper, magazine or periodical of general circulation protection from being compelled to reveal the source of any news report or information appearing in said publication which was related in any confidence to such publisher, editor, or reporter.

SEC. 6. *Extraterritorial Application.* – This Act applies to an act done or practice engaged in and outside of the Philippines by an entity if:

(a) The act, practice or processing relates to personal information about a Philippine citizen or a resident;

(b) The entity has a link with the Philippines, and the entity is processing personal information in the Philippines or even if the processing is outside the Philippines as long as it is about Philippine citizens or residents such as, but not limited to, the following:

(1) A contract is entered in the Philippines;

(2) A juridical entity unincorporated in the Philippines but has central management and control in the country; and

(3) An entity that has a branch, agency, office or subsidiary in the Philippines and the parent or affiliate of the Philippine entity has access to personal information; and

(c) The entity has other links in the Philippines such as, but not limited to:

(1) The entity carries on business in the Philippines; and

(2) The personal information was collected or held by an entity in the Philippines.

CHAPTER II

THE NATIONAL PRIVACY COMMISSION

SEC. 7. *Functions of the National Privacy Commission.*

– To administer and implement the provisions of this Act, and to monitor and ensure compliance of the country with international standards set for data protection, there is hereby created an independent body to be known as the National Privacy Commission, which shall have the following functions:

(a) Ensure compliance of personal information controllers with the provisions of this Act;

(b) Receive complaints, institute investigations, facilitate or enable settlement of complaints through the use of alternative dispute resolution processes, adjudicate, award indemnity on matters affecting any personal information, prepare reports on disposition of complaints and resolution of any investigation it initiates, and, in cases it deems appropriate, publicize any such report: *Provided*, That in resolving any complaint or investigation (except where amicable settlement is reached by the parties), the Commission shall act as a collegial body. For this purpose, the Commission may be given access to personal information that is subject of any complaint and to collect the information necessary to perform its functions under this Act;

(c) Issue cease and desist orders, impose a temporary or permanent ban on the processing of personal information, upon finding that the processing will be detrimental to national security and public interest;

(d) Compel or petition any entity, government agency or instrumentality to abide by its orders or take action on a matter affecting data privacy;

(e) Monitor the compliance of other government agencies or instrumentalities on their security and technical measures and recommend the necessary action in order to meet minimum standards for protection of personal information pursuant to this Act;

(f) Coordinate with other government agencies and the private sector on efforts to formulate and implement plans and

policies to strengthen the protection of personal information in the country;

(g) Publish on a regular basis a guide to all laws relating to data protection;

(h) Publish a compilation of agency system of records and notices, including index and other finding aids;

(i) Recommend to the Department of Justice (DOJ) the prosecution and imposition of penalties specified in Sections 25 to 29 of this Act;

(j) Review, approve, reject or require modification of privacy codes voluntarily adhered to by personal information controllers: *Provided*, That the privacy codes shall adhere to the underlying data privacy principles embodied in this Act: *Provided, further*, That such privacy codes may include private dispute resolution mechanisms for complaints against any participating personal information controller. For this purpose, the Commission shall consult with relevant regulatory agencies in the formulation and administration of privacy codes applying the standards set out in this Act, with respect to the persons, entities, business activities and business sectors that said regulatory bodies are authorized to principally regulate pursuant to the law: *Provided, finally*, That the Commission may review such privacy codes and require changes thereto for purposes of complying with this Act;

(k) Provide assistance on matters relating to privacy or data protection at the request of a national or local agency, a private entity or any person;

(l) Comment on the implication on data privacy of proposed national or local statutes, regulations or procedures, issue advisory opinions and interpret the provisions of this Act and other data privacy laws;

(m) Propose legislation, amendments or modifications to Philippine laws on privacy or data protection as may be necessary;

(n) Ensure proper and effective coordination with data privacy regulators in other countries and private accountability

agents, participate in international and regional initiatives for data privacy protection;

(o) Negotiate and contract with other data privacy authorities of other countries for cross-border application and implementation of respective privacy laws;

(p) Assist Philippine companies doing business abroad to respond to foreign privacy or data protection laws and regulations; and

(q) Generally perform such acts as may be necessary to facilitate cross-border enforcement of data privacy protection.

SEC. 8. *Confidentiality.* – The Commission shall ensure at all times the confidentiality of any personal information that comes to its knowledge and possession.

SEC. 9. *Organizational Structure of the Commission.* – The Commission shall be attached to the Department of Information and Communications Technology (DICT) and shall be headed by a Privacy Commissioner, who shall also act as Chairman of the Commission. The Privacy Commissioner shall be assisted by two (2) Deputy Privacy Commissioners, one to be responsible for Data Processing Systems and one to be responsible for Policies and Planning. The Privacy Commissioner and the two (2) Deputy Privacy Commissioners shall be appointed by the President of the Philippines for a term of three (3) years, and may be reappointed for another term of three (3) years. Vacancies in the Commission shall be filled in the same manner in which the original appointment was made.

The Privacy Commissioner must be at least thirty-five (35) years of age and of good moral character, unquestionable integrity and known probity, and a recognized expert in the field of information technology and data privacy. The Privacy Commissioner shall enjoy the benefits, privileges and emoluments equivalent to the rank of Secretary.

The Deputy Privacy Commissioners must be recognized experts in the field of information and communications technology and data privacy. They shall enjoy the benefits,

privileges and emoluments equivalent to the rank of Undersecretary.

The Privacy Commissioner, the Deputy Commissioners, or any person acting on their behalf or under their direction, shall not be civilly liable for acts done in good faith in the performance of their duties. However, he or she shall be liable for willful or negligent acts done by him or her which are contrary to law, morals, public policy and good customs even if he or she acted under orders or instructions of superiors: *Provided*, That in case a lawsuit is filed against such official on the subject of the performance of his or her duties, where such performance is lawful, he or she shall be reimbursed by the Commission for reasonable costs of litigation.

SEC. 10. *The Secretariat.* – The Commission is hereby authorized to establish a Secretariat. Majority of the members of the Secretariat must have served for at least five (5) years in any agency of the government that is involved in the processing of personal information including, but not limited to, the following offices: Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth), Commission on Elections (COMELEC), Department of Foreign Affairs (DFA), Department of Justice (DOJ), and Philippine Postal Corporation (Philpost).

CHAPTER III

PROCESSING OF PERSONAL INFORMATION

SEC. 11. *General Data Privacy Principles.* – The processing of personal information shall be allowed, subject to compliance with the requirements of this Act and other laws allowing disclosure of information to the public and adherence to the principles of transparency, legitimate purpose and proportionality.

Personal information must be:

(a) Collected for specified and legitimate purposes determined and declared before, or as soon as reasonably

practicable after collection, and later processed in a way compatible with such declared, specified and legitimate purposes only;

(b) Processed fairly and lawfully;

(c) Accurate, relevant and, where necessary for purposes for which it is to be used the processing of personal information, kept up to date; inaccurate or incomplete data must be rectified, supplemented, destroyed or their further processing restricted;

(d) Adequate and not excessive in relation to the purposes for which they are collected and processed;

(e) Retained only for as long as necessary for the fulfillment of the purposes for which the data was obtained or for the establishment, exercise or defense of legal claims, or for legitimate business purposes, or as provided by law; and

(f) Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data were collected and processed: *Provided*, That personal information collected for other purposes may be processed for historical, statistical or scientific purposes, and in cases laid down in law may be stored for longer periods: *Provided, further*, That adequate safeguards are guaranteed by said laws authorizing their processing.

The personal information controller must ensure implementation of personal information processing principles set out herein.

SEC. 12. *Criteria for Lawful Processing of Personal Information.* – The processing of personal information shall be permitted only if not otherwise prohibited by law, and when at least one of the following conditions exists:

(a) The data subject has given his or her consent;

(b) The processing of personal information is necessary and is related to the fulfillment of a contract with the data subject or in order to take steps at the request of the data subject prior to entering into a contract;

(c) The processing is necessary for compliance with a legal obligation to which the personal information controller is subject;

(d) The processing is necessary to protect vitally important interests of the data subject, including life and health;

(e) The processing is necessary in order to respond to national emergency, to comply with the requirements of public order and safety, or to fulfill functions of public authority which necessarily includes the processing of personal data for the fulfillment of its mandate; or

(f) The processing is necessary for the purposes of the legitimate interests pursued by the personal information controller or by a third party or parties to whom the data is disclosed, except where such interests are overridden by fundamental rights and freedoms of the data subject which require protection under the Philippine Constitution.

SEC. 13. *Sensitive Personal Information and Privileged Information.* – The processing of sensitive personal information and privileged information shall be prohibited, except in the following cases:

(a) The data subject has given his or her consent, specific to the purpose prior to the processing, or in the case of privileged information, all parties to the exchange have given their consent prior to processing;

(b) The processing of the same is provided for by existing laws and regulations: *Provided*, That such regulatory enactments guarantee the protection of the sensitive personal information and the privileged information: *Provided, further*, That the consent of the data subjects are not required by law or regulation permitting the processing of the sensitive personal information or the privileged information;

(c) The processing is necessary to protect the life and health of the data subject or another person, and the data subject is not legally or physically able to express his or her consent prior to the processing;

(d) The processing is necessary to achieve the lawful and noncommercial objectives of public organizations and their associations: *Provided*, That such processing is only confined and related to the *bona fide* members of these organizations or their associations: *Provided, further*, That the sensitive personal information are not transferred to third parties: *Provided, finally*, That consent of the data subject was obtained prior to processing;

(e) The processing is necessary for purposes of medical treatment, is carried out by a medical practitioner or a medical treatment institution, and an adequate level of protection of personal information is ensured; or

(f) The processing concerns such personal information as is necessary for the protection of lawful rights and interests of natural or legal persons in court proceedings, or the establishment, exercise or defense of legal claims, or when provided to government or public authority.

SEC. 14. *Subcontract of Personal Information.* – A personal information controller may subcontract the processing of personal information: *Provided*, That the personal information controller shall be responsible for ensuring that proper safeguards are in place to ensure the confidentiality of the personal information processed, prevent its use for unauthorized purposes, and generally, comply with the requirements of this Act and other laws for processing of personal information. The personal information processor shall comply with all the requirements of this Act and other applicable laws.

SEC. 15. *Extension of Privileged Communication.* – Personal information controllers may invoke the principle of privileged communication over privileged information that they lawfully control or process. Subject to existing laws and regulations, any evidence gathered on privileged information is inadmissible.

CHAPTER IV

RIGHTS OF THE DATA SUBJECT

SEC. 16. *Rights of the Data Subject.* – The data subject is entitled to:

(a) Be informed whether personal information pertaining to him or her shall be, are being or have been processed;

(b) Be furnished the information indicated hereunder before the entry of his or her personal information into the processing system of the personal information controller, or at the next practical opportunity:

(1) Description of the personal information to be entered into the system;

(2) Purposes for which they are being or are to be processed;

(3) Scope and method of the personal information processing;

(4) The recipients or classes of recipients to whom they are or may be disclosed;

(5) Methods utilized for automated access, if the same is allowed by the data subject, and the extent to which such access is authorized;

(6) The identity and contact details of the personal information controller or its representative;

(7) The period for which the information will be stored; and

(8) The existence of their rights, i.e., to access, correction, as well as the right to lodge a complaint before the Commission.

Any information supplied or declaration made to the data subject on these matters shall not be amended without prior notification of data subject; *Provided*, That the notification

under subsection (b) shall not apply should the personal information be needed pursuant to a *subpoena* or when the collection and processing are for obvious purposes, including when it is necessary for the performance of or in relation to a contract or service or when necessary or desirable in the context of an employer-employee relationship, between the collector and the data subject, or when the information is being collected and processed as a result of legal obligation;

(c) Reasonable access to, upon demand, the following:

(1) Contents of his or her personal information that were processed;

(2) Sources from which personal information were obtained;

(3) Names and addresses of recipients of the personal information;

(4) Manner by which such data were processed;

(5) Reasons for the disclosure of the personal information to recipients;

(6) Information on automated processes where the data will or likely to be made as the sole basis for any decision significantly affecting or will affect the data subject;

(7) Date when his or her personal information concerning the data subject were last accessed and modified; and

(8) The designation, or name or identity and address of the personal information controller;

(d) Dispute the inaccuracy or error in the personal information and have the personal information controller correct it immediately and accordingly, unless the request is vexatious or otherwise unreasonable. If the personal information have been corrected, the personal information controller shall ensure the accessibility of both the new and the retracted information and the simultaneous receipt of the new and the retracted information by recipients thereof: *Provided*, That the third parties who have previously received

such processed personal information shall be informed of its inaccuracy and its rectification upon reasonable request of the data subject;

(e) Suspend, withdraw or order the blocking, removal or destruction of his or her personal information from the personal information controller's filing system upon discovery and substantial proof that the personal information are incomplete, outdated, false, unlawfully obtained, used for unauthorized purposes or are no longer necessary for the purposes for which they were collected. In this case, the personal information controller may notify third parties who have previously received such processed personal information; and

(f) Be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal information.

SEC. 17. Transmissibility of Rights of the Data Subject.

– The lawful heirs and assigns of the data subject may invoke the rights of the data subject for, which he or she is an heir or assignee at any time after the death of the data subject or when the data subject is incapacitated or incapable of exercising the rights as enumerated in the immediately preceding section.

SEC. 18. Right to Data Portability. – The data subject shall have the right, where personal information is processed by electronic means and in a structured and commonly used format, to obtain from the personal information controller a copy of data undergoing processing in an electronic or structured format, which is commonly used and allows for further use by the data subject. The Commission may specify the electronic format referred to above, as well as the technical standards, modalities and procedures for their transfer.

SEC. 19. Non-Applicability. – The immediately preceding sections are not applicable if the processed personal information are used only for the needs of scientific and statistical research and, on the basis of such, no activities are carried out and no decisions are taken regarding the data subject: *Provided*, That the personal information shall be held under strict confidentiality and shall be used only for the declared purpose. Likewise, the immediately preceding sections are not applicable

to processing of personal information gathered for the purpose of investigations in relation to any criminal, administrative or tax liabilities of a data subject.

CHAPTER V

SECURITY OF PERSONAL INFORMATION

SEC. 20. *Security of Personal Information.* – (a) The personal information controller must implement reasonable and appropriate organizational, physical and technical measures intended for the protection of personal information against any accidental or unlawful destruction, alteration and disclosure, as well as against any other unlawful processing.

(b) The personal information controller shall implement reasonable and appropriate measures to protect personal information against natural dangers such as accidental loss or destruction, and human dangers such as unlawful access, fraudulent misuse, unlawful destruction, alteration and contamination.

(c) The determination of the appropriate level of security under this section must take into account the nature of the personal information to be protected, the risks represented by the processing, the size of the organization and complexity of its operations, current data privacy best practices and the cost of security implementation. Subject to guidelines as the Commission may issue from time to time, the measures implemented must include:

(1) Safeguards to protect its computer network against accidental, unlawful or unauthorized usage or interference with or hindering of their functioning or availability;

(2) A security policy with respect to the processing of personal information;

(3) A process for identifying and accessing reasonably foreseeable vulnerabilities in its computer networks, and for taking preventive, corrective and mitigating action against security incidents that can lead to a security breach; and

(4) Regular monitoring for security breaches and a process for taking preventive, corrective and mitigating action against security incidents that can lead to a security breach.

(d) The personal information controller must further ensure that third parties processing personal information on its behalf shall implement the security measures required by this provision.

(e) The employees, agents or representatives of a personal information controller who are involved in the processing of personal information shall operate and hold personal information under strict confidentiality if the personal information are not intended for public disclosure. This obligation shall continue even after leaving the public service, transfer to another position or upon termination of employment or contractual relations.

(f) The personal information controller shall promptly notify the Commission and affected data subjects when sensitive personal information or other information that may, under the circumstances, be used to enable identity fraud are reasonably believed to have been acquired by an unauthorized person, and the personal information controller or the Commission believes that such unauthorized acquisition is likely to give rise to a real risk of serious harm to any affected data subject. The notification shall at least describe the nature of the breach, the sensitive personal information possibly involved, and the measures taken by the entity to address the breach. Notification may be delayed only to the extent necessary to determine the scope of the breach, to prevent further disclosures, or to restore reasonable integrity to the information and communications system.

(1) In evaluating if notification is unwarranted, the Commission may take into account compliance by the personal information controller with this section and existence of good faith in the acquisition of personal information.

(2) The Commission may exempt a personal information controller from notification where, in its reasonable judgment, such notification would not be in the public interest or in the interests of the affected data subjects.

(3) The Commission may authorize postponement of notification where it may hinder the progress of a criminal investigation related to a serious breach.

CHAPTER VI

ACCOUNTABILITY FOR TRANSFER OF PERSONAL INFORMATION

SEC. 21. *Principle of Accountability.* – Each personal information controller is responsible for personal information under its control or custody, including information that have been transferred to a third party for processing, whether domestically or internationally, subject to cross-border arrangement and cooperation.

(a) The personal information controller is accountable for complying with the requirements of this Act and shall use contractual or other reasonable means to provide a comparable level of protection while the information are being processed by a third party.

(b) The personal information controller shall designate an individual or individuals who are accountable for the organization's compliance with this Act. The identity of the individual(s) so designated shall be made known to any data subject upon request.

CHAPTER VII

SECURITY OF SENSITIVE PERSONAL INFORMATION IN GOVERNMENT

SEC. 22. *Responsibility of Heads of Agencies.* – All sensitive personal information maintained by the government, its agencies and instrumentalities shall be secured, as far as practicable, with the use of the most appropriate standard recognized by the information and communications technology industry, and as recommended by the Commission. The head of each government agency or instrumentality shall be responsible for complying with the security requirements mentioned herein while the Commission shall monitor the compliance and may recommend the necessary action in order to satisfy the minimum standards.

SEC. 23. Requirements Relating to Access by Agency Personnel to Sensitive Personal Information. – (a) **On-site and Online Access** – Except as may be allowed through guidelines to be issued by the Commission, no employee of the government shall have access to sensitive personal information on government property or through online facilities unless the employee has received a security clearance from the head of the source agency.

(b) **Off-site Access** – Unless otherwise provided in guidelines to be issued by the Commission, sensitive personal information maintained by an agency may not be transported or accessed from a location off government property unless a request for such transportation or access is submitted and approved by the head of the agency in accordance with the following guidelines:

(1) **Deadline for Approval or Disapproval** – In the case of any request submitted to the head of an agency, such head of the agency shall approve or disapprove the request within two (2) business days after the date of submission of the request. In case there is no action by the head of the agency, then such request is considered disapproved;

(2) **Limitation to One thousand (1,000) Records** – If a request is approved, the head of the agency shall limit the access to not more than one thousand (1,000) records at a time; and

(3) **Encryption** – Any technology used to store, transport or access sensitive personal information for purposes of off-site access approved under this subsection shall be secured by the use of the most secure encryption standard recognized by the Commission.

The requirements of this subsection shall be implemented not later than six (6) months after the date of the enactment of this Act.

SEC. 24. Applicability to Government Contractors. – In entering into any contract that may involve accessing or requiring sensitive personal information from one thousand (1,000) or more individuals, an agency shall require a contractor and its employees to register their personal

information processing system with the Commission in accordance with this Act and to comply with the other provisions of this Act including the immediately preceding section, in the same manner as agencies and government employees comply with such requirements.

CHAPTER VIII

PENALTIES

SEC. 25. *Unauthorized Processing of Personal Information and Sensitive Personal Information.* – (a) The unauthorized processing of personal information shall be penalized by imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who process personal information without the consent of the data subject, or without being authorized under this Act or any existing law.

(b) The unauthorized processing of personal sensitive information shall be penalized by imprisonment ranging from three (3) years to six (6) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Four million pesos (Php4,000,000.00) shall be imposed on persons who process personal information without the consent of the data subject, or without being authorized under this Act or any existing law.

SEC. 26. *Accessing Personal Information and Sensitive Personal Information Due to Negligence.* – (a) Accessing personal information due to negligence shall be penalized by imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who, due to negligence, provided access to personal information without being authorized under this Act or any existing law.

(b) Accessing sensitive personal information due to negligence shall be penalized by imprisonment ranging from three (3) years to six (6) years and a fine of not less than

Five hundred thousand pesos (Php500,000.00) but not more than Four million pesos (Php4,000,000.00) shall be imposed on persons who, due to negligence, provided access to personal information without being authorized under this Act or any existing law.

SEC. 27. Improper Disposal of Personal Information and Sensitive Personal Information. – (a) The improper disposal of personal information shall be penalized by imprisonment ranging from six (6) months to two (2) years and a fine of not less than One hundred thousand pesos (Php100,000.00) but not more than Five hundred thousand pesos (Php500,000.00) shall be imposed on persons who knowingly or negligently dispose, discard or abandon the personal information of an individual in an area accessible to the public or has otherwise placed the personal information of an individual in its container for trash collection.

b) The improper disposal of sensitive personal information shall be penalized by imprisonment ranging from one (1) year to three (3) years and a fine of not less than One hundred thousand pesos (Php100,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons who knowingly or negligently dispose, discard or abandon the personal information of an individual in an area accessible to the public or has otherwise placed the personal information of an individual in its container for trash collection.

SEC. 28. Processing of Personal Information and Sensitive Personal Information for Unauthorized Purposes. – The processing of personal information for unauthorized purposes shall be penalized by imprisonment ranging from one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons processing personal information for purposes not authorized by the data subject, or otherwise authorized under this Act or under existing laws.

The processing of sensitive personal information for unauthorized purposes shall be penalized by imprisonment ranging from two (2) years to seven (7) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be

imposed on persons processing sensitive personal information for purposes not authorized by the data subject, or otherwise authorized under this Act or under existing laws.

SEC. 29. Unauthorized Access or Intentional Breach. – The penalty of imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who knowingly and unlawfully, or violating data confidentiality and security data systems, breaks in any way into any system where personal and sensitive personal information is stored.

SEC. 30. Concealment of Security Breaches Involving Sensitive Personal Information. – The penalty of imprisonment of one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons who, after having knowledge of a security breach and of the obligation to notify the Commission pursuant to Section 20(f), intentionally or by omission conceals the fact of such security breach.

SEC. 31. Malicious Disclosure. – Any personal information controller or personal information processor or any of its officials, employees or agents, who, with malice or in bad faith, discloses unwarranted or false information relative to any personal information or personal sensitive information obtained by him or her, shall be subject to imprisonment ranging from one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00).

SEC. 32. Unauthorized Disclosure. – (a) Any personal information controller or personal information processor or any of its officials, employees or agents, who discloses to a third party personal information not covered by the immediately preceding section without the consent of the data subject, shall be subject to imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00).

(b) Any personal information controller or personal information processor or any of its officials, employees or agents, who discloses to a third party sensitive personal information not covered by the immediately preceding section without the consent of the data subject, shall be subject to imprisonment ranging from three (3) years to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00).

SEC. 33. *Combination or Series of Acts.* - Any combination or series of acts as defined in Sections 25 to 32 shall make the person subject to imprisonment ranging from three (3) years to six (6) years and a fine of not less than One million pesos (Php1,000,000.00) but not more than Five million pesos (Php5,000,000.00).

SEC. 34. *Extent of Liability.* - If the offender is a corporation, partnership or any juridical person, the penalty shall be imposed upon the responsible officers, as the case may be, who participated in, or by their gross negligence, allowed the commission of the crime. If the offender is a juridical person, the court may suspend or revoke any of its rights under this Act. If the offender is an alien, he or she shall, in addition to the penalties herein prescribed, be deported without further proceedings after serving the penalties prescribed. If the offender is a public official or employee and he or she is found guilty of acts penalized under Sections 27 and 28 of this Act, he or she shall, in addition to the penalties prescribed herein, suffer perpetual or temporary absolute disqualification from office, as the case may be.

SEC. 35. *Large-Scale.* - The maximum penalty in the scale of penalties respectively provided for the preceding offenses shall be imposed when the personal information of at least one hundred (100) persons is harmed, affected or involved as the result of the abovementioned actions.

SEC. 36. *Offense Committed by Public Officer.* - When the offender or the person responsible for the offense is a public officer as defined in the Administrative Code of the Philippines in the exercise of his or her duties, an accessory penalty consisting in the disqualification to occupy public office for a

term double the term of criminal penalty imposed shall be applied.

SEC. 37. *Restitution.* – Restitution for any aggrieved party shall be governed by the provisions of the New Civil Code.

CHAPTER IX

MISCELLANEOUS PROVISIONS

SEC. 38. *Interpretation.* – Any doubt in the interpretation of any provision of this Act shall be liberally interpreted in a manner mindful of the rights and interests of the individual about whom personal information is processed.

SEC. 39. *Implementing Rules and Regulations (IRR).* – Within ninety (90) days from the effectivity of this Act, the Commission shall promulgate the rules and regulations to effectively implement the provisions of this Act.

SEC. 40. *Reports and Information.* – The Commission shall annually report to the President and Congress on its activities in carrying out the provisions of this Act. The Commission shall undertake whatever efforts it may determine to be necessary or appropriate to inform and educate the public of data privacy, data protection and fair information rights and responsibilities.

SEC. 41. *Appropriations Clause.* – The Commission shall be provided with an initial appropriation of Twenty million pesos (Php20,000,000.00) to be drawn from the national government. Appropriations for the succeeding years shall be included in the General Appropriations Act. It shall likewise receive Ten million pesos (Php10,000,000.00) per year for five (5) years upon implementation of this Act drawn from the national government.

SEC. 42. *Transitory Provision.* – Existing industries, businesses and offices affected by the implementation of this Act shall be given one (1) year transitory period from the effectivity of the IRR or such other period as may be

determined by the Commission, to comply with the requirements of this Act.

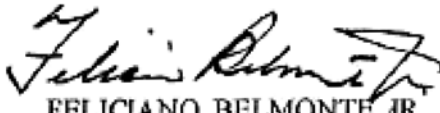
In case that the DICT has not yet been created by the time the law takes full force and effect, the National Privacy Commission shall be attached to the Office of the President.


SEC. 43. *Separability Clause.* – If any provision or part hereof is held invalid or unconstitutional, the remainder of the law or the provision not otherwise affected shall remain valid and subsisting.

SEC. 44. *Repealing Clause.* – The provision of Section 7 of Republic Act No. 9372, otherwise known as the “Human Security Act of 2007”, is hereby amended. Except as otherwise expressly provided in this Act, all other laws, decrees, executive orders, proclamations and administrative regulations or parts thereof inconsistent herewith are hereby repealed or modified accordingly.

SEC. 45. *Effectivity Clause.* – This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

Approved,


 FELICIANO BELMONTE JR.
 Speaker of the House
 of Representatives

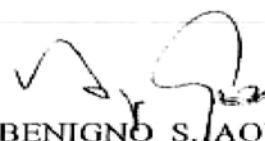

 JUAN PONCE ENRILE
 President of the Senate

This Act which is a consolidation of Senate Bill No. 2965 and House Bill No. 4115 was finally passed by the Senate and the House of Representatives on June 6, 2012.


MARILYN B. BARUA-YAP
*Secretary General
House of Representatives*


EMMA LIRIO REYES
Secretary of the Senate

Approved: **AUG 15 2012**


BENIGNO S. AQUINO III
President of the Philippines



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ANNEX "D"

REPUBLIC ACT NO. 9485
"ANTI-RED TAPE ACT OF 2007"

S. No. 2589
H. No. 3776

Republic of the Philippines
Congress of the Philippines
Metro Manila
Thirteenth Congress
Third Special Session

Begun and held in Metro Manila, on Monday, the nineteenth day of
February, two thousand seven.

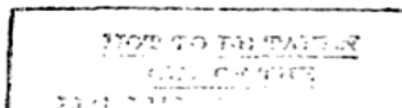
[REPUBLIC ACT NO. **9485**]

AN ACT TO IMPROVE EFFICIENCY IN THE DELIVERY OF
GOVERNMENT SERVICE TO THE PUBLIC BY REDUCING
BUREAUCRATIC RED TAPE, PREVENTING GRAFT AND
CORRUPTION, AND PROVIDING PENALTIES THEREFOR

*Be it enacted by the Senate and House of Representatives of
the Philippines in Congress assembled:*

SECTION 1. *Short Title.* - This Act shall be known as
the "Anti-Red Tape Act of 2007".

SEC. 2. *Declaration of Policy.* - It is hereby declared the
policy of the State to promote integrity, accountability, proper
management of public affairs and public property as well as



to establish effective practices aimed at the prevention of graft and corruption in government. Towards this end, the State shall maintain honesty and responsibility among its public officials and employees, and shall take appropriate measures to promote transparency in each agency with regard to the manner of transacting with the public, which shall encompass a program for the adoption of simplified procedures that will reduce red tape and expedite transactions in government.

SEC. 3. *Coverage.* - This Act shall apply to all government offices and agencies including local government units and government-owned or -controlled corporations that provide frontline services as defined in this Act. Those performing judicial, quasi-judicial and legislative functions are excluded from the coverage of this Act.

SEC. 4. *Definition of Terms.* - As used in this Act, the following terms are defined as follows:

(a) "*Simple Transactions*" refer to requests or applications submitted by clients of a government office or agency which only require ministerial actions on the part of the public officer or employee, or that which present only inconsequential issues for the resolution by an officer or employee of said government office.

(b) "*Complex Transactions*" refer to requests or applications submitted by clients of a government office which necessitate the use of discretion in the resolution of complicated issues by an officer or employee of said government office, such transaction to be determined by the office concerned.

(c) "*Frontline Service*" refers to the process or transaction between clients and government offices or agencies involving applications for any privilege, right, permit, reward, license, concession, or for any modification, renewal or extension of the enumerated applications and/or requests which are acted upon in the ordinary course of business of the agency or office concerned.

(d) "*Action*" refers to the written approval or disapproval made by a government office or agency on the application or request submitted by a client for processing.

(e) "*Officer or Employee*" refers to a person employed in a government office or agency required to perform specific duties and responsibilities related to the application or request submitted by a client for processing.

(f) "*Irrelevant requirements*" refer to any document or performance of an act not directly material to the resolution of the issues raised in the request or needed in the application submitted by the client.

(g) "*Fixer*" refers to any individual whether or not officially involved in the operation of a government office or agency who has access to people working therein, and whether or not in collusion with them, facilitates speedy completion of transactions for pecuniary gain or any other advantage or consideration.

SEC. 5. *Reengineering of Systems and Procedures.* – All offices and agencies which provide frontline services are hereby mandated to regularly undertake time and motion studies, undergo evaluation and improvement of their transaction systems and procedures and re-engineer the same if deemed necessary to reduce bureaucratic red tape and processing time.

SEC. 6. *Citizen's Charter.* – All government agencies including departments, bureaus, offices, instrumentalities, or government-owned and/or controlled corporations, or local government or district units shall set up their respective service standards to be known as the Citizen's Charter in the form of information billboards which should be posted at the main entrance of offices or at the most conspicuous place, and in the form of published materials written either in English, Filipino, or in the local dialect, that detail:

- (a) The procedure to obtain a particular service;
- (b) The person/s responsible for each step;

- (c) The maximum time to conclude the process;
- (d) The document/s to be presented by the customer, if necessary;
- (e) The amount of fees, if necessary; and
- (f) The procedure for filing complaints.

SEC. 7. *Accountability of the Heads of Offices and Agencies.* – The head of the office or agency shall be primarily responsible for the implementation of this Act and shall be held accountable to the public in rendering fast, efficient, convenient and reliable service. All transactions and processes are deemed to have been made with the permission or clearance from the highest authority having jurisdiction over the government office or agency concerned.

SEC. 8. *Accessing Frontline Services.* – The following shall be adopted by all government offices and agencies:

(a) **Acceptance of Applications and Requests** – (1) All officers or employees shall accept written applications, requests, and/or documents being submitted by clients of the office or agency.

(2) The responsible officer or employee shall acknowledge receipt of such application and/or request by writing or printing clearly thereon his/her name, the unit where he/she is connected with, and the time and date of receipt.

(3) The receiving officer or employee shall perform a preliminary assessment of the request so as to promote a more expeditious action on requests.

(b) **Action of Offices** – (1) All applications and/or requests submitted shall be acted upon by the assigned officer or employee during the period stated in the Citizen's Charter

which shall not be longer than five working days in the case of simple transactions and ten (10) working days in the case of complex transactions from the date the request or application was received. Depending on the nature of the frontline services requested or the mandate of the office or agency under unusual circumstances, the maximum time prescribed above may be extended. For the extension due to the nature of frontline services or the mandate of the office or agency concerned, the period for the delivery of frontline services shall be indicated in the Citizen's Charter. The office or agency concerned shall notify the requesting party in writing of the reason for the extension and the final date of release for the extension and the final date of release of the frontline service/s requested.

(2) No application or request shall be returned to the client without appropriate action. In case an application or request is disapproved, the officer or employee who rendered the decision shall send a formal notice to the client within five working days from the receipt of the request and/or application, stating therein the reason for the disapproval including a list of specific requirement/s which the client failed to submit.

(c) Denial of Request for Access to Government Service – Any denial of request for access to government service shall be fully explained in writing, stating the name of the person making the denial and the grounds upon which such denial is based. Any denial of request is deemed to have been made with the permission or clearance from the highest authority having jurisdiction over the government office or agency concerned.

(d) Limitation of Signatories – The number of signatories in any document shall be limited to a maximum of five signatures which shall represent officers directly supervising the office or agency concerned.

(e) Adoption of Working Schedules to Serve Clients – Heads of offices and agencies which render frontline services shall adopt appropriate working schedules to ensure that all clients who are within their premises prior to the end of

official working hours are attended to and served even during lunch break and after regular working hours.

(f) Identification Card - All employees transacting with the public shall be provided with an official identification card which should be visibly worn during office hours.

(g) Establishment of Public Assistance/Complaints Desk - Each office or agency shall establish a public assistance/complaints desk in all their offices.

SEC. 9. Automatic Extension of Permits and Licenses.

- If a government office or agency fails to act on an application and/or request for renewal of a license, permit or authority subject for renewal within the prescribed period, said permit, license or authority shall automatically be extended until a decision or resolution is rendered on the application for renewal: *Provided*, That the automatic extension shall not apply when the permit, license, or authority covers activities which pose danger to public health, public safety, public morals or to public policy including, but not limited to, natural resource extraction activities.

SEC. 10. Report Card Survey. - All offices and agencies providing frontline services shall be subjected to a Report Card Survey to be initiated by the Civil Service Commission, in coordination with the Development Academy of the Philippines, which shall be used to obtain feedback on how provisions in the Citizen's Charter are being followed and how the agency is performing.

The Report Card Survey shall also be used to obtain information and/or estimates of hidden costs incurred by clients to access frontline services which may include, but is not limited to, bribes and payment to fixers.

A feedback mechanism shall be established in all agencies covered by this Act and the results thereof shall be incorporated in their annual report.

SEC. 11. *Violations.* – After compliance with the substantive and procedural due process, the following shall constitute violations of this Act together with their corresponding penalties:

(a) **Light Offense** – (1) Refusal to accept application and/or request within the prescribed period or any document being submitted by a client;

(2) Failure to act on an application and/or request or failure to refer back to the client a request which cannot be acted upon due to lack of requirement/s within the prescribed period;

(3) Failure to attend to clients who are within the premises of the office or agency concerned prior to the end of official working hours and during lunch break;

(4) Failure to render frontline services within the prescribed period on any application and/or request without due cause;

(5) Failure to give the client a written notice on the disapproval of an application or request; and

(6) Imposition of additional irrelevant requirements other than those listed in the first notice.

Penalties for light offense shall be as follows:

First Offense – Thirty (30) days suspension without pay and mandatory attendance in Values Orientation Program;

Second Offense – Three months suspension without pay; and

Third Offense – Dismissal and perpetual disqualification from public service.

(b) **Grave Offense – Fixing and/or collusion with fixers in consideration of economic and/or other gain or advantage.**

Penalty – Dismissal and perpetual disqualification from public service.

SEC. 12. *Criminal Liability for Fixers.* – In addition to Section 11(b), fixers, as defined in this Act, shall suffer the penalty of imprisonment not exceeding six years or a fine of not less than Twenty thousand pesos (P20,000.00) but not more than Two hundred thousand pesos (P200,000.00) or both fine and imprisonment at the discretion of the court.

SEC. 13. *Civil and Criminal Liability, Not Barred.* – The finding of administrative liability under this Act shall not be a bar to the filing of criminal, civil or other related charges under existing laws arising from the same act or omission as herein enumerated.

SEC. 14. *Administrative Jurisdiction.* – The administrative jurisdiction on any violation of the provisions of this Act shall be vested in either the Civil Service Commission (CSC), the Presidential Anti-Graft Commission (PAGC) or the Office of the Ombudsman as determined by appropriate laws and issuances.

SEC. 15. *Immunity; Discharge of Co-Respondent/Accused to be a Witness.* – Any public official or employee or any person having been charged with another under this Act and who voluntarily gives information pertaining to an investigation or who willingly testifies therefore, shall be exempt from prosecution in the case/s where his/her information and testimony are given. The discharge may be granted and directed by the investigating body or court upon the application or petition of any of the respondent/accused-informant and before the termination of the investigation: *Provided, That:*

a) There is absolute necessity for the testimony of the respondent/accused-informant whose discharge is requested;

b) There is no other direct evidence available for the proper prosecution of the offense committed, except the testimony of said respondent/accused-informant;

c) The testimony of said respondent/accused-informant can be substantially corroborated in its material points;

d) The respondent/accused-informant has not been previously convicted of a crime involving moral turpitude; and

e) Said respondent/accused-informant does not appear to be the most guilty.

Evidence adduced in support of the discharge shall automatically form part of the records of the investigation. Should the investigating body or court deny the motion or request for discharge as a witness, his/her sworn statement shall be inadmissible as evidence.

SEC. 16. *Implementing Rules and Regulations.* - The Civil Service Commission, in coordination with the Development Academy of the Philippines (DAP), the Office of the Ombudsman and the Presidential Anti-Graft Commission (PAGC), shall promulgate the necessary rules and regulations within ninety (90) days from the effectivity of this Act.

SEC. 17. *Separability Clause.* - If any provision of this Act shall be declared invalid or unconstitutional, such declaration shall not affect the validity of the remaining provisions of this Act.

SEC. 18. *Repealing Clause.* - All provisions of laws, presidential decrees, letters of instruction and other presidential issuances which are incompatible or inconsistent with the provisions of this Act are hereby deemed amended or repealed.

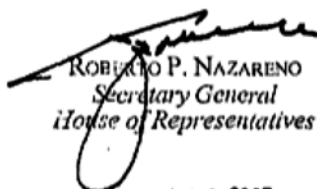
SEC. 19. *Effectivity.* – This Act shall take effect within fifteen (15) days following its publication in the *Official Gazette* or in two national newspapers of general circulation.

Approved,


JOSE DE VENECIA JR.
*Speaker of the House
of Representatives*


MANNY VILLAR
President of the Senate

This Act which is a consolidation of Senate Bill No. 2589 and House Bill No. 3776 was finally passed by the Senate and the House of Representatives on February 8, 2007 and February 20, 2007, respectively.


ROBERTO P. NAZARENO
*Secretary General
House of Representatives*


OSCAR G. YABES
Secretary of the Senate

Approved: JUN 02 2007


GLORIA MACAPAGAL-ARROYO
President of the Philippines



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ANNEX “E”

**THE PNP FOI RECEIVING OFFICERS (FRO)
AND THE PNP FOI DECISION MAKERS (FDM)**

A. National Headquarters

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address and Contact Number)	Assigned FOI Receiving Officer	FOI Decision Maker
Office of the Chief, PNP (OCPNP) National Headquarters, Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative Section E-mail Address: foi.ocpnp@pnp.gov.ph Contact Number: (02) 723-0401 local 3506	Administrative Officer	Chief, PNP
Office of the Deputy Chief for Administration (ODCA) National Headquarters, Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative Section E-mail Address: foi.odca@pnp.gov.ph Contact Number: (02) 723-0401 local 3431	Administrative Officer	The Deputy Chief for Administration
Office of the Deputy Chief for Operations (ODCO) National Headquarters, Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative Section E-mail Address: foi.odco@pnp.gov.ph Contact Number: (02) 723-0401 local 3505/3405	Administrative Officer	The Deputy Chief for Operations
Office of the Chief Directorial Staff (OCDS) National Headquarters, Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative Section E-mail Address: foi.ocds@pnp.gov.ph Contact Number: (02) 723-0401 local 3325	Administrative Officer	The Chief Directorial Staff

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address & Contact Number)	Assigned FOI Receiving Officer	Decision Maker
Directorate for Personnel and Records Management (DPRM) National Headquarters, Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative Section E-mail Address: foi.dprm@pnp.gov.ph Contact Number: (02) 723-0401 local 3501	Administrative Officer	The Director for Personnel and Records Management
Directorate for Intelligence (DI) National Headquarters, Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative Section E-mail Address: foi.di@pnp.gov.ph Contact Number: (02) 723-0401 local 3302	Administrative Officer	The Director for Intelligence
Directorate for Operations (DO) National Headquarters, Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative Section E-mail Address: foi.do@pnp.gov.ph Contact Number: (02) 723-0401 local 3583	Administrative Officer	The Director for Operations
Directorate for Logistics (DL) National Headquarters, Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative Section E-mail Address: foi.dl@pnp.gov.ph Contact Number: (02) 723-0401 Local 3434	Administrative Officer	The Director for Logistics
Directorate for Plans (DPL) National Headquarters, Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative Section E-mail Address: foi.dpl@pnp.gov.ph Contact Number: (02) 723-0401 local 3354	Administrative Officer	The Director for Plans

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address & Contact Number)	Assigned FOI Receiving Officer	Decision Maker
Directorate for Comptrollership (DC) National Headquarters, Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative Section E-mail Address: foi.dc@pnp.gov.ph Contact Number: (02) 723-0401 local 3574	Administrative Officer	The Director for Comptrollership
Directorate for Police Community Relations (DPCR) National Headquarters, Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Freedom of Information (FOI) Section Email Address: foi.dpcr@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	The Director for Police Community Relations
Directorate for Investigation and Detective Management (DIDM) National Headquarters, Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative Section E-mail Address: foi.didm@pnp.gov.ph Contact Number: (02) 723-0401 local 3440	Administrative Officer	The Director for Investigation and Detective Management
Directorate for Human Resource and Doctrine Development (DHRDD) National Headquarters, Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative Section E-mail Address: foi.dhrdd@pnp.gov.ph Contact Number: (02) 723-0401 local 3456	Administrative Officer	The Director for Human Resource and Doctrine Development
Directorate for Research and Development (DRD) National Headquarters, Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative Section E-mail Address: foi.drd.pnp@gmail.com Contact Number: (02) 723-0401 local 3478	Administrative Officer	The Director for Research and Development

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address & Contact Number)	Assigned FOI Receiving Officer	Decision Maker
Directorate for Information & Communication Technology Management (DICTM) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative Section E-mail Address: foi.dictm@pnp.gov.ph Contact Number: (02) 723-0401 local 3136	Administrative Officer	The Director for Information & Communication Technology Management
Directorate for Integrated Police Operations - Northern Luzon (DIPO-NL) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.dipo-nl@pnp.gov.ph Contact Number: (02) 723-0401 local 3944/5277	Administrative Officer	The Director for Integrated Police Operations - Northern Luzon
Directorate for Integrated Police Operations - Southern Luzon (DIPO-SL) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.dipo-sl.pnp@gmail.com Contact Number: (02) 723-0401 local 5256/4466	Administrative Officer	The Director for Integrated Police Operations - Southern Luzon
Directorate for Integrated Police Operations - Visayas (DIPO-VIS) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.dipo-vis@pnp.gov.ph Contact Number: (02) 723-0401 local 3477/5287	Administrative Officer	The Director for Integrated Police Operations - Visayas

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address & Contact Number)	Assigned FOI Receiving Officer	Decision Maker
Directorate for Integrated Police Operations - Eastern Mindanao (DIPO-EM) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.dipo-em@pnp.gov.ph Contact Number: (02) 723-0401 local 5345	Administrative Officer	The Director for Integrated Police Operations - Eastern Mindanao
Directorate for Integrated Police Operations - Western Mindanao (DIPO-WM) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.dipo-wm@pnp.gov.ph Contact Number: (02) 723-0401 local 5375	Administrative Officer	The Director for Integrated Police Operations - Western Mindanao
Internal Affairs Service (IAS) National Headquarters, Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.ias@pnp.gov.ph Contact Number: (02) 723-0401 local 3263	Administrative Officer	Inspector General, Internal Affairs Service
Center for Police Strategy Management (CPSM) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative Section E-mail Address: foi.cpsm@pnp.gov.ph Contact Number: (02) 723-0401 Local 3679/3689	Administrative Officer	Director, Center for Police Strategy Management

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address & Contact Number)	Assigned FOI Receiving Officer	Decision Maker
Human Rights Affair Office (HRAO) National Headquarters, Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative Section E-mail Address: foi.hrao@pnp.gov.ph Contact Number: (02) 723-0401 local 3668/3678	Administrative Officer	Chief, Human Rights Affairs Office
Chief Executive Senior Police Office (CESPO) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative Section E-mail Address: foi.cespo@pnp.gov.ph Contact Number: (02) 723-0401 local 4392	Administrative Officer	Chief Executive Senior Police Officer
Public Information Office (PIO) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative Section E-mail Address: foi.pio@pnp.gov.ph Contact Number: (02) 723-0401 local 3313	Administrative Officer	Chief, Public Information Office

B. National Support Units

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address & Contact Number)	Assigned FOI Receiving Officer	Decision Maker
Logistics Support Service (LSS) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.lss@pnp.gov.ph Contact Number: (02) 723-0401 local 4214	Administrative Officer	Director, Logistics Support Service

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address & Contact Number)	Assigned FOI Receiving Officer	Decision Maker
Information Technology Management Service (ITMS) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.itms.pnp@pnp.gov.ph Contact Number: (02) 723-0401 local 4504	Administrative Officer	Director, Information Technology Management Service
Finance Service (FS) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.fs@pnp.gov.ph Contact Number: (02) 723-0401 local 3118	Administrative Officer	Director, Finance Service
Health Service (HS) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.hs@pnp.gov.ph Contact Number: (02) 723-0401 local 3426	Administrative Officer	Director, Health Service
Communication & Electronics Service (CES) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.ces@pnp.gov.ph Contact Number: (02) 723-0401 local 3071/3670	Administrative Officer	Director, Communication & Electronics Service

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address & Contact Number)	Assigned FOI Receiving Officer	Decision Maker
Chaplain Service (CHS) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.chs@pnp.gov.ph Contact Number: (02) 723-0401 local 3320/3215	Administrative Officer	Director, Chaplain Service
Legal Service (LS) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.ls@pnp.gov.ph Contact Number: (02) 723-0401 local 3517	Administrative Officer	Director, Legal Service
Headquarters Support Service (HSS) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.ss@pnp.gov.ph Contact Number: (02) 723-0401 local 5519/5544	Administrative Officer	Director, Headquarters Support Service
Engineering Service (ES) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.es@pnp.gov.ph Contact Number: (02) 723-0401 local 5425	Administrative Officer	Director, Engineering Service

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address & Contact Number)	Assigned FOI Receiving Officer	Decision Maker
PNP Training Service (PNPTS) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.pnpts@pnp.gov.ph Contact Number: (02) 723-0401 local 5209/5409	Administrative Officer	Director, PNP Training Service
PNP Retirement Benefit Administrative Service (PRBS) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.prbs@pnp.gov.ph Contact Number: (02) 723-0401 local 4448	Administrative Officer	Director, PNP Retirement Benefit Administrative Service
Maritime Group (MG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.mg@pnp.gov.ph Contact Number: (02) 723-0401 local 5401	Administrative Officer	Director, Maritime Group
Intelligence Group (IG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.ig@pnp.gov.ph Contact Number: (02) 723-0401 local 4422	Administrative Officer	Director, Intelligence Group

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address & Contact Number)	Assigned FOI Receiving Officer	Decision Maker
Police Security Protection Group (PSPG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.pspg@pnp.gov.ph Contact Number: (02) 723-0401 local4207	Administrative Officer	Director, Police Security Protection Group
Criminal Investigation and Detection Group (CIDG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.cidg@pnp.gov.ph Contact Number: (02) 723-0401 local 5512	Administrative Officer	Director, Criminal Investigation and Detection Group
Special Action Force (SAF) Camp Bagong Diwa, Bicutan, Taguig City	Office of the Administrative and Resource Management Division E-mail Address: foi.saf@pnp.gov.ph Contact Number: (02) 722-6911	Administrative Officer	Director, Special Action Force
Aviation Security Group (AVSEG) Kalayaan Road., Crash Gate 1, NAIA Complex, Pasay City	Office of the Administrative and Resource Management Division E-mail Address: foi.avseg@pnp.gov.ph Contact Number: (02) 3703097	Administrative Officer	Director, Aviation Security Group

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address & Contact Number)	Assigned FOI Receiving Officer	Decision Maker
Highway Patrol Group (HPG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.hpg@pnp.gov.ph Contact Number: (02) 723-0401 local 4499	Administrative Officer	Director, Highway Patrol Group
Police Community Relations Group (PCRG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.pcrgr@pnp.gov.ph Contact Number: (02) 723-0401 local 3600	Administrative Officer	Director, Police Community Relations Group
Civil Security Group (CSG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.csg@pnp.gov.ph Contact Number: (02) 723-0401 local 4320	Administrative Officer	Director, Civil Security Group
Crime Laboratory Group (CLG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.clg@pnp.gov.ph Contact Number: (02) 723-0401 local 4406	Administrative Officer	Director, Crime Laboratory Group

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address & Contact Number)	Assigned FOI Receiving Officer	Decision Maker
Anti-Kidnapping Group (AKG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.akg@pnp.gov.ph Contact Number: (02) 723-0401 local 4261/4437	Administrative Officer	Director, Anti-Kidnapping Group
Anti-Cybercrime Group (ACG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.acg@pnp.gov.ph Contact Number: (02) 723-0401 local 3562	Administrative Officer	Director, ACG
Explosive Ordnance Disposal & Canine Group (EOD & K9) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.eod&k9@pnp.gov.ph Contact Number: (02) 723-0401 local 5439/4514	Administrative Officer	Director, EOD & K9
PNP Drug Enforcement Group (PNP DEG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Office of the Administrative and Resource Management Division E-mail Address: foi.deg@pnp.gov.ph Contact Number: (02) 723-0401 local 3992	Administrative Officer	Director, PNP DEG

C. Police Regional Offices

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
National Capital Regional Police Office (NCRPO) Camp Bagong Diwa, Bicutan, Taguig City	Office of the Regional Freedom of Information Section (RFOIS), Police Community Relations Division Email Address: foi.ncrpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Regional Director, National Capital Regional Police Office
Police Regional Office 1 (PRO1) Camp BGen Oscar Florendo Parian, San Fernando City, La Union	Office of the Regional Freedom of Information Section (RFOIS), Police Community Relations Division Email Address: foi.pro1@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Regional Director, Police Regional Office 1
Police Regional Office 2 (PRO2) Camp Marcelo A Adduru, Alimano, Tuguegarao City, Cagayan	Office of the Regional Freedom of Information Section (RFOIS), Police Community Relations Division Email Address: foi.pro2@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Regional Director, Police Regional Office 2
Police Regional Office 3 (PRO3) Camp Olivas, City of San Fernando, Pampanga	Office of the Regional Freedom of Information Section (RFOIS), Police Community Relations Division Email Address: foi.pro3@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Regional Director, Police Regional Office 3
Police Regional Office 4A (PRO4A) Camp Vicente Lim, Calamba City, Laguna	Office of the Regional Freedom of Information Section (RFOIS), Police Community Relations Division Email Address: foi.pro4a@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Regional Director, Police Regional Office 4A

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Police Regional Office 4B (PRO4B) Camp Efigenio C Navarro, Calapan City, Oriental Mindoro	Office of the Regional Freedom of Information Section (RFOIS), Police Community Relations Division Email Address: foi.pro4b@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Regional Director, Police Regional Office 4B
Police Regional Office 5 (PRO5) Camp General Simeon A Ola, Legaspi City	Office of the Regional Freedom of Information Section (RFOIS), Police Community Relations Division Email Address: foi.pro5@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Regional Director, Police Regional Office 5
Police Regional Office 6 (PRO6) Camp Martin Teofilo B Delgado, Fort San Pedro, Iloilo City	Office of the Regional Freedom of Information Section (RFOIS), Police Community Relations Division Email Address: foi.pro6@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Regional Director, Police Regional Office 6
Police Regional Office 7 (PRO7) Camp Sergio Osmena Sr., Osmena Blvd., Cebu City	Office of the Regional Freedom of Information Section (RFOIS), Police Community Relations Division Email Address: foi.pro7@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Regional Director, Police Regional Office 7
Police Regional Office 8 (PRO8) Camp Sec. Roberto K. Kangleon, Brgy., Campetic, Palo, Leyte	Office of the Regional Freedom of Information Section (RFOIS), Police Community Relations Division Email Address: foi.pro7@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Regional Director, Police Regional Office 8

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Police Regional Office 9 (PRO9) Camp Col. Romeo Abendan, Brgy. Mercedes, Zamboanga City	Office of the Regional Freedom of Information Section (RFOIS), Police Community Relations Division Email Address: foi.pro9@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Regional Director, Police Regional Office 9
Police Regional Office 10 (PRO10) Camp 1Lt Vicente G Alagar, Brgy. Lapasan, Cagayan De Oro City	Office of the Regional Freedom of Information Section (RFOIS), Police Community Relations Division Email Address: foi.pro10@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Regional Director, Police Regional Office 10
Police Regional Office 11 (PRO11) Camp Quintin M Mecerido, Brgy. Communal, Buhangin District, Davao City	Office of the Regional Freedom of Information Section (RFOIS), Police Community Relations Division Email Address: foi.pro11@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Regional Director, Police Regional Office 11
Police Regional Office 12 (PRO12) Brgy. Tambler, General Santos City	Office of the Regional Freedom of Information Section (RFOIS), Police Community Relations Division Email Address: foi.pro12@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Regional Director, Police Regional Office 12
Police Regional Office 13 (PRO13) Camp Rafael Rodriguez, J.C. Aquino St., Libertad, Butuan City	Office of the Regional Freedom of Information Section (RFOIS), Police Community Relations Division Email Address: foi.pro13@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Regional Director, Police Regional Office 13

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Police Regional Office Cordillera (PROCOR) Camp Bado Dangwa, La Trinidad, Benguet	Office of the Regional Freedom of Information Section (RFOIS), Police Community Relations Division Email Address: foi.procor@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Regional Director, Police Regional Office Cordillera
Police Regional Office Autonomous Region in Muslim Mindanao (PROARM) Camp BGen Salipada K Pendatun Parang, Maguindanao	Office of the Regional Freedom of Information Section (RFOIS), Police Community Relations Division Email Address: foi.proarmm@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Regional Director, Police Regional Office Autonomous Region in Muslim Mindanao

D. NCRPO District Offices

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Eastern Police District (EPD) Caruncho Ave., Brgy. Malinao, Pasig City	Office of the NCR District Freedom of Information Desk (NCR-DFID), Police Community Relations Division Email Address: foi.epd@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	District Director, Eastern Police District
Manila Police District (MPD) United Nations Ave., Ermita, Manila	Office of the NCR District Freedom of Information Desk (NCR-DFID), Police Community Relations Division Email Address: foi.mpd@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	District Director, Manila Police District

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Northern Police District (NPD) Tanigue St., Kaunlaran Village, Dagat-dagatan, Caloocan City	Office of the NCR District Freedom of Information Desk (NCR-DFID), Police Community Relations Division Email Address: foi.npd@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	District Director, Northern Police District
Southern Police District (SPD) Fort Andres Bonifacio, Makati City	Office of the NCR District Freedom of Information Desk (NCR-DFID), Police Community Relations Division Email Address: foi.spd@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	District Director, Southern Police District
Quezon City Police District (QCPD) Camp BGen Tomas Karingal, Sikatuna Village, Diliman, Quezon City	Office of the NCR District Freedom of Information Desk (NCR-DFID), Police Community Relations Division Email Address: foi.qcpd@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	District Director, Quezon City Police District

E. Police Provincial Offices

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Ilocos Norte Provincial Police Office (PPO) Camp Capt Valentin S Juan, Brgy. 23, San Matias, Laoag City, Ilocos Norte	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.ilocosnorteppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Ilocos Norte Provincial Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Ilocos Sur Provincial Police Office (PPO) Camp Elpidio Quirino, Brgy. Bulag, Bantay, Ilocos Sur	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.ilocossurppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Ilocos Sur Provincial Police Office
La Union Provincial Police Office (PPO) Camp Diego Silang, San Fernando City, La Union	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.launionppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, La Union Provincial Police Office
Pangasinan Provincial Police Office (PPO) Brgy. Libsong West, Lingayen, Pangasinan	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.pangasinanppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Pangasinan Provincial Police Office
Batanes Provincial Police Office (PPO) National Road, Brgy. Kayvuhokan, Basco, Batanes	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.batanesppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Batanes Provincial Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Cagayan Provincial Police Office (PPO) Camp Tirso H Gador, Lecaros St., Tuguegarao City, Cagayan	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.cagayanppo @pnp.gov.ph	Receiving Police Non- Commissioned Officer (PNCO)	Provincial Director, Cagayan Provincial Police Office
Isabela Provincial Police Office (PPO) Brgy. Baligatan, Ilagan, Isabela	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.isabelappo @pnp.gov.ph	Receiving Police Non- Commissioned Officer (PNCO)	Provincial Director, Isabela Provincial Police Office
Nueva Vizcaya Provincial Police Office (PPO) Brgy. District IV, Bayongbong, Nueva Vizcaya	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.nuevavizcayappo @pnp.gov.ph	Receiving Police Non- Commissioned Officer (PNCO)	Provincial Director, Nueva Vizcaya Provincial Police Office
Quirino Provincial Police Office (PPO) Brgy. San Leonardo, Aglipay, Quirino	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.quirinoppo @pnp.gov.ph	Receiving Police Non- Commissioned Officer (PNCO)	Provincial Director, Quirino Provincial Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Abra Provincial Police Office (PPO) Camp Juan Villamor, Bangued, Abra	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.abrappo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Abra Provincial Police Office
Apayao Provincial Police Office (PPO) Poblacion Luna, Apayao	Office of the NCR District Freedom of Information Desk (NCR-DFID), Police Community Relations Division Email Address: foi.apayaoppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Apayao Provincial Police Office
Benguet Provincial Police Office (PPO) Camp Bado, Dangwa, La Trinidad, Benguet	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.benguetppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Benguet Provincial Police Office
Kalinga Provincial Police Office (PPO) Camp Juan Duyan, Brgy. Bulanao, Tabuk City, Kalinga	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.kalingappo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Kalinga Provincial Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Ifugao Provincial Police Office (PPO) Poblacion North, Lagawe, Ifugao	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.ifugaoppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Ifugao Provincial Police Office
Mt. Province Provincial Police Office (PPO) Poblacion Bontoc, Mountain Province	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.mtprovinceppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Mt. Province Provincial Police Office
Aurora Provincial Police Office (PPO) Camp Ravina, Brgy. Sabang, Baler, Aurora	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.aurorappo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Aurora Provincial Police Office
Bataan Provincial Police Office (PPO) Camp Cirilo S Tolentino, Balanga City, Bataan	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.bataanppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Bataan Provincial Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Bulacan Provincial Police Office (PPO) Camp Alejo Santos, City of Malolos, Bulacan	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.bulacanppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Bulacan Provincial Police Office
Nueva Ecija Provincial Police Office (PPO) Burgos Ave., Cabanatuan City, Nueva Ecija	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.nuevaecijappo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Nueva Ecija Provincial Police Office
Pampanga Provincial Police Office (PPO) Capitol Compound, Brgy. Sto. Nino, San Fernando City, Pampanga	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.pampangappo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Pampanga Provincial Police Office
Tarlac Provincial Police Office (PPO) Camp Macabulos, Brgy. San Vicente, Tarlac	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.tarlacppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Tarlac Provincial Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Zambales Provincial Police Office (PPO) Camp Conrado D Yap, Iba, Zambales	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.zambalesppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Zambales Provincial Police Office
Batangas Provincial Police Office (PPO) Camp Gen Miguel C Malvar, Brgy. Kumintang Ilaya, Batangas City	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.batangasppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Batangas Provincial Police Office
Cavite Provincial Police Office (PPO) Camp Gen Pantaleon Garcia, Imus, Cavite	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.caviteppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Cavite Provincial Police Office
Laguna Provincial Police Office (PPO) Brgy. Bagumbayan, Sta Cruz, Laguna	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.lagunappo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Laguna Provincial Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Rizal Provincial Police Office (PPO) Brgy. Dolores, Hilltop Tikling, Taytay, Rizal	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.rizalppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Rizal Provincial Police Office
Quezon Provincial Police Office (PPO) Camp Nakar, Lucena City, Quezon	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.quezonppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Quezon Provincial Police Office
Marinduque Provincial Police Office (PPO) Camp Maximi Abad, Brgy. Bangbangalon, Boac, Marinduque	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.marinduqueppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Marinduque Provincial Police Office
Mindoro Occidental Provincial Police Office (PPO) Airport Road, Brgy. San Roque, San Jose, Occidental Mindoro	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.mindorooccidentalppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Mindoro Occidental Provincial Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Mindoro Oriental Provincial Police Office (PPO) Camp Efigenio C Navarro, Brgy. Suqui, Calapan City	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.mindoroorientalppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Mindoro Oriental Provincial Police Office
Palawan Provincial Police Office (PPO) Brgy. Tiniguiban, Puerto Princesa City	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.palawanppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Palawan Provincial Police Office
Romblon Provincial Police Office (PPO) Brgy. Capaclan, Romblon	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.romblonppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Romblon Provincial Police Office
Albay Provincial Police Office (PPO) Camp Ola, Legaspi City, Albay	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.albayppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Albay Provincial Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Camarines Norte Provincial Police Office (PPO) Camp Dogongan Sr., Daet, Camarines Norte	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.camarinesnorpeppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Camarines Norte Provincial Police Office
Camarines Sur Provincial Police Office (PPO) Concepcion Grande, Naga City, Camarines Sur	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.camarinessurppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Camarines Sur Provincial Police Office
Catanduanes Provincial Police Office (PPO) San Isidro Village, Virac, Catanduanes	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.catanduanesppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Masbate Provincial Police Office
Masbate Provincial Police Office (PPO) Camp Bonny Serrano, Ibingay, Masbate City, Masbate	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.masbateppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Masbate Provincial Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Sorsogon Provincial Police Office (PPO) Camp Escudero Sr., Sorsogon City, Sorogon	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.sorsogonppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Sorsogon Provincial Police Office
Aklan Provincial Police Office (PPO) Camp Martelino, Brgy. New Buswang, Kalibo, Aklan	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.aklanppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Aklan Provincial Police Office
Antique Provincial Police Office (PPO) Brgy. IV, Bugante Point, San Jose, Antique	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.antiqueppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Antique Provincial Police Office
Capiz Antique Provincial Police Office (PPO) Camp Apil, Roxas City, Capiz	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.capizppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Capiz Provincial Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Guimaras Provincial Police Office (PPO) Camp Mosqueda, Brgy. Alaguisoc, Jordan, Guimaras	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.guimarasppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Iloilo Provincial Police Office
Iloilo Provincial Police Office (PPO) Camp Sumagaysay Sr., Sta Barbara, Iloilo	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.iloioppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Iloilo Provincial Police Office
Negros Occidental Provincial Police Office (PPO) Camp Montelibano, Bacolod City, Negros Occidental	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.negrosoccidentalppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Negros Occidental Provincial Police Office
Bohol Provincial Police Office (PPO) Camp Gagohoy, Tagbilaran City, Bohol	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.boholppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Bohol Provincial Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Cebu Provincial Police Office (PPO) Dona M. Gaisano St., Brgy. Luhog, Cebu	Office of the Administrative Officer Email Address: foi.cebuppo @pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Cebu Provincial Police Office
Siquijor Provincial Police Office (PPO) Brgy. Caipilan, Siquijor	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.siquijorppo @pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Siquijor Provincial Police Office
Biliran Provincial Police Office (PPO) Brgy. Larrazabal, Naval, Biliran	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.biliranppo @pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Biliran Provincial Police Office
Negros Oriental Provincial Police Office (PPO) Camp Fernandez, Aganan, Sibulan, Negros Oriental	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.negrosorientalppo @pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Negros Oriental Provincial Police Office
Leyte Provincial Police Office (PPO) Brgy. San Jose, Tacloban City, Leyte	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.leytenorteppo @pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Leyte Norte Provincial Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Southern Leyte Provincial Police Office (PPO) Brgy. Canturing, Maasin City, Southern Leyte	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.leytesurppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Southern Leyte Provincial Police Office
Eastern Samar Provincial Police Office (PPO) Camp Asidlo, Borongan, Eastern Samar	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.leytesurppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Eastern Samar Provincial Police Office
Northern Samar Provincial Police Office (PPO) Camp Delgado, Catarman, Northern Samar	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.easternsamarppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Northern Samar Provincial Police Office
Samar Provincial Police Office (PPO) Camp Lukban, Catbalogan City, Western Samar	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.northernssamarppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Samar Provincial Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Zamboanga del Norte Provincial Police Office (PPO) Camp Hamac, Brgy. Sicayab, Dipolog City, Zamboanga del Norte	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.samarppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Zamboanga Del Norte Provincial Police Office
Zamboanga del Sur Provincial Police Office (PPO) Camp Abellon, Lumbia District, Pagadian City, Zamboanga del Sur	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.zamboangadelnorteppe@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Zamboanga Del Sur Provincial Police Office
Zamboanga Sibugay Provincial Police Office (PPO) National Highway, Brgy. Sanito, Ipil, Zamboanga Sibugay	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.zamboangasibugayppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Zamboanga Sibugay Provincial Police Office
Bukidnon Provincial Police Office (PPO) Camp Onahon, Brgy. 7, Malaybalay, Bukidnon	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.bukidnonppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Bukidnon Provincial Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Camiguin Provincial Police Office (PPO) Bldg. 1, Camp Bonifacio, Brgy. Baylao, Mambajao, Camiguin	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.camiguinppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Camiguin Provincial Police Office
Misamis Occidental Provincial Police Office (PPO) Camp Naranjo, Brgy. Lower Lamac, Oroquita City, Misamis Occidental	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.missamisoccidentalppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Misamis Occidental Provincial Police Office
Misamis Oriental Provincial Police Office (PPO) San Martin, Villanueva, Misamis Oriental	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.missamisorientalppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Misamis Oriental Provincial Police Office
Lanao Del Norte Provincial Police Office (PPO) Camp Gallego, Brgy. Pigcarangan, Tubod, Lanao Norte	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.lanaodelnortepo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Lanao Del Norte Provincial Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Davao Sur Provincial Police Office (PPO) Brgy. San Agustin, Digos City, Davao Del Sur	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.davaodelsurppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Davao Del Sur Provincial Police Office
Davao Del Norte Provincial Police Office (PPO) National Highway, Visayan Vill, Tagum City, Davao del Norte	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.davaodelnorteppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Davao Del Norte Provincial Police Office
Davao Oriental Provincial Police Office (PPO) Brgy. Dalahican, Mati, Davao Oriental	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.davaoorientalppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Davao Oriental Provincial Police Office
Davao Occidental Provincial Police Office (PPO) Poblacion Malita, Davao Occidental	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.davaooccidentalppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Davao Occidental Provincial Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Compostella Valley Provincial Police Office (PPO) Poblacion, Nabunturan, Compostela Valley	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foicompostelavalleyppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Compostella Valley Provincial Police Office
Cotabato Provincial Police Office (PPO) Brgy. Amas, Kidapawan City, Cotabato	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foicotabatoppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Cotabato Provincial Police Office
South Cotabato Provincial Police Office (PPO) Poblacion, Koronadal City, South Cotabato	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foisouthcotabatoppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, South Cotabato Provincial Police Office
Sarangani Province Provincial Police Office (PPO) Brgy. Kawas, Alabel, Sarangani	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foisaranganippo.pnp@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Sarangani Provincial Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Sultan Kudarat Provincial Police Office (PPO) Camp Dumlao, Isulan, Sultan Kudarat	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.sultankudaratoppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Sultan Kudarat Provincial Police Office
Agusan del Norte Provincial Police Office (PPO) Libertad St., Butuan City, Agusan del Norte	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.agusandelnorteppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Agusan Del Norte Provincial Police Office
Agusan Del Sur Provincial Police Office (PPO) Brgy. Patin-ay, Prosperidad, Agusan del Sur	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.agusandelnorteppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Agusan del Sur Provincial Police Office
Surigao del Norte Provincial Police Office (PPO) Borromeo St., Brgy. Taft, Surigao City, Surigao Del Norte	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.surigaodelnorteppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Surigao del Norte Provincial Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Surigao Del Sur Provincial Police Office (PPO) Brgy. Telaje, Tandag, Surigao del Sur	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.surigaodelsurppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Surigao del Sur Provincial Police Office
Dinagat Islands Provincial Police Office (PPO) Brgy. Sta. Cruz, San Jose, Dinagat Islands	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.dinagatlandsppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Dinagat Islands Provincial Police Office
Basilan Provincial Police Office (PPO) Camp Suarez Menzi, Isabela City, Basilan	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.basilanppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Basilan Provincial Police Office
Lanao del Sur Provincial Police Office (PPO) Camp Bagong Amai, Pakpak, Brgy. Biaba Damag, Marawi City, Lanao del Sur	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.lanaodelsurppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Lanao del Sur Provincial Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Maguindanao Provincial Police Office (PPO) Camp Datu Akilan, Brgy. Limpongo, Sharik Aguak, Maguindanao	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.maguindanaoppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Maguindanao Provincial Police Office
Sulu Provincial Police Office (PPO) Camp PSSUPT Julasirim A Kasim Asturias, Jolo, Sulu	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.suluppo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Sulu Provincial Police Office
Tawi-Tawi Provincial Police Office (PPO) Camp Alejandro Suarez, Bongao, Tawi-Tawi	Office of the Provincial Police Freedom of Information Desk (PFID), Police Community Relations Section Email Address: foi.tawitawippo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Provincial Director, Tawi-Tawi Provincial Police Office

F. NCRPO City Police Stations

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Marikina City Police Station (CPS) New Justice Hall Bldg., Brgy. Sta. Elena, Marikina City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.marikinacpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Chief of Police, Marikina City Police Station

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Pasig City Police Station (CPS) C. Raymundo Ave., Brgy. Caniogan, Pasig City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foι.pasigcpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Chief of Police, Pasig City Police Station
Mandaluyong City Police Station (CPS) Maysilo Circle, Mandaluyong City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foι.mandaluyongcpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Chief of Police, Mandaluyong City Police Station
San Juan City Police Station (CPS) Santolan Road, Brgy. Corazon De Jesus, San Juan City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foι.sanjuancpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Chief of Police, San Juan City Police Station
Caloocan City Police Station (CPS) Samson Road, Sangandaan, Caloocan City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foι.caloocancpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Chief of Police, Caloocan City Police Station

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Malabon City Police Station (CPS) F. Sevilla Boulevard, Malabon City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.malaboncpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Chief of Police, Malabon City Police Station
Valenzuela City Police Station (CPS) Maysan Road, Brgy. Malinta, District 1, Valenzuela City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.valenzuelacpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Chief of Police, Valenzuela City Police Station
Navotas City Police Station (CPS) M. Naval St., Brgy. Sipac Almacen, Navotas City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.navotascpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Chief of Police, Navotas City Police Station
Pasay City Police Station (CPS) F.B. Harison St., Pasay City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.pasaycpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Chief of Police, Pasay City Police Station

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Makati City Police Station (CPS) Ayala Ave., Extension cor. Yakal St., Makati City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.makaticpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Chief of Police, Makati City Police Station
Parañaque City Police Station (CPS) Dr A Santos Ave., Brgy. San Dionisio, Parañaque City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.parañaquecpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Chief of Police, Parañaque City Police Station
Las Piñas City Police Station (CPS) Las Piñas City Hall Comp., Alabang-Zapote Rd., Brgy. Pamplona 3, Las Piñas City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.laspiñascpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Chief of Police, Las Piñas City Police Station
Muntinlupa City Police Station (CPS) Argana Bldg., formerly LTO beside Muntinlupa City Hall Annex, National Road, Putatan, Muntinlupa City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.muntinlupacpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Chief of Police, Muntinlupa City Police Station

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Taguig City Police Station (CPS) Gen Luna St., Tuktukan, Taguig City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.taguigcpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	Chief of Police, Taguig City Police Station

G. Regional City Police Offices

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Santiago City Police Office (CPO) Camacam St., Brgy. Victory Norte, Santiago City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.santiagocpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	City Director, Santiago City Police Office
Baguio City Police Office (CPO) Abanao St., Baguio City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.baguicpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	City Director, Baguio City Police Office
Angeles City Police Office (CPO) Camp Tomas J Pepito, Brgy. Sto Domingo, Angeles City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.angelescpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	City Director, Angeles City Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Olongapo City Police Office CPO) Camp Lt. Gen. Mauel F Cabal, Barretto, Olongapo City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.olongapocpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	City Director, Olongapo City Police Office
Puerto Princesa City Police Office (CPO) Brgy. San Pedro, Puerto Princesa City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.puertoprincesacpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	City Director, Puerto Princesa City Police Office
Naga City Police Office (CPO) Poblacion, Naga City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.nagacpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	City Director, Naga City Police Office
Bacolod City Police Office (CPO) Magsaysay Ave., Brgy. Taculing, Bacolod City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.bacolodcpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	City Director, Bacolod City Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Iloilo City Police Office (CPO) Gen Luna St., Iloilo City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.iloiocpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	City Director, Iloilo City Police Office
Lapu-Lapu City Police Office (CPO) Brgy. Pusok, Lapu-Lapu City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.lapulapucpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	City Director, Lapu-Lapu City Police Office
Cebu City Police Office (CPO) Camp Cabahug, Gorordo Ave., Cebu City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.cebuocpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	City Director, Cebu City Police Office
Mandaue City Police Office (CPO) A. Soriano Ave., Brgy. Centro, Mandaue City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.mandauecpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	City Director, Mandaue City Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Tacloban City Police Office (CPO) Paterno Extension, Tacloban City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.taclobancpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	City Director, Tacloban City Police Office
Ormoc City Police Office (CPO) Camp Downes, Ormoc City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.ormoccpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	City Director, Ormoc City Police Office
Cagayan de Oro City Police Office (CPO) Gumamela St., Carmen	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.cagayandeorocpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	City Director, Cagayan de Oro City Police Office
Iligan City Police Office (CPO) Aguinaldo/Benito Labao Sts., Brgy. Poblacion, Iligan City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.iligancpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	City Director, Iligan City Police Office

Name of Office/Address	Location of the FOI Receiving Officer (E-mail Address)	Assigned FOI Receiving Officer	Decision Maker
Davao City Police Office (CPO) San Pedro St., Davao City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.davaocpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	City Director, Davao City Police Office
Cotabato City Police Office (CPO) PC Hills, Cotabato City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.cotabatocpo@pnp.gov.ph	Receiving Police Non-Commissioned Officer (PNCO)	City Director, Cotabato City Police Office
General Santos City Police Office (CPO) Camp Lira, General Santos City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.gensantoscpo@pnp.gov.ph	Administrative Officer	City Director, General Santos City Police Office
Butuan City Police Office (CPO) AD Curato St., cor. JC Aquino Ave., Brgy. Diego Silang, Butuan City	Office of the City Police Freedom of Information Desk (CPFID), Police Community Relations Section Email Address: foi.butuancpo@pnp.gov.ph	Administrative Officer	City Director, Butuan City Police Office

ANNEX "F"

**STANDARD FORM FOR THE SUBMISSION OF
REQUESTS AND FOR THE PROPER
ACKNOWLEDGEMENT OF REQUESTS**

**PNP PEOPLE'S FREEDOM OF INFORMATION (FOI)
PORMA SA PAGHILING NG DOKUMENTO/
DOCUMENT REQUEST FORM**

TITULO NG DOCUMENTO/Title of the Document Requested:	
MGA TAON/PANAHONG SAKLAW/Period Covered (as maybe applicable):	
LAYUNIN/Purpose:	
PANGALAN/Name of Requesting Person:	PETSA/Date:
LAGDA/Signature:	
TIRAHAN/Address:	
TELEPONO/Telephone:	FAX:
If Represented, Name of Representative: With any Government Issued ID:	
KATIBAYAN NG PAGKAKAKILANLAN/Valid Proof of Identity or any Government Issued ID: (Lagyan ng tsek) _____ Passport No. _____ _____ Driver's License: _____ _____ School/Company ID: _____ _____ Others: _____	
PARAAN NG PAGTANGGAP NG IMPORMASYON/How would you like to receive the information? (Lagyan ng tsek) _____ E-mail (e-mail address): _____ _____ Fax (Fax No.): _____ _____ Registered Mail (Mailing Address): _____ _____ Pick-up (Preferred time within office hours): _____	
In what form would you like to receive the information? (Lagyan ng tsek) _____ Printed _____ Photocopy _____ Soft Copy	
For tracking purposes: (Should indicate Control Number for Data Tracking) Ang bahaging ito ay pupunan ng PNP (To be filled-out and kept by the PNP) <i>e.g Tarlac PPO- 2017-08-054</i>	
Gawaing itinalaga kay/Forwarded to: _____ (Lumagda sa ibabaw ng pangalang nakalimbag)	
Taong nagpapatunay ng gawaing natapos/Certified by: _____ (Lumagda sa ibaba ng pangalang nakalimbag)	
Uri ng isinagawang aksyon/Type of action conducted: _____	
Tinanggap ni/Received by: _____ (FOI Receiving Officer)	
Time and Date Received/Oras at Petsa ng Pagtanggap: _____	

ANNEX "G"



Republic of the Philippines
National Police Commission
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
Camp BGen Rafael T Crame, Quezon City

April 17, 2018

GENERAL ORDERS**NUMBER DPL-17-19**

**(Pursuant to NAPOLCOM Resolution No. 2018-182
dated April 17, 2018)**

ACTIVATION OF UNIT

1. Effective this date, the Freedom of Information (FOI) Section under the Public Information Division (PID) of the Directorate for Police-Community Relations (DPCR) shall be activated as the central repository of all requests for access to information and shall serve as the primary contact within the organization where the public can call and ask questions regarding requests for access to information.

2. The FOI Section, PID-DPCR shall perform the following functions:

- a. Serve as the central repository of all requests for access to information;
- b. Receive, process, supervise, and monitor requests for information received by the Office.
- c. Conduct initial evaluation of requests for information and provide initial decision whether to grant or deny the request for access to information;
- d. Forward requests to appropriate PNP Units/Offices which has custody of the requested information/data;
- e. Monitor the status and completion of request/s for information;
- f. Provide assistance to the clientele, FOI Receiving Officers, Decision Makers and concerned PNP staff;
- g. Submit monthly accomplishment report about FOI transactions for submission to the Chief, PNP (through The Chief of the Directorial Staff); and
- h. Perform other tasks as directed.

3. The Regional Freedom of Information Sections under the Police Regional Offices and FOI Desks in PNP lower units shall be established as the units responsible in handling requests for access to information in their areas of responsibility. These units shall receive, evaluate, process, dispatch, and monitor all actions and responses to all requests for PNP-related information. They shall likewise compile statistical information as required and submit periodic reports to FOIS, PID, DPCR on FOI requests received and processed by the Unit.

4. Initially, the FOI Section, PID-DPCR and all FOI Sections/Desks shall be manned by 2,157 uniformed personnel (UP) composed of 124 PCOs and 2,033 PNCOs. The Personal Services (PS) requirements for the hiring of 2,033 NUP intended to replace the PNCO complement for the PNP-FOI Units shall be submitted for approval of DBM. The staffing of FOIS under PID, DPCR and all FOI Sections/Desks are as follows:

Freedom of Information (FOI) Section, PID-DPCR

- 1- Chief, FOIS - PCINSP
- 1- Receiving/Evaluation PNCO - SPO3
- 2- Drafter/Processor PNCO - (1) SPO2
(1) SPO1
- 1- Records/Monitoring and Liaison PNCO- PO3

5 FOI Personnel

Regional Freedom of Information Sections (RFOIS) under the Police Community Relations Divisions of the PROs:

- 1 x 17 - Chief, RFOIS - PCINSP
- 1 x 17 - Receiving/Evaluation PNCO - SPO2
- 1 x 17 - Drafter/Processor PNCO - SPO1
- 1 x 17 - Records/Monitoring and Liaison PNCO - PO3

4 Pers/RFOIS

NCR District Freedom of Information Desks (NCR-DFIDs) under the Police Community Relations Divisions of the NCR Police Districts:

- 1 x 5- Chief, NCR-DFID - PCINSP
(A PCO with the rank of PCINSP shall be designated as Chief, NCR-DFID in concurrent capacity)
- 1 x 5- Receiving/Evaluation/Drafter PNCO - SPO1
- 1 x 5- Records/Monitoring and Liaison PNCO - PO3

3 pers/NCR-DFID

Provincial Police Freedom of Information Desks (PFIDs) under the Police Community Relations Sections of the Police Provincial Offices:

- 1 x 81 - Chief, PFID - PSINSP
(A PCO with the rank of PSINSP shall be designated as Chief, PFID in concurrent capacity)
- 1 x 81 - Receiving/Evaluation/Drafter PNCO - SPO1
- 1 x 81 - Records/Monitoring and Liaison PNCO - PO3

3 pers/PFID

City Police Freedom of Information Desks (CPFIDs) under Police Community Relations Sections of City Police Offices; and

- 1 x 20 - Chief, CPFID - PSINSP
 (A PCO with the rank of PSINSP shall be designated as Chief, CPFID in concurrent capacity)
 1 x 20 - Receiving/Evaluation/Drafter PNCO - SPO1
 1 x 20 - Records/Monitoring and Liaison PNCO - PO3
 3 pers/CPFID

Station Freedom of Information Desks (SFIDs) under the Office of the COPs/Station Commanders of NCR Police Stations/CCPSs/MPSs and Police Stations under the CPOs.

- 1 x 38 - NCR PS FOI PNCO - SPO1
 1 x 131 - CPS FOI PNCO - SPO1
 1 x 90 - CCPS FOI PNCO - SPO1
 1 x 1,507- MPS FOI PNCO - SPO1
 1 per/SFID

5. Requisite support pertaining to personnel, logistics, training, facilities, funds and other resources necessary for the smooth implementation of this directive shall be provided by concerned members of the Directorial Staff, subject to existing PNP policies and procedures as well as the approval of the Chief, PNP.

6. Detailed implementing directives necessary for the effective and efficient operationalization of the Freedom of Information Sections and FOI Desks as well as clear delineation of functions of these Units shall be issued by the Director for Police Community Relations, subject to approval of the Chief, PNP.

7. The issuance of this General Order is pursuant to the vested power of the Chief, PNP under Section 26 and 35 of Republic Act No. 6975, as amended by Republic Act No. 8551 and as such, all directives and issuances in conflict with the provisions hereof are hereby repealed.

BY COMMAND OF POLICE DIRECTOR GENERAL ALBAYALDE:

EDWIN C. ROQUE
 Police Director
 The Director for Plans

Distribution:

PNP Command Group
 Directorial Staff
 Directors, NSUs
 Regional Directors, PROs
 IG, IAS
 Chief, PIO
 Chief, CPSM
 Chief, HRAO

ANNEX “H-1”

(PNP/Office Letterhead)

FOI Standard Response Template (Document Enclosed/Reply/Answer)

(Date)

[Name of Requesting Person]
[Insert Request Address]

Dear _____,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s.2016) on Freedom of Information in the Executive Branch.

Your request

You asked for <quote request exactly, unless it is too long/ complicated>.

Response to your request

Your FOI request is approved. I enclose a copy of [some/ most/all] of the information you requested [in the format you asked for].

Name of Documents Provided	Number of Pages	Remarks
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Respectfully,

Decision Maker

ANNEX “H-2”

(PNP/Office Letterhead)

FOI Standard Response Template (Document Available Online)

(Date)

[Name of Requesting Person]
[Insert Requester Address]

Dear _____,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s.2016) on Freedom of Information in the Executive Branch.

Your request

You asked for <quote request exactly, unless it is too long/ complicated>.

Response to your request

We would like to inform you that [Some/Most/All] of the information you have requested is already available online. This can be specifically accessed at <add details of where that specific information can be obtained e.g. data.gov.ph, foi.gov.ph or other government websites>.

Your right to request a review

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the action made, by writing to the Office of the Chief, PNP, Philippine National Police Headquarters, Camp Crame, Quezon City or sending it to PNP e-mail address at foi@pnp.gov.ph. Kindly please explain why you are dissatisfied with this action. It should ideally be made within fifteen (15) calendar days from the date you received this letter. We promise to complete the review and tell you the result, within thirty (30) calendar days from the date when we receive your review request.

If you are still not satisfied with the result of the review, you then have the right to file another request.

Respectfully,

Decision Maker

ANNEX “H-3”

(PNP/Office Letterhead)

**FOI Standard Response Template
(Document Not Available)**

(Date)

[Name of Requesting Person]
[Insert Requester Address]

Dear _____,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s.2016) on Freedom of Information in the Executive Branch.

Your request

You asked for <quote request exactly, unless it is too long/ complicated>.

Response to your request

While our aim is to provide information whenever possible, in this instance this Office does not have [some of] the information you have requested. However, you may wish to contact <insert name of the other authority/organization> at <insert contact details> who may be able to help you. The reasons why we don't have the information are explained in the Annex to this letter.

Respectfully,

Decision Maker

ANNEX “H-4”

(PNP/Office Letterhead)

**FOI Standard Response Template
(Under Exceptions)**

(Date)

[Name of Requesting Person]
[Insert Requester Address]

Dear _____,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s.2016) on Freedom of Information in the Executive Branch.

Your request

You asked for <quote request exactly, unless it is too long/ complicated>.

Response to your request

While our aim is to provide information whenever possible, in this instance we are unable to provide [some of] the information you have requested because an exception(s) under section(s) <insert specific section number(s) of the List of Exceptions applies to that information> The reasons why we don't have the information are explained in the Annex to this letter.

Respectfully,

Decision Maker

ANNEX “H-5”

(PNP/Office Letterhead)

FOI Standard Response Template (Extension of Time)

(Date)

[Name of Requesting Person]
[Insert Requester Address]

Dear _____,

Greetings!

Thank you for your request dated <insert data> under Executive Order No. 2 (s.2016) on Freedom of Information in the Executive Branch.

We are writing to advise you that it is necessary to extend the period for consideration of your request by five (5) working days. The reason(s) for this extension is/are [reasons]. This is/these are based on Section 9 (e) of the EO, which permits an extension of up to twenty (20) working days if:

1. The information requested requires extensive search of the government office’s records facilities;
2. Examination of voluminous records;
3. Occurrence of fortuitous events or
4. Other analogous cases.

This means that you can now expect to receive your request by [date x].

Respectfully,

FOI Receiving Officer

ANNEX “I”

LIST OF OFFICES WHERE DENIAL OF REQUEST SHALL BE APPEALED

A. National Headquarters (NHQ)

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the NHQ Appeals and Review Committee
Office of the Deputy Chief for Administration (ODCA) National Headquarters, Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.odca@pnp.gov.ph Contact Number: (02) 723-0401 local 3031	The Deputy Chief for Administration

B. National Support Units (NSUs)

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the NSU Appeals and Review Committee
Logistics Support Service (LSS) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.lss@pnp.gov.ph Contact Number: (02) 723-0401 local 4214	Deputy Director, Logistics Support Service
Information Technology Management Service (ITMS) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.itms.pnp@pnp.gov.ph Contact Number: (02) 723-0401 local 4385	Deputy Director, Information Technology Management Service
Finance Service (FS) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.fs@pnp.gov.ph Contact Number: (02) 723-0401 local 3118	Deputy Director, Finance Service
Health Service (HS) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.hs@pnp.gov.ph Contact Number: (02) 723-0401 local 3576	Deputy Director, Health Service

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the NSU Appeals and Review Committee
Communication & Electronics Service (CES) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.ces@pnp.gov.ph Contact Number: (02) 723-0401 local 3077	Deputy Director, Communication & Electronics Service
Chaplain Service (CHS) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.chs@pnp.gov.ph Contact Number: (02) 723-0401 local 3320	Deputy Director, Chaplain Service
Legal Service (LS) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.ls@pnp.gov.ph Contact Number: (02) 723-0401 local 3517/3607	Deputy Director, Legal Service
Headquarters Support Service (HSS) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.ss@pnp.gov.ph Contact Number: (02) 723-0401 local 3119	Deputy Director for Administration, Headquarters Support Service
Engineering Service (ES) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.es@pnp.gov.ph Contact Number: (02) 723-0401 local 5425	Deputy Director, Engineering Service
PNP Training Service (PNPTS) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.pnpts@pnp.gov.ph Contact Number: (02) 723-0401 local 5409	Deputy Director, PNP Training Service
PNP Retirement Benefit Administrative Service (PRBS) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.prbs@pnp.gov.ph Contact Number: (02) 723-0401 local 5558	Deputy Director, PNP Retirement Benefit Administrative Service
Maritime Group (MG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.mg@pnp.gov.ph Contact Number: (02) 723-0401 local 5491	Deputy Director for Administration, Maritime Group
Intelligence Group (IG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.ig@pnp.gov.ph Contact Number: (02) 723-0401 local 4422	Deputy Director for Administration, Intelligence Group

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the NSU Appeals and Review Committee
Police Security Protection Group (PSPG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.pspg@pnp.gov.ph Contact Number: (02) 723-0401 local4207	Deputy Director, Police Security Protection Group
Criminal Investigation and Detection Group (CIDG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.cidg@pnp.gov.ph Contact Number: (02) 723-0401 local 5223	Deputy Director, Criminal Investigation and Detection Group
Special Action Force (SAF) Camp Bagong Diwa, Bicutan, Taguig City	Email Address: foi.saf@pnp.gov.ph Contact Number: (02) 796-3093	Deputy Director, Special Action Force
Aviation Security Group (AVSEG) Kalayaan Road., Crash Gate 1, NAIA Complex, Pasay City	Email Address: foi.avseg@pnp.gov.ph Contact Number: (02) 370-3082	Deputy Director for Administration, Aviation Security Group
Highway Patrol Group (HPG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.hpg@pnp.gov.ph Contact Number: (02) 723-0401 local 5289	Deputy Director for Administration, Highway Patrol Group
Police Community Relations Group (PCRG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.pcrg@pnp.gov.ph Contact Number: (02) 723-0401 local 3453	Deputy Director, Police Community Relations Group
Civil Security Group (CSG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.csg@pnp.gov.ph Contact Number: (02) 723-0401 local 3123	Deputy Director, Civil Security Group
Crime Laboratory Group (CLG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.clg@pnp.gov.ph Contact Number: (02) 723-0401 local 4321	Deputy Director for Administration, Crime Laboratory Group
Anti-Kidnapping Group (AKG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.akg@pnp.gov.ph Contact Number: (02) 724-7378	Deputy Director for Administration, Anti- Kidnapping Group

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the NSU Appeals and Review Committee
Anti-Cybercrime Group (ACG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.acg@pnp.gov.ph Contact Number: (02) 723-0401 local 3562	Deputy Director, Anti-Cybercrime Group
Explosive Ordnance Disposal & Canine Group (EOD & K9) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.eod&k9@pnp.gov.ph Contact Number: (02) 723-0401 local 5439	Deputy Director for Administration, Explosive Ordnance Disposal & Canine Group
PNP Drug Enforcement Group (PNP DEG) Philippine National Police, Camp BGen Rafael T Crame, Quezon City	Email Address: foi.eod&k9@pnp.gov.ph Contact Number: (02) 723-0401 local 3994/3991	Deputy Director for Administration, PNP Drug Enforcement Group

C. Police Regional Offices (PROs)

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the PRO Appeals and Review Committee
National Capital Regional Police Office (NCRPO) Camp Bagong Diwa, Bicutan, Taguig City	Email Address: foi.ncrpo@pnp.gov.ph Contact Number: (02) 838-0435/ (02) 838-0437	Deputy Regional Director for Administration, National Capital Regional Police Office
Police Regional Office 1 (PRO1) Camp BGen Oscar Florendo Parian, San Fernando City, La Union	Email Address: foi.pro1@pnp.gov.ph Contact Number: (072) 700-5693	Deputy Regional Director for Administration, Police Regional Office 1
Police Regional Office 2 (PRO2) Camp Marcelo A Adduru, Alimanan, Tuguegarao City, Cagayan	Email Address: foi.pro2@pnp.gov.ph Contact Number: (078) 304-6949/ (078) 304-1376	Deputy Regional Director for Administration, Police Regional Office 2
Police Regional Office 3 (PRO3) Camp Olivas, City of San Fernando, Pampanga	Email Address: foi.pro3@pnp.gov.ph Contact Number: (045) 435-2086	Deputy Regional Director for Administration, Police Regional Office 3

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the PRO Appeals and Review Committee
Police Regional Office 4A (PRO4A) Camp Vicente Lim, Calamba City, Laguna	Email Address: foi.pro4a@pnp.gov.ph Contact Number: 0917-5424251	Deputy Regional Director for Administration, Police Regional Office 4A
Police Regional Office 4B (PRO4B) Camp Efigenio C Navarro, Calapan City, Oriental Mindoro	Email Address: foi.pro4b.pnp@gmail.com Contact Number: (043) 288-1757	Deputy Regional Director for Administration, Police Regional Office 4B
Police Regional Office 5 (PRO5) Camp General Simeon A Ola, Legaspi City	Email Address: foi.pro5@pnp.gov.ph Contact Number: (052) 820-1296	Deputy Regional Director for Administration, Police Regional Office 5
Police Regional Office 6 (PRO6) Camp Martin Teofilo B Delgado, Fort San Pedro, Iloilo City	Email Address: foi.pro6@pnp.gov.ph Contact Number: (033) 336-9407	Deputy Regional Director for Administration, Police Regional Office 6
Police Regional Office 7 (PRO7) Camp Sergio Osmeña Sr., Osmeña Blvd., Cebu City	Email Address: foi.pro7@pnp.gov.ph Contact Number: (032) 254-7130	Deputy Regional Director for Administration, Police Regional Office 7
Police Regional Office 8 (PRO8) Camp Sec Roberto K Kangleon, Brgy. Campetic, Palo, Leyte	Email Address: foi.pro8@pnp.gov.ph Contact Number: 0919-3806675	Deputy Regional Director for Administration, Police Regional Office 8
Police Regional Office 9 (PRO9) Camp Col. Romeo Abendan, Brgy. Mercedes, Zamboanga City	Email Address: foi.pro9@pnp.gov.ph Contact Number: (062) 991-3003	Deputy Regional Director for Administration, Police Regional Office 9
Police Regional Office 10 (PRO10) Camp 1Lt Vicente G Alagar, Brgy. Lapasan, Cagayan de Oro City	Email Address: foi.pro10@pnp.gov.ph Contact Number: (088) 856-5517	Deputy Regional Director for Administration, Police Regional Office 10

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the PRO Appeals and Review Committee
Police Regional Office 11 (PRO11) Camp Quintin M Merezido, Brgy., Communal, Buhangin District, Davao City	Email Address: foi.pro11@pnp.gov.ph Contact Number: (082) 291-6696/ (082) 234-9286	Deputy Regional Director for Administration, Police Regional Office 11
Police Regional Office 12 (PRO12) Brgy. Tampler, General Santos City	Email Address: foi.pro12@pnp.gov.ph Contact Number: 0917-7166188	Deputy Regional Director for Administration, PRO 12
Police Regional Office 13 (PRO13) Camp Rafael Rodriguez, J.C. Aquino St., Libertad, Butuan City	Email Address: foi.pro13@pnp.gov.ph Contact Number: (085) 226-4433	Deputy Regional Director for Administration, PRO 13
Police Regional Office Cordillera (PROCOR) Camp Bado Dangwa, La Trinidad, Benguet	Email Address: foi.procor@pnp.gov.ph Contact Number: (074) 422-6771	Deputy Regional Director for Administration, PRO COR
Police Regional Office ARMM (PROARMM) Camp BGen Salipada K Pendatun Parang, Maguindanao	Email Address: foi.proarmm@pnp.gov.ph Contact Number: 0917-5271987	Deputy Regional Director for Administration, PRO ARMM

D. NCRPO District Offices

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the NCRPO District Offices Appeals and Review Committee
Eastern Police District (EPD) Caruncho Ave., Brgy. Malinao, Pasig City	Email Address: foi.epd@pnp.gov.ph Contact Number: (02) 641-0390/	Deputy District Director for Administration, Eastern Police District
Manila Police District (MPD) United Nations Ave., Ermita, Manila	Email Address: foi.mpd@pnp.gov.ph Contact Number: (02) 523-5461	Deputy District Director for Administration, Manila Police District

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the NCRPO District Offices Appeals and Review Committee
Northern Police District (NPD) Tanigue St., Kaunlaran Village, Dagat-dagatan, Caloocan City	Email Address: foi.npd@pnp.gov.ph Contact Number: (02) 225-2819	Deputy District Director for Administration, Northern Police District
Southern Police District (SPD) Fort Andres Bonifacio, Makati City	Email Address: foi.spd@pnp.gov.ph Contact Number: (02) 519-8647/ (02) 519-0818	Deputy District Director for Administration, Southern Police District
Quezon City Police District (QCPD) Camp BGen Tomas Karingal, Sikatuna Village, Diliman, Quezon City	Email Address: foi.qcpd@pnp.gov.ph Contact Number: (02) 925-8327	Deputy District Director for Administration, Quezon City Police District

E. Police Provincial Offices (PPOs)

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the PPO Appeals and Review Committee
Ilocos Norte Provincial Police Office (PPO) Camp Capt Valentin S Juan, Brgy. 23, San Matias, Laoag City	Email Address: foi.ilocosnorteppo@pnp.gov.ph Contact Number: 0915-2486165	Deputy Provincial Director for Administration, Ilocos Norte Provincial Police Office
Ilocos Sur Provincial Police Office (PPO) Camp Elpidio Quirino, Brgy. Bulag, Bantay, Ilocos Sur	Email Address: foi.ilocossurppo@pnp.gov.ph Contact Number: 0927-5626163	Deputy Provincial Director for Administration, Ilocos Sur Provincial Police Office
La Union Provincial Police Office (PPO) Camp Diego Silang, San Fernando City, La Union	Email Address: foi.launionppo@pnp.gov.ph Contact Number: 0917-5794905	Deputy Provincial Director for Administration, La Union Provincial Police Office

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the PPO Appeals and Review Committee
Pangasinan Provincial Police Office (PPO) Brgy. Libsong West, Lingayen, Pangasinana	Email Address: foi.pangasinanppo @pnp.gov.ph Contact Number: 0917-8181692	Deputy Provincial Director for Administration, Pangasinan Provincial Police Office
Batanes Provincial Police Office (PPO) National Road, Brgy. Kayuhokan, Basco, Batanes	Email Address: foi.batanesppo@pnp.gov.ph Contact Number: 0935-7677770	Deputy Provincial Director for Administration, Batanes Provincial Police Office
Cagayan Provincial Police Office (PPO) Camp Tirso H Gador, Lecaros St., Tuguegarao City, Cagayan	Email Address: foi.cagayanppo@pnp.gov.ph Contact Number: 0927-5535816	Deputy Provincial Director for Administration, Cagayan Provincial Police Office
Isabela Provincial Police Office (PPO) Brgy. Baligatan, Ilagan, Isabela	Email Address: foi.isabelappo@pnp.gov.ph Contact Number: 0917-5491997	Deputy Provincial Director for Administration, Isabela PPO
Nueva Vizcaya Provincial Police Office (PPO) Brgy. District IV, Bayongbong, Nueva Vizcaya	Email Address: foi.nuevavizcayappo@pnp.gov.ph Contact Number: 0920-2430997	Deputy Provincial Director for Administration, Nueva Vizcaya Provincial Police Office
Quirino Provincial Police Office (PPO) Brgy. San Leonardo, Aglipay, Quirino	Email Address: foi.quirinoppo@pnp.gov.ph Contact Number: 0917-3208692	Deputy Provincial Director for Administration, Quirino Provincial Police Office
Abra Provincial Police Office (PPO) Camp Juan Villamor, Bangued, Abra	Email Address: foi.abrappo@pnp.gov.ph Contact Number: 0927-7748690	Deputy Provincial Director for Administration, Abra Provincial Police Office
Apayao Provincial Police Office (PPO) Poblacion Luna, Apayao	Email Address: foi.apayaoppo@pnp.gov.ph Contact Number: 0917-5999955	Deputy Provincial Director for Administration, Apayao Provincial Police Office

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the PPO Appeals and Review Committee
Benguet Provincial Police Office (PPO) Camp Bado, Dangwa, La Trinidad, Benguet	Email Address: foi.benguetppo@pnp.gov.ph Contact Number: 0916-6459147	Deputy Provincial Director for Administration, Benguet Provincial Police Office
Kalinga Provincial Police Office (PPO) Camp Juan Duyan, Brgy. Bulanao, Tabuk City	Email Address: foi.kalingappo@pnp.gov.ph Contact Number: 0929-6114959	Deputy Provincial Director for Administration, Kalinga Provincial Police Office
Ifugao Provincial Police Office (PPO) Poblacion North, Lagawe, Ifugao	Email Address: foi.ifugaoppo@pnp.gov.ph Contact No. 0917-7716463	Deputy Provincial Director for Administration, Ifugao Provincial Police Office
Mt. Province Provincial Police Office (PPO) Poblacion Bontoc, Mountain Province	Email Address: foi.mtprovinceppo@pnp.gov.ph Contact Number: 0908-8834649	Deputy Provincial Director for Administration, Mt. Province Provincial Police Office
Aurora Provincial Police Office (PPO) Camp Ravina, Brgy. Sabang, Baler, Aurora	Email Address: foi.aurorappo@pnp.gov.ph Contact Number: 0943-0367999	Deputy Provincial Director for Administration, Aurora Provincial Police Office
Bataan Provincial Police Office (PPO) Camp Cirilo S Tolentino, Balanga City, Bataan	Email Address: foi.bataanppo@pnp.gov.ph Contact Number: 0998-8824189/ 0917-5482273	Deputy Provincial Director for Administration, Bataan Provincial Police Office
Bulacan Provincial Police Office (PPO) Camp Alejo Santos, City of Malolos, Bulacan	Email Address: foi.bulacanppo@pnp.gov.ph Contact Number: 0927-3435434	Deputy Provincial Director for Administration, Bulacan Provincial Police Office
Nueva Ecija Provincial Police Office (PPO) Burgos Ave., Cabanatuan City, Nueva Ecija	Email Address: foi.nuevaecijappo@pnp.gov.ph Contact Number: 0933-4183557	Deputy Provincial Director for Administration, Nueva Ecija Provincial Police Office

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the PPO Appeals and Review Committee
Pampanga Provincial Police Office (PPO) Capitol Compound, Brgy. Sto. Nino, San Fernando City, Pampanga	Email Address: foi.pampangappo@pnp.gov.ph Contact Number: 0998-9988097	Deputy Provincial Director for Administration, Pampanga Provincial Police Office
Tarlac Provincial Police Office (PPO) Camp Macabulos, Brgy. San Vicente, Tarlac	Email Address: foi.tarlacppo@pnp.gov.ph Contact Number: 0939-9157837	Deputy Provincial Director for Administration, Tarlac Provincial Police Office
Zambales Provincial Police Office (PPO) Camp Conrado D Yap, Iba, Zambales	Email Address: foi.zambalesppo@pnp.gov.ph Contact Number: 0999-9926061	Deputy Provincial Director for Administration, Zambales Provincial Police Office
Batangas Provincial Police Office (PPO) Camp Gen Miguel C Malvar, Brgy. Kumintang Ilaya, Batangas City	Email Address: foi.batangasppo@pnp.gov.ph Contact Number: 0908-7307636	Deputy Provincial Director for Administration, Batangas Provincial Police Office
Cavite Provincial Police Office (PPO) Camp Gen Pantaleon Garcia, Imus, Cavite	Email Address: foi.caviteppo@pnp.gov.ph Contact Number: 0919-3271013	Deputy Provincial Director for Administration, Cavite Provincial Police Office
Laguna Provincial Police Office (PPO) Brgy. Bagumbayan, Sta Cruz, Laguna	Email Address: foi.lagunappo@pnp.gov.ph Contact Number: 0929-4465840	Deputy Provincial Director for Administration, Laguna Provincial Police Office
Rizal Provincial Police Office (PPO) Brgy. Dolores, Hilltop Tikling, Taytay, Rizal	Email Address: foi.rizalppo.@pnp.gov.ph Contact Number: (02) 706-3079	Deputy Provincial Director for Administration, Rizal Provincial Police Office
Quezon Provincial Police Office (PPO) Camp Nakar, Lucena City, Quezon	Email Address: foi.quezonppo.@pnp.gov.ph Contact Number: 0917-5052559	Deputy Provincial Director for Administration, Quezon Provincial Police Office

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the PPO Appeals and Review Committee
Marinduque Provincial Police Office (PPO) Camp Maximi Abad, Brgy. Bangangalon, Boac, Marinduque	Email Address: foi.marinduqueppo@pnp.gov.ph Contact Number: 0939-9064392	Deputy Provincial Director for Administration, Marinduque Provincial Police Office
Mindoro Occidental Provincial Police Office (PPO) Airport Road, Brgy. San Roque, San Jose, Mindoro Occidental	Email Address: foi.mindorooccidentalppo @pnp.gov.ph Contact Number: 0921-9818381	Deputy Provincial Director for Administration, Mindoro Occidental Provincial Police Office
Mindoro Oriental Provincial Police Office (PPO) Camp Efigenio C Navarro, Brgy. Suqui, Calapan City	Email Address: foi.mindoroorientalppo @pnp.gov.ph Contact Number: 0917-8941999	Deputy Provincial Director for Administration, Mindoro Oriental Provincial Police Office
Palawan Provincial Police Office (PPO) Brgy. Tinguiban, Puerto Princesa City, Palawan	Email Address: foi.palawanppo@pnp.gov.ph Contact Number: 0917-7102067	Deputy Provincial Director for Administration, Palawan Provincial Police Office
Romblon Provincial Police Office (PPO) Brgy. Capaclan, Romblon	Email Address: foi.romblonppo@pnp.gov.ph Contact Number: 0977-3800767	Deputy Provincial Director for Administration, Romblon Provincial Police Office
Albay Provincial Police Office (PPO) Camp Ola, Legaspi City, Albay	Email Address: foi.albayppo@pnp.gov.ph Contact Number: 0917-7566134/ 0999-7563191	Deputy Provincial Director for Administration, Albay Provincial Police Office
Camarines Norte Provincial Police Office (PPO) Camp Dogongan Sr., Daet, Camarines Norte	Email Address: foi.camarinesnortheppo @pnp.gov.ph Contact Number: 0921-4975097/ 0977-8561170	Deputy Provincial Director for Administration, Camarines Norte Provincial Police Office

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the PPO Appeals and Review Committee
Camarines Sur Provincial Police Office (PPO) Concepcion Grande, Naga City, Camarines Sur	Email Address: foi.camarinessurppo @pnp.gov.ph Contact Number: 0946-7247663/ 0927-8109797	Deputy Provincial Director for Administration, Camarines Sur Provincial Police Office
Catanduanes Provincial Police Office (PPO) San Isidro Village, Virac, Catanduanes	Email Address: foi.catanduanesppo @pnp.gov.ph Contact Number: 0906-3912524	Deputy Provincial Director for Administration, Catanduanes Provincial Police Office
Masbate Provincial Police Office (PPO) Camp Bonny Serrano, Ibingay, Masbate City, Masbate	Email Address: foi.masbateppo@pnp.gov.ph Contact Number: 0999-4111810	Deputy Provincial Director for Administration, Masbate Provincial Police Office
Sorsogon Provincial Police Office (PPO) Camp Escudero Sr., Sorsogon City, Sorsogon	Email Address: foi.sorsogonppo@pnp.gov.ph Contact Number: 0999-4477421	Deputy Provincial Director for Administration, Sorsogon Provincial Police Office
Aklan Provincial Police Office (PPO) Camp Martelino, Brgy. New Buswang, Kalibo, Aklan	Email Address: foi.aklanppo@pnp.gov.ph Contact Number: 0999-9981965	Deputy Provincial Director for Administration, Aklan Provincial Police Office
Antique Provincial Police Office (PPO) Brgy. IV, Bugante Point, San Jose, Antique	Email Address: foi.antiqueppo@pnp.gov.ph Contact Number: 0917-3298220	Deputy Provincial Director for Administration, Antique Provincial Police Office
Capiz Provincial Police Office (PPO) Camp Apil, Roxas City, Capiz	Email Address: foi.capizppo@pnp.gov.ph Contact Number: 0919-8672554	Deputy Provincial Director for Administration, Capiz Provincial Police Office
Guimaras Provincial Police Office (PPO) Camp Mosqueda, Brgy., Alaguisoc, Jordan, Guimaras	Email Address: foi.guimarasppo@pnp.gov.ph Contact Number: 0917-7110878	Deputy Provincial Director for Administration, Guimaras Provincial Police Office

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the PPO Appeals and Review Committee
Iloilo Provincial Police Office (PPO) Camp Sumagaysay Sr., Sta Barbara, Iloilo	Email Address: foi.iloiloppo@pnp.gov.ph Contact Number: 0919-9913652	Deputy Provincial Director for Administration, Iloilo Provincial Police Office
Negros Occidental Provincial Police Office (PPO) Camp Montelibano, Bacolod City, Negros Occidental	Email Address: foi.negrosoccidentalppo @pnp.gov.ph Contact Number: 0939-9185388	Deputy Provincial Director for Administration, Negros Occidental Provincial Police Office
Bohol Provincial Police Office (PPO) Camp Gagohoy, Tagbilaran City, Bohol	Email Address: foi.boholppo@pnp.gov.ph Contact Number: 0906-3963674	Deputy Provincial Director for Administration, Bohol Provincial Police Office
Cebu Provincial Police Office (PPO) Dona M. Gaisano St., Brgy. Luhog, Cebu	Email Address: foi.cebuppo@pnp.gov.ph Contact Number: 0917-6777465	Deputy Provincial Director for Administration, Cebu Provincial Police Office
Siquijor Provincial Police Office (PPO) Brgy. Caipilan, Siquijor	Email Address: foi.siquijorppo@pnp.gov.ph Contact Number: 0928-5220592	Deputy Provincial Director for Administration, Siquijor Provincial Police Office
Biliran Provincial Police Office (PPO) Brgy. Larrazabal, Naval, Biliran	Email Address: foi.biliranppo@pnp.gov.ph Contact Number: 0977-2579235	Deputy Provincial Director for Administration, Biliran Provincial Police Office
Negros Oriental Provincial Police Office (PPO) Camp Fernandez, Agan-an, Sibulan, Negros Oriental	Email Address: foi.negrosorientalppo @pnp.gov.ph Contact Number: 0915-9982999	Deputy Provincial Director for Administration, Negros Oriental Provincial Police Office
Leyte Norte Provincial Police Office (PPO) Brgy. San Jose, Tacloban City, Leyte Norte	Email Address: foi.leytenortepo@pnp.gov.ph Contact Number: 0917-8250072	Deputy Provincial Director for Administration, Leyte Norte Provincial Police Office

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the PPO Appeals and Review Committee
Southern Leyte Provincial Police Office (PPO) Brgy. Canturing, Maasin City, Southern Leyte	Email Address: foi.leytesurppo@pnp.gov.ph Contact Number: 0917-6246767	Deputy Provincial Director for Administration, Southern Leyte Provincial Police Office
Eastern Samar Provincial Police Office (PPO) Camp Asidlo, Borongan, Eastern Samar	Email Address: foi.easternsamarppo @pnp.gov.ph Contact Number: 0927-1915871	Deputy Provincial Director for Administration, Eastern Samar Provincial Police Office
Northern Samar Provincial Police Office (PPO) Camp Delgado, Catarman, Northern Samar	Email Address: foi.northernsamarppo @pnp.gov.ph Contact Number: 0917-3275267	Deputy Provincial Director for Administration, Northern Samar Provincial Police Office
Samar Provincial Police Office (PPO) Camp Lukban, Catbalogan City, Western Samar	Email Address: foi.samarppo@pnp.gov.ph Contact Number: 0917-4782651	Deputy Provincial Director for Administration, Samar Provincial Police Office
Zamboanga del Norte Provincial Police Office (PPO) Camp Hamac, Brgy. Sicayab, Dipolog City, Zamboanga del Norte	Email Address: foi.zamboangadelnorteppo @pnp.gov.ph Contact Number: 0917-3066964	Deputy Provincial Director for Administration, Zamboanga Del Norte Provincial Police Office
Zamboanga del Sur Provincial Police Office (PPO) Camp Abellon, Lumbia District, Pagadian City, Zamboanga del Sur	Email Address: foi.zamboangadelsurppo @pnp.gov.ph Contact Number: 0933-8523719	Deputy Provincial Director for Administration, Zamboanga Del Sur Provincial Police Office
Zamboanga Sibugay Provincial Police Office (PPO) National Highway, Brgy., Sanito, Ipil, Zamboanga Sibugay	Email Address: foi.zamboangasibugayppo @pnp.gov.ph Contact Number: 0917-3147401	Deputy Provincial Director for Administration, Zamboanga Sibugay Provincial Police Office

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the PPO Appeals and Review Committee
Bukidnon Provincial Police Office (PPO) Camp Onahon, Brgy 7, Malaybalay, Bukidnon	Email Address: foi.bukidnonppo@pnp.gov.ph Contact Number: 0926-7500613	Deputy Provincial Director for Administration, Bukidnon Provincial Police Office
Camiguin Provincial Police Office (PPO) Bldg. 1, Camp Bonifacio, Brgy. Baylao, Mambajao, Camiguin	Email Address: foi.camiguinppo.pnp @gmail.com Contact Number: 0917-7180919	Deputy Provincial Director for Administration, Camiguin Provincial Police Office
Misamis Occidental Provincial Police Office (PPO) Camp Naranjo, Brgy. Lower Lamac, Oroquita City, Misamis Occidental	Email Address: foi.misamisoccidentalppo @pnp.gov.ph Contact Number: 0915-5209498	Deputy Provincial Director for Administration, Misamis Occidental Provincial Police Office
Misamis Oriental Provincial Police Office (PPO) San Martin, Villanueva, Misamis Oriental	Email Address: foi.misamisorientalppo @pnp.gov.ph Contact Number: 0920-9106462	Deputy Provincial Director for Administration, Misamis Oriental Provincial Police Office
Lanao del Norte Provincial Police Office (PPO) Camp Gallego, Brgy. Pigcarangan, Tubod, Lanao Norte	Email Address: foi.lanaodelnorteppo @pnp.gov.ph Contact Number: 0916-4656330	Deputy Provincial Director for Administration, Lanao Del Norte Provincial Police Office
Davao del Sur Provincial Police Office (PPO) Brgy. San Agustin, Digos City, Davao Del Sur	Email Address: foi.davaodelsurppo @pnp.gov.ph Contact Number: 0939-9199718	Deputy Provincial Director for Administration, Davao Del Sur Provincial Police Office
Davao del Norte Provincial Police Office (PPO) National Highway, Visayan Vill, Tagum City, Davao del Norte	Email Address: foi.davaodelnorteppo @pnp.gov.ph Contact Number: 0909-9076636	Deputy Provincial Director for Administration, Davao Del Norte Provincial Police Office

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the PPO Appeals and Review Committee
Davao Oriental Provincial Police Office (PPO) Brgy. Dalahican, Mati, Davao Oriental	Email Address: foi.davaoorientalppo @pnp.gov.ph Contact Number: 0948-4315596	Deputy Provincial Director for Administration, Davao Oriental Provincial Police Office
Davao Occidental Provincial Police Office (PPO) Poblacion Malita, Davao Occidental	Email Address: foi.davaooccidentalppo @pnp.gov.ph Contact Number: 0918-3599694	Deputy Provincial Director for Administration, Davao Occidental Provincial Police Office
Compostella Valley Provincial Police Office (PPO) Poblacion, Nabunturan, Compostela Valley	Email Address: foi.compostelavalleyppo @pnp.gov.ph Contact Number: 0939-9202556	Deputy Provincial Director for Administration, Compostella Valley Provincial Police Office
Cotabato Provincial Police Office (PPO) Brgy. Amas, Kidapawan City, Cotabato	Email Address: foi.cotabatoppo@pnp.gov.ph Contact Number: 0995-5136620	Deputy Provincial Director for Administration, Cotabato Provincial Police Office
South Cotabato Provincial Police Office (PPO) Poblacion, Koronadal City, South Cotabato	Email Address: foi.southcotabatoppo @pnp.gov.ph Contact Number: 0906-1671821/ 0909-1732587	Deputy Provincial Director for Administration, South Cotabato Province Provincial Police Office
Sarangani Province Provincial Police Office (PPO) Brgy. Kawas, Alabel, Sarangani	Email Address: foi.saranganippo@pnp.gov.ph Contact Number: 0929-4030802/ 0915-8962540	Deputy Provincial Director for Administration, Sarangani Province Provincial Police Office

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the PPO Appeals and Review Committee
Sultan Kudarat Provincial Police Office (PPO) Camp Dumlao, Isulan, Sultan Kudarat	Email Address: foi.sultankudaratoppo @pnp.gov.ph Contact Number: 0916-1503700/ 0908-3374486	Deputy Provincial Director for Administration, Sultan Kudarat Provincial Police Office
Agusan del Norte Provincial Police Office (PPO) Libertad St., Butuan City, Agusan del Norte	Email Address: foi.agusandelnorteppo @pnp.gov.ph Contact Number: 0939-9354085	Deputy Provincial Director for Administration, Agusan Del Norte Provincial Police Office
Agusan del Sur Provincial Police Office (PPO) Brgy. Patin-ay, Prosperidad, Agusan del Sur	Email Address: foi.agusandelnorteppo @pnp.gov.ph Contact Number: 0998-5590652	Deputy Provincial Director for Administration, Agusan Del Sur Provincial Police Office
Surigao del Norte Provincial Police Office (PPO) Borromeo St., Brgy. Taft, Surigao City, Surigao del Norte	Email Address: foi.surigaodelnorteppo @pnp.gov.ph Contact Number: 0998-8673978	Deputy Provincial Director for Administration, Surigao Del Norte Provincial Police Office
Surigao Del Sur Provincial Police Office (PPO) Brgy. Telaje, Tandag, Surigao del Sur	Email Address: foi.surigaodelsurppo @pnp.gov.ph Contact Number: 0998-5525207	Deputy Provincial Director for Administration, Surigao Del Sur Provincial Police Office
Dinagat Islands Provincial Police Office (PPO) Brgy. Sta. Cruz, San Jose, Dinagat Islands	Email Address: foi.dinagatislandsppo @pnp.gov.ph Contact Number: 0919-5507518	Deputy Provincial Director for Administration, Dinagat Island Provincial Police Office
Basilan Provincial Police Office (PPO) Camp Suarez Menzi, Isabela City, Basilan	Email Address: foi.basilanppo@pnp.gov.ph Contact Number: 0917-5151176	Deputy Provincial Director for Administration, Basilan Provincial Police Office

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the PPO Appeals and Review Committee
Lanao del Sur Provincial Police Office (PPO) Camp Bagong Amal, Pakpak, Brgy. Biaba Damag, Marawi City, Lanao del Sur	Email Address: foi.lanaodelsurppo @pnp.gov.ph Contact Number: 0916-5122559	Deputy Provincial Director for Administration, Lanao Del Sur Provincial Police Office
Maguindanao Provincial Police Office (PPO) Camp Datu Akilan, Brgy. Limpongo, Sharik Aguak, Maguindanao	Email Address: foi.maguindanaoppo @pnp.gov.ph Contact Number: 0917-7229020	Deputy Provincial Director for Administration, Maguindanao Provincial Police Office
Sulu Provincial Police Office (PPO) Camp PSSUPT Julasirim A Kasim Asturias, Jolo, Sulu	Email Address: foi.suluppo@pnp.gov.ph Contact Number: 0998-3886322	Deputy Provincial Director for Administration, Sulu Provincial Police Office
Tawi-Tawi Provincial Police Office (PPO) Camp Alejandro Suarez, Bongao, Tawi-Tawi	Email Address: foi.tawitawippo@pnp.gov.ph Contact Number: 0908-8894890	Deputy Provincial Director for Administration, Tawi-Tawi Provincial Police Office

F. NCRPO CITY POLICE STATIONS

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the NCRPO CPS Appeals and Review Committee
Marikina City Police Station (CPS) New Justice Hall Bldng., Brgy. Sta. Elena, Marikina City	Email Address: foi.marikinacpo@pnp.gov.ph Contact Number: 0947-8513689	Assistant Chief of Police for Administration, Marikina City Police Station
Pasig City Police Station (CPS) C. Raymundo Ave., Brgy., Caniogan, Pasig City	Email Address: foi.pasigcpo@pnp.gov.ph Contact Number: 0919-9100964	Assistant Chief of Police for Administration, Pasig City Police Station

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the NCRPO CPS Appeals and Review Committee
Mandaluyong City Police Station (CPS) Maysilo Circle, Mandaluyong City	Email Address: foi.mandaluyongcpo@pnp.gov.ph Contact Number: 0939-2223575	Assistant Chief of Police for Administration, Mandaluyong City Station Office
San Juan City Police Station (CPS) Santolan Rdoad, Brgy. Corazon De Jesus, San Juan City	Email Address: foi.sanjuancpo@pnp.gov.ph Contact Number: 0947-8513689	Assistant Chief of Police for Administration, San Juan City Police Station
Caloocan City Police Station (CPS) Samson Road, Sangandaan, Caloocan City	Email Address: foi.caloocancpo@pnp.gov.ph Contact Number: 0919-4132785	Assistant Chief of Police for Administration, Caloocan City Police Station
Malabon City Police Station (CPS) F. Sevilla Boulevard, Malabon City	Email Address: foi.malaboncpo@pnp.gov.ph Contact Number: 0943-2480506	Assistant Chief of Police for Administration, Malabon City Police Station
Valenzuela City Police Station (CPS) Maysan Road, Brgy. Malinta, District 1, Valenzuela City	Email Address: foi.valenzuelacpo@pnp.gov.ph Contact Number: 0927-4940329	Assistant Chief of Police for Administration, Valenzuela City Police Station
Navotas City Police Station (CPS) M. Naval St., Brgy. Sipac Almacen, Navotas City	Email Address: foi.navotascpo@pnp.gov.ph Contact Number: (02) 352-4000 Local 4122	Assistant Chief of Police for Administration, Navotas City Police Station
Pasay City Police Station (CPS) F.B. Harison Street, Pasay City	Email Address: foi.pasaycpo@pnp.gov.ph Contact Number: (02) 831-6869/ 0917-5289266	Assistant Chief of Police for Administration, Pasay City Police Station
Makati City Police Station (CPS) Ayala Ave., Extension cor. Yakal St., Makati City	Email Address: foi.makaticpo@pnp.gov.ph Contact Number: (02) 843-7168/ 0906-2350316	Assistant Chief of Police for Administration, Makati City Police Station

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the NCRPO CPS Appeals and Review Committee
Parañaque City Police Station (CPS) Dr A Santos Ave., Brgy. San Dionisio, Parañaque City	Email Address: foi.parañaquecpo@pnp.gov.ph Contact Number: (02) 826-8121/ 0915-6409009	Assistant Chief of Police for Administration, Parañaque City Police Station
Las Piñas City Police Station (CPS) Las Piñas City Hall Comp., Alabang-Zapote Rd., Brgy. Pamplona 3, Las Piñas City	Email Address: foi.laspiñascpo@pnp.gov.ph Contact Number: (02) 551-4601/ 0906-5572824	Assistant Chief of Police for Administration, Las Piñas City Police Station
Muntinlupa City Police Station (CPS) Argana Bldg., formerly LTO beside Muntinlupa City Hall Annex, National Road, Putatan, Muntinlupa City	Email Address: foi.muntinlupacpo@pnp.gov.ph Contact Number: (02) 556-8690/ 0917-2090749	Assistant Chief of Police for Administration, Muntinlupa City Police Station
Taguig City Police Station (CPS) Gen Luna St., Tuktukan, Taguig City	Email Address: foi.taguigcpo@pnp.gov.ph Contact No. (02) 642-2060/ 0921-6034680	Assistant Chief of Police for Administration, Taguig City Police Station

G. REGIONAL CITY POLICE OFFICES

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the CPO Appeals and Review Committee
Santiago City Police Office (CPO) Camacam St., Brgy. Victory Norte, Santiago City	Email Address: foi.santiagocpo@pnp.gov.ph Contact Number: 09175766098	Deputy City Director for Administration, Santiago City Police Office
Baguio City Police Office (CPO) Abanao St., Baguio City	Email Address: foi.baguicpo@pnp.gov.ph Contact Number: 0917-8125395	Deputy City Director for Administration, Baguio City Police Office
Angeles City Police Office (CPO) Camp Tomas J Pepito, Brgy. Sto Domigno, Angeles City	Email Address: foi.angelescpo@pnp.gov.ph Contact Number: 0977-8524998	Deputy City Director for Administration, Angeles City Police Office

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the CPO Appeals and Review Committee
Olongapo City Police Office (CPO) Camp Lt. Gen Mauel F Cabal, Barretto, Olongapo City	Email Address: foi.olongapocpo@pnp.gov.ph Contact Number: 0915-3766049	Deputy City Director for Administration, Olongapo City Police Office
Puerto Princesa City Police Office (CPO) Brgy. San Pedro, Puerto Princesa City	Email Address: foi.puertoprincesacpo@pnp.gov.ph Contact Number: 0995-4641665	Deputy City Director for Administration, Puerto Princesa City Police Office
Naga City Police Office (CPO) Poblacion, Naga City	Email Address: foi.nagacpo@pnp.gov.ph Contact No. 0920-5290884	Deputy City Director for Administration, Naga City Police Office
Bacolod City Police Office (CPO) Magsaysay Ave., Brgy. Taculing, Bacolod City	Email Address: foi.bacolodcpo@pnp.gov.ph Contact Number: 0947-4376878	Deputy City Director for Administration, Bacolod City Police Office
Iloilo City Police Office (CPO) Gen Luna St., Iloilo City	Email Address: foi.iloilocpo@pnp.gov.ph Contact Number: 0998-9704918	Deputy City Director for Administration, Iloilo City Police Office
Lapu-Lapu City Police Office (CPO) Brgy. Pusok, Lapu-Lapu City	Email Address: foi.lapulapucpo@pnp.gov.ph Contact Number: 0933-6709852	Deputy City Director for Administration, Lapu-Lapu City Police Office
Cebu City Police Office (CPO) Camp Cabahug, Gorordo Ave., Cebu City	Email Address: foi.cebucpo@pnp.gov.ph Contact Number: 0917-7787750	Deputy City Director for Administration, Cebu City Police Office
Mandaue City Police Office (CPO) A. Soriano Ave., Brgy. Centro, Mandaue City	Email Address: foi.mandauecpo@pnp.gov.ph Contact Number: 0917-7340028	Deputy City Director for Administration, Mandaue City Police Office
Tacloban City Police Office (CPO) Paterno Extension, Tacloban City	Email Address: foi.taclobancpo@pnp.gov.ph Contact Number: 0945-2164768	Deputy City Director for Administration, Tacloban City Police Office
Ormoc City Police Office (CPO) Camp Downes, Ormoc City	Email Address: foi.ormoccpo@pnp.gov.ph Contact Number: 0998-5493488	Deputy City Director for Administration, Ormoc City Police Office

Name of Office/ Address	E-mail Address/ Contact Number	Chairman of the CPO Appeals and Review Committee
Zamboanga City Police Office (CPO) Gov LimAve., Brgy. Zone IV, Zamboanga City	Email Address: foi.zamboangacpo@pnp.gov.ph Contact Number: 0916-9828091	Deputy City Director for Administration, Zamboanga City Police Office
Cagayan de Oro City Police Office (CPO) Gumamela St., Carmen, Cagayan de Oro	Email Address: foi.cagayandeorocpo@pnp.gov.ph Contact Number: 0917-7061997	Deputy City Director for Administration, Cagayan de Oro City Police Office
Iligan City Police Office (CPO) Aguinaldo/Benito Labao Sts., Brgy. Poblacion, Iligan City	Email Address: foi.iligancpo@pnp.gov.ph Contact Number: 0920-9668218	Deputy City Director for Administration, Iligan City Police Office
Davao City Police Office (CPO) San Pedro St., Davao City	Email Address: foi.davaocpo@pnp.gov.ph Contact Number: 09199999224	Deputy City Director for Administration, Davao City Police Office
Cotabato City Police Office (CPO) PC Hills, Cotabato City	Email Address: foi.cotabatocpo@pnp.gov.ph Contact Number: 0948-7863715	Deputy City Director for Administration, Cotabato City Police Office
General Santos City Police Office (CPO) Camp Lira, General Santos City	Email Address: foi.gensantoscpo@pnp.gov.ph Contact Number: 0977-8222015	Deputy City Director for Administration, Gen. Santos City Police Office
Butuan City Police Office (CPO) AD Curato St., cor. JC Aquino Ave., Brgy. Diego Silang, Butuan City	Email Address: foi.butuancpo@pnp.gov.ph Contact Number: 0995-8794912	Deputy City Director for Administration, Butuan City Police Office

ANNEX “J”

FOI FREQUENTLY ASKED QUESTIONS

Introduction to FOI

What is FOI? Freedom of Information (FOI) is the government’s response to the call for transparency and full public disclosure of information. FOI is a government mechanism which allows Filipino citizens to request any information about the government transactions and operations, provided that it shall not put into jeopardy privacy and matters of national security. The FOI mechanism for the Executive Branch is enabled via Executive Order No. 2, series of 2016.

What is Executive Order No. 2 S. 2016? Executive Order No. 2 is the enabling order for FOI. EO 2 operationalizes in the Executive Branch the People’s Constitutional right to information. EO 2 also provides the State policies to full public disclosure and transparency in the public service. EO 2 was signed by President Rodrigo Roa Duterte on July 23, 2016.

Who oversees the implementation of EO 2? The Presidential Communications Operations Office (PCOO) oversees the operation of the FOI program. PCOO serves as the coordinator of all government agencies to ensure that the FOI program is properly implemented.

Who can make an FOI request? Any Filipino citizen can make an FOI Request. As a matter of policy, the Requesting Party is required to present proof of identification.

What can I ask for under EO on FOI? Information, official records, public records, and, documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development.

What agencies can we ask information? An FOI request under EO 2 can be made before all government offices under the Executive Branch, including government owned or controlled corporations (GOCCs) and state universities and colleges (SUCs). FOI requests must be sent to the specific agency of interest, to be received by its respective Receiving Officer.

How do I make an FOI request?

- a. The Requesting Party is to fill up a request form and submit to the agency's Receiving Officer. The Receiving Officer shall validate the request and log it accordingly on the FOI tracker;
- b. If deemed necessary, the Receiving Officer may clarify the request on the same day it was filed, such as specifying the information requested, and providing other assistance needed by the Requesting Party;
- c. The request is forwarded to the Decision Maker for proper assessment. The Decision Maker shall check if the agency holds the information requested, if it is already accessible, or if the request is a repeat of any previous request;
- d. The request shall be forwarded to the officials involved to locate the requested information;

- e. Once all relevant information is retrieved, officials will check if any exemptions apply, and will recommend appropriate response to the request;
- f. If necessary, the head of the agency shall provide clearance to the response; and
- g. The agency shall prepare the information for release, based on the desired format of the Requesting Party. It shall be sent to the Requesting Party depending on the receipt preference.

How much does it cost to make an FOI request?
There are no fees to make a request. But the agency may charge a reasonable fee for necessary costs, including costs of printing, reproduction and/or photocopying.

What will I receive in response to an FOI request?
You will be receiving a response either granting or denying your request. If the request is granted, the information requested will be attached, using a format that you specified. Otherwise, the agency will explain why the request was denied.

How long will it take before I get a response? It is mandated that all replies shall be sent within fifteen (15) working days after the receipt of the request. The agency will be sending a response, informing of an extension of processing period no longer than twenty (20) working days, should the need arise.

What if I never get a response? If the agency fails to provide a response within the required fifteen (15) working days, the Requesting Party (RP) may write an appeal letter to the Central Appeals and Review Committee within fifteen (15) calendar days from the lapse of required response

period. The appeal shall be decided within thirty (30) working days by the Central Appeals and Review Committee. If all administrative remedies are exhausted and no resolution is provided, the Requesting Party may file the appropriate case in the proper courts in accordance with the Rules of Court.

What will happen if my request is not granted? If you are not satisfied with the response, the Requesting Party may write an appeal letter to the Central Appeals and Review Committee within fifteen (15) calendar days from the lapse of required response period. The appeal shall be decided within thirty (30) working days by the Central Appeals and Review Committee. If all administrative remedies are exhausted and no resolution is provided, the Requesting Party may file the appropriate case in the proper courts in accordance with the Rules of Court.

ANNEX “K”

LIST OF DETAILED EXCEPTIONS TO RIGHT OF ACCESS TO INFORMATION

A. OPERATIONS

- Accomplished SOCO Forms
- Airport Security Program
- Annual Operations Plans and Budget (AOPB)
- Aviation Security Operational Procedures (ASOP)
- Budget Proposal
- Buy Bust Operation
- Camp Defense Plan
- Camp Development Plan
- Data from Vehicle Information Management System (VIMS)
- Data from Vehicle Information System (VIS)
- Data of Vehicles registered in MVCD – HPG database nationwide
- Detailed Security Plan/Deployment Plan
- Detailed Status of mobility, firepower, communication, investigative and ISO Equipment
- Disposition and Location of Troops of Public Safety Forces
- EOD Inventory Equipment, Post Blast Investigation Report, Operation Plan for Disposal, Operational Records and Classified Documents from Intel Community
- Explosive Inventory Magazine Record
- Firepower Capability Assets
- Follow-up Operations of Suspect
- Hot Pursuit Operations

- Implans/Oplans/Copans
- Information of on-going Research and Development
- Internal Security Operations (ISO) Fund
- Internal Security Operations (ISO) Plan and Reactionary Standby Support Force (RSSF) Deployment
- Inventory of PNP Equipment and Properties
- Laboratory Procedures
- Laboratory Reports
- List of IP Addresses
- Locations of Ammo Dump and Warehouse
- Locations of Repeater Sites and its Operation
- LOI Patnubay Report
- Maps (Troops disposition and friendly forces), its counterpart and foreign dignitaries (operations)
- Master Training Action Plan (MTAP); Annual Training Plan; and Regional Training Plan
- Movement of the Head of State, Dignitaries and VIPs during major event and visit to our country
- Movement of person under custody (Operations)
- NALECC Issuances and Resolutions
- National Civil Aviation Security Program
- Operational Plans
- PNP-AFP Joint Letter Directives, Campaign Plans and SOPs
- Radio Communication Capability
- Radio Frequencies being officially used
- Radiographic Message
- Reports/documents on Maintenance and other Operational Expenses (MOOE)
- Reports on Program and Review Analysis (PRA)
- Result of Digital Forensic Examinations on cellphones and computers
- Result of DRD Test and Evaluation
- Simulation Exercise Details

- Situation Reports
- SOCO After Activity Reports
- Strength and Capability of Augmentation of Personnel
- Troop Movement

B. INVESTIGATION

- Actions taken re COA Audit Findings
- Case Folders with complete attachments of Pending Cases
- Case Folders/Records of all Gender Based Cases (Violence against Women, Violence Against Children and Children in Conflict with the Law)
- Contents/complete attachments of the folders of Decided Cases
- Crime Details such as victims and witnesses identity
- Digital evidence containing nudity and sexual acts
- Drafted decisions subject for approval of the Disciplinary Authority
- Information System Source Code
- Intensification of Police Operations
- Inter-Agency Committee on Legal Action Cases
- Investigation Competency Trainings (Order of Merit)
- Isolated Cases Involving Minor and Heinous Crime
- Investigation Report of Pending Cases
- List of PNP personnel who were found positive for drug use pending resolution of their administrative cases in view of the Confidentiality Rule as provided by RA 9165
- Matters consulted to a lawyer by a PNP member
- Report on Internal Cleansing
- Specific location of person under custody at the PNP custodial service unit
- Unit Crime Periodic Report (UCPER)

C. INTELLIGENCE

- Intelligence Alpha List
- Intelligence Fund
- Classified documents (confidential and secret) with respective security advise is not intended for public dissemination
- Complete Background Investigation (CBI) of Personnel/PO1 Applicants/NUP Applicants
- Detailed Itinerary of Ranking/ Government Officials and Foreign Dignitaries
- Implementation of Warrant of Arrest or Search Warrants
- List of High Value Target of Drug Related Cases
- List/Bio Profile Forms of Drug Personalities
- List of Sightings
- Other Network related Configuration and Security Documents
- Radio Network Program for Special Events such as APEC, ASEAN Summit, BIMP-EAGA, visits of Foreign President/Dignitaries, etc
- Reminders on NPA/LAGs/LTG Attacks and Counter Measures
- Report on Internal Security Operations (ISO) Incidents Accomplishment & CNN Activities
- Security Coverage to all occasion deployment security to code 1, code 2 and other VIPs
- Security Survey Inspection on Business, Banking and other Financial Establishments
- Summary of Information of Targets
- Tactical Interrogation Report
- Target Hardening Measures
- Threat Assessment for Issuance of PTCFOR
- Tokhang and Project Double Barrel Personalities
- Transferred PNP Personnel Under Monitoring

D. POLICE COMMUNITY RELATIONS

- COMPACT Target Barangays
- Media Lines (Internal)
- Local Government Unit/Non-Government Organization Support
- Pastoral and Family Counselling Records
- Source of INFOTEXT from Hotline 888; PNP text “BATO”; and Text 2920

E. ADMINISTRATIVE

- Accomplished BIR forms No 2306, 2316 and 2307
- Actions taken re COA Audit Findings
- Accomplished BIR forms No 2306, 2316 and 2307
- Advice to debit account validated by LBP
- Amount and Monthly Pension of Retiring/Retired PNP Personnel
- Cash Book
- Certificate of Declared Legal Beneficiaries
- Communication Electronics Operating Instruction (CEOI)
- Computer Generated Personal Data Sheet (PDS) and General Information (GI)
- Computer Network Plan
- Configurations, Logs, and Reports of Firewalls
- Configurations and Logs of Switches
- Database Records
- Data from HPG - Archive
- Data for Record Check
- Delinquency Report
- Detailed Floor Plan of PNP Buildings
- Interview Evaluation Form of Applicants filled out by the members of the promotion board pending approval of appointment and resolution

- Issuances (Special Orders/General Orders/Letter Orders)
- Leave Records (Breakdown of Leave Credits)
- Letter Orders (Travel Order, Detailed Order)
- List/Name of Applicants who Failed in Psychiatric and Psychological Examination (PPE) and Physical, Medical and Dental Examination (PMDE)
- Memorandum Training Directives
- Name of PNP personnel with Administrative and Criminal Cases
- Non-Property Accountability Clearance;
- Office Journal
- Payroll and Pension Information (Names, amounts, Claims, and other Relevant Information)
- Payslips
- Personal Services Claims (PS)
- Physical Fitness Sports Development Program
- Pink Blotter
- PNP Housing Data
- PNP ID Cards
- PNP Personnel Reassigned in PRO ARMM and Augmented to Task Force Basilan
- PNP Physical Conditional and Combat Sports
- Data Monitoring of Career Mandatory Courses
- Data Monitoring of Weight Loss
- Payroll and Pension Information (Names, Amounts, Claims and Other Relevant Information)
- Program of Expenditures (POE)
- Program of Instruction, Budgetary Requirements and Specialized Training Pictorials
- Recommendation of RIAS pending approval of Disciplinary Authority
- Reinstated PNP Personnel Reassigned in PRO ARMM
- Reports on Cash Advances
- Reports on Disbursing Officers Balances

- Report on Downloading of PINSP and PO1s for Patrol Duties
- Report on Financial Operation
- Reports on Monthly Disbursement of Funds
- Result of Board Deliberation and Worksheet pending approval
- Salary System
- Service Records
- Specialized Training
- Summary Hearing Officer resolution of administrative complaints against PNP personnel
- Sworn Statement of Assets and Liabilities Network (SALN)
- System Documentation
- 201 File of PNP Uniformed and Non-Uniformed Personnel
- Update on PCOS Occupying COP Position as OIC Capacity
- User Names and Passwords of Network Equipment
- Utilization of Monthly Allocation and Expenses Reports
- Utilization of MOOE Fund for POL and Repair of Vehicles
- Vouchers

TECHNICAL WORKING GROUP

Creation of PNP People's Freedom of Information (FOI) Manual

PCSUPT ARNOLD D GUNNACAO (Deputy Director, DPL)
Chairman

PCSUPT WILBEN M MAYOR (Deputy Director, DPCR)
Vice-Chairman

Members

PSSUPT RODOLFO S AZURIN JR	(AEx-O, DPRM)
PCSUPT FERDINAND O DIVINA	(Ex-O, DI)
PCSUPT RENE P PAMUSPUSAN	(Ex-O, DO)
PCSUPT ANGELITO A CASIMIRO	(Ex-O, DL)
PCSUPT JOSELITO M VERA CRUZ	(Ex-O, DC)
PSSUPT MARIO N RARIZA JR	(AEx-O, DPCR)
PCSUPT ADELIO BENJAMIN G CASTILLO	(Ex-O, DIDM)
PSSUPT JOSE CHIQUITO M MALAYO	(AEx-O, DHRDD)
PCSUPT EPIFANIO A BRAGAIS JR	(Ex-O, DRD)
PCSUPT NORBERTO D SOLOMON	(Ex-O, DICTM)
PCSUPT EDGARDO G PAMITTAN	(Ex-O, DIPO-NL)
PCSUPT ANTHONY S ALCAÑESES	(Ex-O, DIPO-SL)
PSSUPT JOHNSON C ALMAZAN	(AEx-O, DIPO-VIS)
PCSUPT JOSELITO M DANIEL	(Ex-O, DIPO-EM)
PCSUPT PETRONELLI M BALDEBRIN	(Ex-O, DIPO-WM)
PDIR LEO ANGELO D LEUTERIO	(DIG, IAS)
PSSUPT GEORGE L ALMADEN	(DD, LS)
PSSUPT DANIEL C MAYONI	(ADD, ITMS)
PSSUPT VICTOR V AREVALO	(DD, CPSM)
PSSUPT HONORIO R AGNILA	(Dep Chief, PIO)

TECHNICAL WORKING GROUP SECRETARIAT
Creation of PNP People's Freedom of
Information (FOI) Manual

Head Secretariat

PSSUPT GEORGE D DASKEO
Chief, Plans and Programs Division, DPL

Members

PSUPT DOROTHY A DU (DPL)
PSUPT LALAIN M BAÑARES (DPL)
PCINSP LISTER A SAYGO (DPL)
SPO3 Ruby Ann C Angway (DPL)
SPO3 Rodel I Garcia (DPL)
NUP Maria Luz M Billones (DPL)
NUP Cornelio Manuel S Beluso (DPL)
NUP Marichu C Lim (DPL)
NUP Christy L Lingan (DPL)
NUP Teresita M Haris (DPL)
NUP Joan R Cruzada (DPL)