



Department of the Interior and Local Government
People's Freedom of Information Manual

FOREWORD

One of the fundamental rights of the Filipino people enshrined in the Constitution is the right to information. In order to fulfill this mandate, the present administration issued Executive Order No. 02 instructing all government agencies to give citizens access to public documents, as well as to draft their own freedom of information (FOI) manual.

With this guidance, the Department of the Interior and Local Government (DILG) has come up with the People's Freedom of Information Manual which outlines the coverage, limitations and exceptions for public disclosure and the procedures for accessing public documents.

The Manual also prescribes the processing period for the request, and a redress mechanism in case of a delay or denial of the same.

Through this guidebook, the DILG will have a clear-cut rule as it upholds the right of its clients to have access to the official records, documents, papers, transactions, and decisions of the agency.

The Manual is made possible through the concerted efforts of the DILG's FOI Manual Team led by Assistant Secretary EPIMACO V. DENSING III, as Chair. We also acknowledge the valuable contributions of the other team members in the development and completion of this Manual.

We therefore encourage DILG officials and personnel to use this Manual as basis in disclosing information to the public and hope that through this medium, we will be able to promote an open, transparent and accountable government.



ISMAEL D. SUENO

Secretary

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I. PREAMBLE

WHEREAS, pursuant to Article 28, Article II of the 1987 Constitution, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law;

WHEREAS, Section 7, Article III of the Constitution guarantees the right of the people to information on matters of public concern;

WHEREAS, the incorporation of this right in the Constitution is a recognition of the fundamental role of free and open exchange of information in a democracy, meant to enhance transparency and accountability in government official acts, transactions or decisions;

WHEREAS, the Executive Branch recognizes the urgent need to operationalize these Constitutional provisions;

WHEREAS, the President, under Section 17, Article VII of the Constitution, has control over all executive departments, bureaus and offices, and the duty to ensure that the law 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;

WHEREAS last July 23, 2016, President Rodrigo Roa Duterte 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 Therefor";

WHEREAS, Section 8 of Executive Order No. 2 states that "Every government office is directed to prepare within one hundred (120) calendar days from the effectivity of this Order, its own People's Freedom of Information (FOI) Manual".

II. SHORT TITLE

Department of the Interior and Local Government (DILG) Local Government Sector
People's Freedom of Information Manual

III. DEFINITION OF TERMS

- (a) **Information** – shall mean any records, documents, papers, 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 any similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under 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/s** – shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.
 - (c) **Public Record/s** – shall include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.
 - (d) **Sensitive Personal Information** – shall refer to personal information 1) about an individual race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations; 2) about an individual health, education, genetic or sexual life of a person, or to any proceedings for any offense committed or alleged to have committed by such person, the disposal of such proceedings or the sentence of any court in such proceedings; 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.
 - (e) **Confidential Documents** – shall contain 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.
 - (f) **Restricted Documents** – shall contain information and material which requires special protection other than those classified as confidential.
 - (g) **Simple Transactions** – shall refer to requests or applications which shall be processed not longer than five working days from the date of receipt (e.g. office profile, memorandum circular)
 - (h) **Complex Transactions** – shall refer to requests or applications which shall be processed within ten (10) working days from the date of receipt (e.g. legal documents)
 - (i) **DILG** – shall refer to the Department of the Interior and Local Government and its Bureaus, Services and Offices.
 - (j) **Field Offices** – shall refer to all DILG regional, provincial, city, and municipal offices, including ARMM.
 - (k) **Requesting Person** - shall refer to the person who makes an official request for access to information.
 - (l) **FOI Receiving Officer**– shall refer to the person receiving and recording the request.
 - (m) **FOI Action Officer** – shall refer to the person processing the request as designated by the head of office.
 - (n) **FOI Decision-Maker** – shall refer to the officer granting or not granting the request.
 - (o) **Records Keeper** – shall be in charge of keeping, , maintaining, archiving, and releasing documents.

IV. SCOPE OF APPLICATION

This manual shall govern all requests for information from the DILG Central Office and all its field offices, specifically in the local government sector.

All attached agencies under the DILG namely, National Police Commission (NAPOLCOM), Philippine National Police (PNP), Bureau of Fire Protection (BFP), Bureau of Jail Management and Penology (BJMP), Philippine Public Safety College (PPSC) and Local Government Academy (LGA) shall have their own FOI Manuals.

V. COVERAGE

This pertains to all information/documents that can be accessed by the public as listed under *Annex C*.

VI. EXCLUSIONS AND LIMITATIONS

- i. Information classified as ***sensitive personal information*** of an official/personnel which would constitute an unwarranted invasion of his or her personal privacy. However, the requesting person can be provided access to such personal information if it forms part of a public record, and the official/personnel has consented, in writing, to the disclosure of information.
- ii. The information is classified or marked as ***restricted documents*** in a legal proceeding (e.g. appealed cases, orders and resolutions pertaining to employees and officials of the Department).
- iii. The information is classified or marked as ***confidential documents*** (e.g. Memorandum related to Wanted Personalities and Investigation Reports against local officials/employees).
- iv. Information on the Statement of Assets, Liabilities and Net worth (SALN) of an official/personnel, particularly if the following conditions exist:
 - a. the DILG is not the official repository of the requested SALN;
 - b. the requested SALN is not on file with or in actual possession of the DILG;
 - c. the purpose of the request is contrary to law, morals, or public policy;
 - d. the identity of the requesting party appears to be fictitious;
 - e. the requesting person has a derogatory record of having misused any information previously furnished to him/her; and
 - f. there are grounds to believe that the request is being made with a plainly discernible improper motive (e.g. harassment) or other analogous circumstances.
- v. 201 Files

VII. PROCEDURE

i. How request is made

- (a) A written request must be submitted to the concerned bureau/service/office using the prescribed DILG Request Form (see attached). Said form is widely available at various bureaus/services/offices. It can also be downloaded from the DILG official website under the **Reports & Resources>Resources&Downloads>Forms** that can be filled-up electronically and printed for submission by the requesting person.
- (b) The request shall contain/state the following needed information:
- Date of the request
 - Name of the Requesting Person
 - Mailing Address
 - Contact Number (landline and cellphone)
 - Email address, if any
 - Name of the organization on behalf of which represented by the requesting person, if any,
 - Brief description of the information being requested, and the reason or purpose for requesting such information,
 - 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:
- Company ID,
 - GSIS/SSS ID,
 - Voter's ID,
 - Passport,
 - Driver's license,
 - PRC ID,
 - Senior citizen's ID,
 - Postal ID,
 - Philhealth ID.
- (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 illiterate, has a disability, or is a senior citizen who is unable to complete a written request, the designated FOI action officer from

the concerned bureau/service/office shall assist him/her fill-out the request form.

ii. 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.

iii. Processing of Requests

- (a) The processing of a request shall not exceed five (5) days for simple transactions and ten (10) days for complex transactions. Processing shall commence from the receipt of a request until the decision of the concerned officer to grant or deny the request.
- (b) The processing period may be extended beyond 10 days if:
 - There is a need for extensive search in the DILG's records facilities or examination of voluminous records;
 - There are fortuitous events (eg: typhoon, suspension of office, etc.) or other similar circumstances;
 - There is/are **insufficient detail/s** indicated in the request to enable the office to promptly identify the desired record(s);
 - The information requested is related to records that are part of a **court proceeding**.

In these cases, the action officer from the bureau/service/office concerned shall notify the requesting person of the reasons for extension. In case the information being sought/requested can be viewed or accessed in the official DILG website, the FOI action officer shall immediately inform the requesting person regarding its availability online.

Once a decision is made to grant the request, the person making the request shall be notified immediately in writing of such decision.

- (c) 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 action officer, shall advise the requesting

party or his authorized representative to file the request to the responsible action unit of the Department.

- (d) 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.
- (e) In case such request is disapproved, the FOI decision-maker who rendered the decision shall send a formal letter to the requesting person within five (5) days citing the reason/s for the disapproval including a list of specific requirement/s which the client failed to submit/indicate.

iv. Granting of the Request

- (a) The FOI decision-maker shall be responsible for granting the request for access to information/documents. He/she is not allowed to charge any fee for such information.
- (b) The FOI decision maker is permitted to extend the time period for acting on the requested information beyond five (5) days for simple transactions and ten (10) days for complex transactions provided that he/she notifies the requesting person regarding the reason/s for extension and the additional information/clarification needed.
- (c) Reproduction of the documents/records/information is free of charge. However, if the number of pages exceeds 50, the requesting person shall be charged P3.00 per page for reproduction and additional P2.00 for authentication. An order of payment shall be issued by the Accounting Division prior to the payment at the Cash Section which shall issue an official receipt to the requesting person. (Use form prescribed in Annex D)
- (d) 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 DILG field office to which the requested information will be transmitted.
- (e) Copies of all requests for information and the corresponding actions made by the FOI Decision-Maker of concerned bureaus/services/offices shall be furnished to both the designated FOI Record Keeper and the DILG Central Records Section for filing purposes.

In the case of field offices, they shall create and/or maintain their own records management system for all requests and actions pertaining to FOI.

VIII. 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 five (5) 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.

Failure to notify the requesting person of the action/s taken on the request within the period herein stipulated shall be deemed a denial of the request for access to information.

i. Grounds for Denial

- (a). The information/public record/official record being requested is not within the coverage of this manual as stated in Section V.
- (b). The information/public record/official record being requested is among the exclusions stated in Section VI.
- (c). The requesting party failed to comply with the requirements stated in Section VII.
- (d). The information/ public record/ official record being requested is not in the possession or control of the office.

ii. Duty of the FOI Action Officer

If the FOI action officer (Sec. VII.iii), upon review of the request finds any ground for denial (Sec. VIII.i), 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 in Annex B.

iii. Duty of the FOI Decision Maker

If the FOI decision-maker concurs with the recommendation of the FOI action officer (Sec.VIII.iv), he/she shall cause the immediate issuance of the notice of denial. However, in the event that he/she finds no ground for denial of the request, he/she can instruct the FOI action officer to continue processing the same.

iv. Period of Issuance of Notice of Denial

All notices of denial in relation to the FOI shall be issued to the requesting party within five (5) days from receipt of the request either personally or by registered mail.

IX. APPEALS IN CASES OF DENIAL OF THE REQUEST

i. Where to appeal?

Denial of all request for access to information shall be appealed to the DILG Central Appeals & Review Committee (CARC), which is headed by the Secretary of the Interior and Local Government (SILG).

ii. When to appeal?

An appeal may be filed within fifteen (15) days from receipt of the notice of denial or from the lapse of the relevant period to respond to the request.

iii. How to appeal?

- (a) The person whose request was denied can send a letter of appeal to the SILG as Head of the DILG CARC.
- (b) 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 timeliness of the appeal. The notice of denial (ANNEX "B") shall also be attached to the letter.

iv. Action of the Office of the Secretary

- (a) The DILG CARC, headed by the Secretary, shall decide the appeal within thirty (30) working days from the filing of the same. Failure to decide within the afore-stated period shall be deemed a denial of the appeal.
- (b) 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.

X. 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.

a. Repository of records – the DILG shall keep its records through a management system classified as follows:

- i. Central Records – central office repository of records/information
- ii. Operating Units (Bureaus, Services, Offices) – operating units at the central office shall maintain a repository of records
- iii. Field Offices– each DILG Regional, Provincial, City, and Municipal Offices shall maintain a repository of records

b. Records Keeper – the following officials shall be in charge of receiving, keeping, transmitting, maintaining, archiving, and disclosure of documents:

- i. Central Office– Chief Records Section, Personnel Division

ii. Operating Units – designated Records Officer of each bureaus, services and offices

iii. Field Offices – the records section chief of DILG Regional Offices, designated officials at the Provincial/CityOffices and Municipal Local Government Operations Officer (MLGOO)

c. Records Format – the following are considered records for the purpose of this manual:

i. Hard copy – public records, reports, minutes of meetings, papers, periodicals, books or other items, articles or materials, in the form of print, which by their nature and characteristics have enduring value and are created or received in the conduct of a Bureau, Office, or Services in the conduct of its affairs

ii. Electronic – information in electronic form, including but not limited to documents, signatures, seals, texts, images, sounds, speeches, or data compiled, created, received, recorded, or stored by means of any recording device, process, computer or other electric device or process in the conduct of an office's affairs

iii. Web-based – information, knowledge, facts, concepts, or instructions which are being prepared, processed or stored online and which can be shared to any type of computer device including devices with data processing capabilities like mobile phones, smart phones, computer networks and other devices connected to the internet

XI. Administrative Sanction – Failure to comply with the provisions of this Order may be a ground for disciplinary actions against any erring public officer or employee as provided under existing laws or regulations. (*Refer to Annex E*)

XII. 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.

XIII. EFFECTIVITY

This Manual shall take effect immediately upon publication in a newspaper of general circulation.

Annex A. Request Form

Instructions for filling-out the Request Form:

1. The Requesting Party shall indicate his/her name (surname, first name, middle name), the date when request has been made, residential address, contact number, name of office and office address.
2. The document/record being requested must be specified, together with the specific purpose in requesting such file. Such request shall not be acted upon by the Records Section (RS) personnel if the requesting party fails to indicate the specific information/document/record being requested and the specific reason for such request.
3. The requesting party shall put a check (✓) mark on the box of the desired mode of receiving the information/ document/ record being requested. If the desired mode of receiving is "to be picked-up", the requesting party shall need to appear personally at the office of the DILG Records Section. An authorized representative may pick the requested file in lieu of the requesting party, provided that an Authorization Letter and two (2) valid IDs will be submitted and presented.
4. The requesting party shall certify that the information written in item A, B, C and D are true and correct, by affixing his printed name and signature in item "E" of this form.
5. The RS personnel who received the accomplished request form shall indicate his/her name and signature in the space provided in item "F". The request form shall be forwarded to the Action Officer concerned, for proper disposition of the request.
6. The Action Officer shall check the status of the document, if the information/document/record being requested is available, already disposed, or not available (no such record maintained by RS).
7. The Action Officer shall put a check (✓) mark on the action being taken, such as:
 - 7.1. **Issued Certification** – if the information being requested is not available;
 - 7.2. **Issued Certified Copy** – if the party requested an authenticated copy of the information/document/record. The number of copies and the total number of pages of record being requested must be specified. Corresponding fees shall be charged which shall be determined by the Action Officer concerned.
 - 7.3. **Provide photocopy only** – if the party requested a photocopy of the information/document/record being requested.
8. The Action Officer shall put the **assessed fee** in the space provided in item "F" of this form. Upon indicating the amount to be paid by the requesting party, the request form shall be returned to the requesting party.
9. The requesting party shall then proceed to the Accounting Division to seek an Order of Payment slip. Afterward, the requesting party shall proceed to the Cash Section to pay the applicable fees.
10. Upon payment, the requesting party shall return to the Records Section and present the OR Number attached to the Request Form. The official receipt (OR) number, OR date and amount paid shall be indicated by the Action Officer in the said form. Upon completion of all the details required, the Action Officer shall release the document/record to the requesting party or his duly authorized representative.
11. Upon released of request, the requesting party or his duly authorized representative shall indicate his name and signature as provided in item "G".
12. The IDs presented and the date of released shall be also indicated therein by the Action Officer of the Records Section.

Annex B. Notice of Denial



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

DILG-NAPOLCOM CENTER, EDSA CORNER, QUEZON AVENUE, WEST TRIANGLE, QUEZON CIT

I.

NOTICE OF DENIAL OF FOI REQUEST

Denial of Request of Document/Public Record/Information

Request No.: _____ Date Received: _____ Check if received via: Email Fax

Time: _____ Date of this Notice: _____ Hand-delivered Others _____

Name of Person Requesting: _____ Contact No.: _____

Mailing Address: _____

Email: _____ Fax No.: _____

Document/Public Record/Information Requested: _____ (Insert description of record/s) _____

Nature of Request: Copy Certified copy Record

II.

All OR Part of your request for records has been denied. Please refer to this form for explanation. If you have any questions regarding this denial, please contact the FOIA coordinator on the numbers provided below.

Reason(s) for Denial:

- i. The document/public record/information being requested is not within the coverage of this manual as stated in Section VI
- ii. The document/public record/information being requested is among the exclusions as stated in Sec. VII
- iii. The requesting party failed to comply with the requirements stated in Section VIII
- iv. Failure to pay the prescribed fees
- v. The document/record/information being requested is not in the possession or control of the office
- vi. The document/public record/information being requested fails under any of the exceptions found by the Department of Justice (DOJ) and the Office of the Solicitor General (OSG) as mentioned in Sec. A of Executive Order No. 02
- vii. The request is identical or substantially similar to a previous request as provided in Sec. 11 of Executive Order No. 02

"Matino, Mahusay at Maaasahan"

Diosdado Macapagal Government Center
Maimpis, City of San Fernando, Pampanga

Telephone Nos.: 045-455-3209 Telefax: 045-455-2405, 455-2472, 455-3208



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

DILG-NAPOLCOM CENTER, EDSA CORNER, QUEZON AVENUE, WEST TRIANGLE, QUEZON CIT

Recommending Approval Disapproval

APPROVED **DISAPPROVED**

Name and Position of FOI Processor

SILG (or the Office of the
RD/PD as the case may be)

Date

"Matino, Mahusay at Maaasahan"

Diosdado Macapagal Government Center
Maimpis, City of San Fernando, Pampanga

Telephone Nos.: 045-455-3209 Telefax: 045-455-2405, 455-2472, 455-3208

Annex C. List of DILG information and documents that can be accessed by the public

I. Budgetary and Financial Records

- ✓ Approved Budget per General Appropriations Act (GAA)
- ✓ Financial Statements
- ✓ Financial Reports (Statement of Financial Position; Statement of Financial Performance; Statement of Changes in Net Asset/Equity; Statement of Financial Cash Flow; Notes to Financial Statement (FS); Trial Balances)
- ✓ Financial Plans
- ✓ Reports of Checks Issued
- ✓ Bids and Awards Committee – Public Bidding Documents and all related documents
- ✓ Procurement-related documents
- ✓ Philippine Government Electronic Procurement System (PhilGEPS) Posting
- ✓ Annual Procurement Plan
- ✓ Budget and Financial Accountability Reports (BFAR)
- ✓ Statement of Cash Flow
- ✓ Status of Allotments and Obligations
- ✓ Status of Funds
- ✓ Report of Disbursements
- ✓ Cash Advances
- ✓ List of Due and Demandable Accounts Payable
- ✓ Reports of Gasoline Consumption
- ✓ Full Disclosure Policy (FDP) financial documents of local government units

II. Administrative Records

- ✓ Office Profile
- ✓ DILG Organizational Chart and Structure
- ✓ Office Directory
- ✓ Job Vacancy
- ✓ Regional Orders
- ✓ Travel Orders
- ✓ Foreign and local scholarships/grants
- ✓ Compensatory Time Off (CTO) Credits
- ✓ DILG Brand Identity Manual (BIM)
- ✓ Citizen's Charter
- ✓ Memorandum circular
- ✓ Joint memorandum circular
- ✓ Contracts
- ✓ Memorandum of agreement (MOA)
- ✓ Memorandum of understanding (MOU)
- ✓ Drivers Trip Ticket
- ✓ Purchase Request/Purchase Orders/Request for Quotation
- ✓ Issuance of authorization to Conduct Conventions, Seminars and Similar Activities
- ✓ Endorsement request for authority to acquire Local Government Motor Vehicles

- ✓ Issuance of Certification for granting Civil Service (CS) Eligibility to the Members of the Sangguniang Panlalawigan/Panlungsod/Bayan/Barangay
- ✓ Issuance of Certification on Incumbency or Services Rendered of Elective Local Officials
- ✓ List of local officials and employees issued with Department Authorization relative to foreign travel
- ✓ Approved Foreign Travel Authority of local officials and employees
- ✓ Certificate of Appointment of officials in case of permanent vacancy
- ✓ Memorandum to Elective Local Officials (i.e. Order in implementing court, Sandiganbayan, Commission on Elections (COMELEC), Ombudsman, Supreme Court decisions, order and resolutions except memo that falls under the exception of the FOI)
- ✓ Quality Management System (QMS)
 - Quality Manual
 - Operating Procedure Manuals
 - System Procedure Manual
 - QMS Reports
- ✓ Agency Action Plan and Status of Implementation (AAPSI) of the Commission on Audit (COA) Consolidated Annual Audit Report
- ✓ All other administrative issuances

III. Program, project and activity (Status, compliance/accomplishments and other related reports)

- ✓ DILG Annual Operations Plan and Budget
- ✓ DILG Project Profiles
- ✓ DILG Annual Accomplishment Reports (Local Government & Interior Sector)
- ✓ DILG Gender and Development (GAD) Accomplishment Report
- ✓ DILG Accomplishment Report per Operations Plan Budget (OPB)
- ✓ DILG Accomplishment Report per Performance-Based Bonus (PBB)
- ✓ DILG-State of the Nation (SONA) Technical Reports
- ✓ DILG-Official Development Assistance (ODA) and Locally-Funded Projects (LFP) Reports
- ✓ DILG-Planning Service (PS)-Monitoring and Evaluation Division (MED-ISO) Documents
- ✓ BuB Portal Entries
- ✓ BuB Management Reports
- ✓ BuB National Expenditure Program (NEP)/GAA List FY 2014-2016
- ✓ List of approved Assistance to Disadvantaged Municipalities (ADM) projects
- ✓ ADM Consolidated Project List FY 2017
- ✓ DILG Seal of Good Local Governance (SGLG) results
- ✓ Status of DILG Locally-Funded Projects (Physical and Financial)
- ✓ Project Guidelines and Relevant Issuances
- ✓ Report on the Compliance of LGUs to the Full Disclosure Policy (FDP)
- ✓ Report on the Compliance of LGUs on the Mainstreaming of the Magna Carta of Women
- ✓ Compliance to Business Permit and Licensing System (BPLS) standards

- ✓ Status Regional Peace and Order Council (RPOC)
- ✓ Status of Barangay Anti-Drug Abuse Councils (BADACs)
- ✓ FDP Compliance Summary
- ✓ FDP Compliance Certifications issued to fully-compliant LGUs
- ✓ Report under Policy Audit Compliance Tracking System (PACTS) 2013-2016
- ✓ Feasibility Study/Project Proposals
- ✓ Peace and Order and Public Safety (POPS) Plan of LGUs (with reservations on chapters considered confidential)
- ✓ LGU accomplishment reports relative to their implementation of their respective POPS Plans
- ✓ LGU Key Performance Indicator Report on the Manila Bay Cleanup, Rehabilitation and Preservation Program (MBCRPP)
- ✓ MBCRPP Accomplishment Report
- ✓ Manila Bay-Environmental Compliance Audit assessment results (list of awardees and finalists)
- ✓ LGU reports on policies monitored (e.g. Local government transition, audit of mining sites, etc.)
- ✓ Local Governance Performance Management System (LGPMS) assessment results and profiles
- ✓ Lupong Tagapamayapa Incentive Award (LTIA) annual results
- ✓ Project Documentation Reports on the DILG Technical Assistance Program for Local Resource Institutes
- ✓ Directory of LGU leagues
- ✓ Directory of mapped provincial civil society organizations (CSO) networks
- ✓ Inventory and Monitoring of Functionality of Local AIDS Councils (LACs)
- ✓ Inventory of authorized trainings, activities and/or lakbay-aral of LGUs and travels of DILG personnel

IV. LGU-generated/related reports and documents

- ✓ LGU Plans
- ✓ List of all local government units (provinces, cities and municipalities)
- ✓ List of all local government units by income classification, provided by the Bureau of Local Government Finance of the Department of Finance
- ✓ Directory of Local Officials
- ✓ Master lists of Local Councils/Committees
- ✓ Report of LGUs on Katarungang Pambarangay (KP) cases
- ✓ Inventory of LGU Codes and Plans
- ✓ Copies of LGU Executive and Legislative Agenda
- ✓ Copies of LGU Capacity Development Agenda
- ✓ Citizen Satisfaction Reports of LGUs
- ✓ Elective Officials Data Sheet
- ✓ Rationalized Planning System implementation
- ✓ Community-Based Monitoring System under Bottom-up Budgeting (BuB) implementation
- ✓ GAD Focal Point System Organization
- ✓ Functionality of GAD
- ✓ Detailed Engineering Design (DED) of project

- ✓ Program of Works of Projects
- ✓ Directory of the members of Local Special Bodies (LSBs)
- ✓ Directory of Regional Peace and Order Council (RPOC) members
- ✓ Functionality of Local Council Against Trafficking (LCAT) Violence Against Women and Children (VAWC)
- ✓ Databank on the Establishment of Violence Against Women (VAW) Desk

V. Barangay-generated/related reports and documents

- ✓ Report on the Death Benefit Claim
- ✓ Katarungang Pambarangay Report
- ✓ Processing of Barangay Officials' Death Benefit Assistance Funds
- ✓ Organized Solid Waste Management Committee in all barangays
- ✓ Functionalities and directory of barangay-based institutions (BBIs)
- ✓ Monitoring Compliance to Support to Katarungang Pambarangay (KP)
- ✓ Consolidated number of organized *Lupons* nationwide

VI. Information and Education Communication - (IEC) Campaign and other instructional materials

- ✓ Brochures, Audio Visual Presentations (AVPs), Magazines, and similar IECs on DILG Programs and Projects [Ugnayan ng Barangay at Simbahan (UBAS)]; Community Based Monitoring System (CBMS); Gender and Development (GAD); Sagana at Ligtas na Tubig para sa Lahat (SaLinTubig); Special Local Road Fund (SLRF); Citizens Satisfaction Index System (CSIS); Performance Challenge Fund (PCF); Lupong Tapagamayapa Incentive Award (LTIA); Seal of Good Local Governance (SGLG); President Duterte's 10-Point Agenda)
- ✓ Annual Report
- ✓ Newsletters including Provincial Newsletters
- ✓ Press Releases
- ✓ Infographics posted on Facebook and DILG official websites
- ✓ Gabay at Mapa para sa Listong Pamilyang Pilipino
- ✓ Geohazard maps
- ✓ Disaster Preparedness Manuals
 - Early Preparedness Checklist for Local Chief Executives (LCEs)
 - Critical Preparation Checklist for LCEs
 - Checklist for MLGOOs, Chiefs of Police (COPs), Fire Marshalls (FMs)
- ✓ LGU Guidebook on the Formulation of the Local Climate Change Action Plan (LCCAP)
- ✓ Simplified Guide to Codification of Ordinance
- ✓ Business Plan Formulation
- ✓ Local Investment and Incentive Code Formulation
- ✓ Local Revenue Code Formulation
- ✓ Local Climate Change and Action Plan Formulation
- ✓ Preparation of Risk Map
- ✓ Gender and Development Plan Formulation
- ✓ Gender and Development Code Formulation

- ✓ All knowledge sharing materials and information in the Local Government Resource Center
- ✓ MBCRPP Implementing Rules and Regulations (IRR)
- ✓ Assessment criteria on the Seal of Good Local Governance (SGLG)
- ✓ SGLG assessment results (list of SGLG awardees and Good Financial Housekeeping [GFH] passers)
- ✓ Local Governance Performance Management System (LGPMS) assessment areas and indicators
- ✓ LGPMS implementation mechanism (procedures and guidelines)
- ✓ KP law and its IRR

Annex D. Order of Payment

SAMPLE REFERENCE



DILG ORDER OF PAYMENT

_____ (Date)

The Collecting Officer
Cash Section

Please issue Official Receipt in favor of:

_____ (Name)

_____ (Office Address)

In the amount of _____ (P _____)

The payment of _____ (Purpose)

Account Credit _____

Per bill no _____

Dated _____

Please deposit collection under Bank
Account _____

No.	Name of Bank	Amount

_____ Chief Accountant

Annex E. Legal References

a. Executive Order 292 (Administrative Code of 1987)

- i. Book I Chapter 9 Sec. 38 (Liability of Superior Officers) – Any public officer who, without just cause, neglects to perform a duty within a period fixed by law or regulation, or within a reasonable period if none is fixed, shall be liable for damages to the private party concerned without prejudice to such other liability as may be prescribed by law.
- ii. Book I Chapter 9 Sec. 39 (Liability of Subordinate Officers) – Unless with a defense of good faith, a subordinate officer/employee shall be liable for willful or negligent acts done by him which are contrary to law, morals, public policy and good customs even if he acted under orders or instructions of his superiors.
- iii. Book I Chapter 11 Section 46 (Deposit with Archives) – official copies of annual reports shall be deposited with the National Archives and shall be open to public inspection.
- iv. Book IV Chapter 11 Section 52 (Official Logbook) – each department, bureau, office or agency shall keep and preserve a logbook in which shall be recorded in chronological order all final official acts, decisions, transactions or contracts, pertaining to the department, bureau, office, or agency. The logbook shall be in the custody of the chief Administrative Officer concerned and shall be open to the public for inspection
- v. Book IV Chapter 11 Section 53 (Government- wide Application of the Classification of Issuances)

b. Revised Penal Code

- i. **Article 226 (Removal, concealment, or destruction of documents)** – Any public officer who shall remove, destroy, or conceal documents or papers officially entrusted to him shall suffer:
 1. The penalty of prision mayor (6 years and one day to 12 years) and a fine not exceeding 1,000 pesos whenever serious damage shall have been caused thereby to a third party or to the public interest
 2. The penalty of prision correctional (6 months and 1 day to 6 years) – in its minimum and medium period and a fine not exceeding 1,000 pesos, whenever the damage caused to a third party or to the public interest shall not have been serious.
- ii. **Article 229 (Revelation of secrets by an officer)**– Any public officer who shall reveal any secret known to him by reason of his official capacity or shall wrongfully deliver papers or copies of papers of which he may have charge and which could not be published, shall suffer the penalties of prision

correccional in its medium and maximum periods, perpetual special disqualification and a fine not exceeding 2,000 pesos if the revelation of such secrets or the delivery of such papers shall have caused serious damage to the public interest.

c. Anti- Graft and Corrupt Practices Act (RA3019)

- i. **Section 3 (f)** – Neglecting or refusing, after due demand or request, without sufficient justification to act within a reasonable time on any matter pending before him for the purpose of obtaining directly or indirectly from any person interested in the matter some pecuniary or material benefit or advantage or for purpose of favoring his own interest or giving undue advantage in favor of or discriminating against any interested party.
- ii. **Section 3 (k)** – Divulging valuable information of a confidential character, acquired by his office or by him on account of his official position to unauthorized persons, or releasing such information in advance of its authorized release.
- iii. **Section 9 Penalties for violations** – imprisonment for not less than six (6) years and one (1) month nor more than fifteen (15) years, perpetual disqualification from public office and confiscation or forfeiture in favor of the Government of any prohibited interest and unexplained wealth manifestly out of proportion to his salary and other lawful income.

d. RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)

- i. **Section 5 (a) to (e) Duties of public officials and employees**
- ii. **Section 7 (C) Disclosure and/or misuse of confidential information** – Public Officials and employees shall not use or divulge confidential or classified information officially known to them by reason of their office and not made available to the public either:
 1. To further their private interests or give undue advantage to anyone;
 2. To prejudice the public interest.
- iii. **Section 11 Penalties** – Any public official or employee, regardless of whether or not he holds office or employment in a casual, temporary, holdover, permanent, or regular capacity committing any violation of this Act, shall be punished with a fine not exceeding the equivalent of six (6) months salary or suspension not exceeding one (1) year or removal depending on the gravity of the offense after due notice and hearing by the appropriate body or agency.

Violation of section 7 shall be punishable with imprisonment not exceeding five (5) years or a fine not exceeding 5,000 or both, and in the discretion of the court of competent jurisdiction, disqualification to hold public office.