



# People's Freedom of Information Manual

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RANDOM ORDER NO. 17-17436  
of 2017

MEMORANDUM  
Set

**SUBJECT: CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES  
(CIAP) PEOPLE'S FREEDOM OF INFORMATION MANUAL**

WHEREAS, Executive Order (EO) No. 02 (s. 2016) entitled, "Operationalizing in the  
Executive Branch of the People's Constitutional Right to Information and the State  
Policy, to Full, Public Disclosure and Transparency, in the Public Service, and  
Providing Guidelines Therefor,"

and regulate the growth and

development of the construction industry,

have the CIAP strengthen its regulars and  
in its control involving public interest, subject to  
the Constitution, applicable laws, rules, regulations and

WHEREAS, in compliance with the above  
commitment to release information  
limitations as provided by  
procedures;

and regulate the growth and

WHEREAS, the PAM  
as follows:

CERTIFIED TRUE COPY  
*[Signature]*  
GABRIELLE L. ILARDEA  
Undersecretary

Department of Trade & Industry

The Construction Industry Authority of the Philippines (CIAP) is a government  
attached to the Department of Trade and Industry (DTI) for policy and  
coordination. It was created in 28 November 1980 by Presidential Decree  
(PD) No. 1746 tasked to promote, accelerate, and regulate the growth and  
development of the construction industry. It acts as an administrative  
industry policy formulation, coordination with other government agencies on matters  
affecting the industry, and implementation of programs to address industry problems.  
As such, the CIAP is composed of representatives from the government and private

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secretaries headed by the Secretary of Trade and Industry as Chairman, the Secretaries of the Departments of Public Works and Highways, Transportation and Communication, Labor and Employment, etc. Chairmen of the CIAP's implementing arms, namely, Philippine Contractors Accreditation Board (PCAB), Philippine Overseas Construction Board (POCB), Philippine Domestic Construction Board (PDCB), Construction Machinery Development Foundation (CMDF), the President of the Philippine Contractors Association (PCA), Inc., and a representative of the business community.

The CIAP exercises jurisdiction and supervision over the following agencies as its implementing arms and perform the following functions:

- a) PCAB - exercise regulatory powers and exercise the following functions:

The purpose of this CIAP FOI Manual (Manual) is to provide the process, in dealing with requests for information received under Executive Order No. 2, s. of 2016, on Freedom of Information (FOI).

The Manual shall cover all requests for information directed to CIAP and its Implementing Boards as follows:

a. Philippines Contractors Accreditation Board (PCAB)

Each Implementing Board of the AGENCY shall assign their respective FROs.  
(Annex E)

### 7.5. FOI DECISION MAKER

There shall be an FOI Decision Maker (FDM), designated by the CIA head, with a rank of not lower than a Division Chief or its equivalent. He or she shall conduct a review of all requests for information and has the authority to grant the request, or deny it based on the following:

- a. The AGENCY does not have the information requested;
- b. The information requested contains sensitive personal information

are already available on the national hearing transcript, a request for information is not subject to any fee.

which promotes agency accountability for the administration of the FOIA process through the use of the Freedom of Information Act. FOIA requests are subject to the same rules as other requests.

EXEMPTIONS: Information that should not be released.

Information that is exempt from release under the FOIA.

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request can generally be made by any

email address for records@fda.gov. A FOIA

request can be made to any government office.

you contact the agency with whom you are requesting information about the FOIA process or the pending FOIA request.

FOIA REQUESTING OFFICE: The normal party can call the records office and

INFORMATION: Information released in response to a request is available on a fee basis. However, the release of information that is substantially the same records.

FREQUENTLY REQUESTED INFORMATION: A FOIA request that is the subject of subsequent requests.

AGENCY: Any of its offices, bureaus, or agencies cannot release records in response to a FOIA request because, for example, the information is exempt from disclosure under the FOIA or the records requested could be located.

FULL DENIAL: Denial of a request to release records responsive to a request.

When a government office is able to disclose records in full in response to a FOIA request.

FULL GRANT: Release of records responsive to a request.

INFORMATION: Shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, blueprints, data, research materials, forms, and other information, including electronic data, computer stored data, and other like or similar data, or materials recorded, stored or archived in whatever format, whether on-line or on-line, which are made, received, or kept in or under the control and custody of any government office pursuant to law, executive order, rule, regulation and regulations of in connection with the performance of or transaction of official business of any government office.

\*Information shall only be available to filing citizens pursuant to section 3 of the FOIA, 5 U.S.C. 552.

Office of the  
TOMA, CAROL  
Head, Records Section  
Department of Health and Human Services





**RECEIVED REQUEST OR RECEIVED APPEAL.** An FOIA request, or administrative appeal, is received by the agency within a fiscal year.

**REFERRAL.** If a process where in a government agency locates a record that originated with, or is of the primary interest to another agency, it will forward that record to the other agency to process the record and to provide the information determined by the requester.

**SENSITIVE PERSONAL INFORMATION.** As defined in the Data Privacy Act of 2010, it refers to...



FOIA Request



## SECTION 3. PROTECTION OF PRIVACY

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

3.1. The AGENCY shall be sure that personal information, particularly sensitive, reciprocal information in its custody, or under its control is disclosed only as permitted by existing laws.

3.2. The AGENCY shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure.

3.3. The ERO, EDM, or any employee or official who has access to information

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requesting party is unable to make a written request, the AGENCY shall, upon request, reduce it in writing.

4.1.2. In case the requesting party is unable to make a written request, because of ill health or disability, he or she may make a request orally and the AGENCY shall reduce it in writing.

The receipt of the written request, and the name, rank, title and position of the official who actually received it, with a date stamp, shall be stamped on the request.

4.1.3. The request shall be processed within the time specified in the request and the time of the receipt of the request shall be noted on the request.

In case of small requests, the email shall be printed out and shall be filed in the folder of the request.

The AGENCY shall maintain a list of the requests received and the procedure followed above, and shall acknowledge the receipt of the request in writing. The AGENCY shall maintain a list of the requests received and the procedure followed above, and shall acknowledge the receipt of the request in writing. The AGENCY shall maintain a list of the requests received and the procedure followed above, and shall acknowledge the receipt of the request in writing.

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4.1.4. The AGENCY must respond to requests promptly, within the fifteenth (15) working day following the date of receipt of the request. A working day is any day other than a Saturday, Sunday or a day which is declared a national public holiday in the Philippines. In computing for independence, Act 1320 of the New Civil Code shall be observed.

The information request, be it in any of the following manner:

- a. The day on which the request is physically or electronically delivered to the government office or directly into the email address of a member of staff.

identity or locate, then the agency must identify and release the information received from the requesting party, or

should the requested information need further details to be provided, the agency must commence the day after it receives the request from the requesting party. If no clarification is provided by the agency within 15 days, the request shall

## 4.2. INITIAL EVALUATION

After receipt of the request for information, the agency shall:

1. evaluate the request to





## SECTION 5. REMEDIES IN CASE OF DENIAL OF REQUEST

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

1. By filing a written appeal with the **AGENCIJA ZA ZAŠTITU PODATAKA O LIČNOSTI** (Agency for the Protection of Personal Data) Appeals and Review Committee within fifteen (15) calendar days from the date of denial of the request.

## TRACKING SYSTEM

The status of all requests for information shall be available online at the Agency's website.

## SECTION 6. REQUEST TRACKING

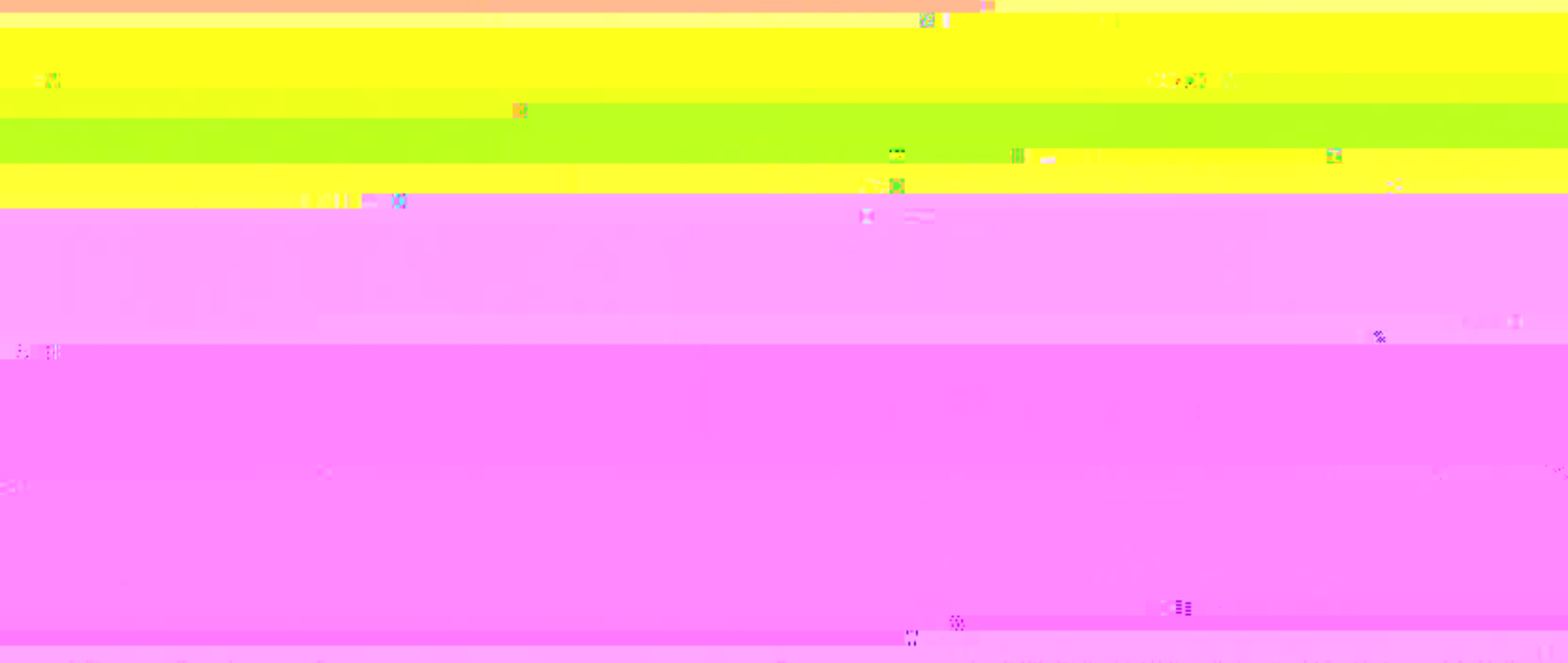
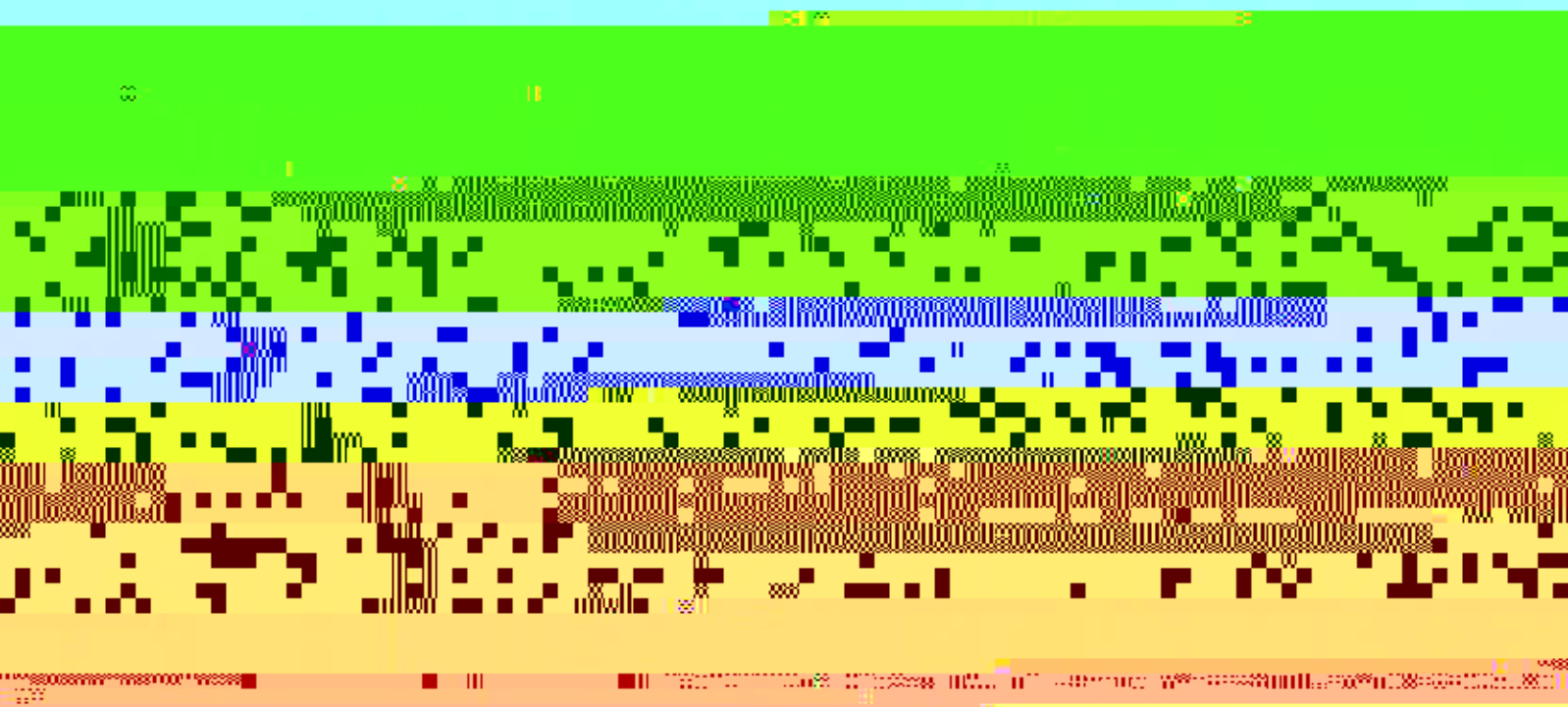
The **AGENCIJA** shall establish a tracking system for all information received by it which may be processed.

## SECTION 7. FEES

of the Board, a re-benefit of an appropriate fee as follows:

Documentary Stamp Tax  
Leda Research Unit

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# ANNEX A1 - FOI Request Flow Chart

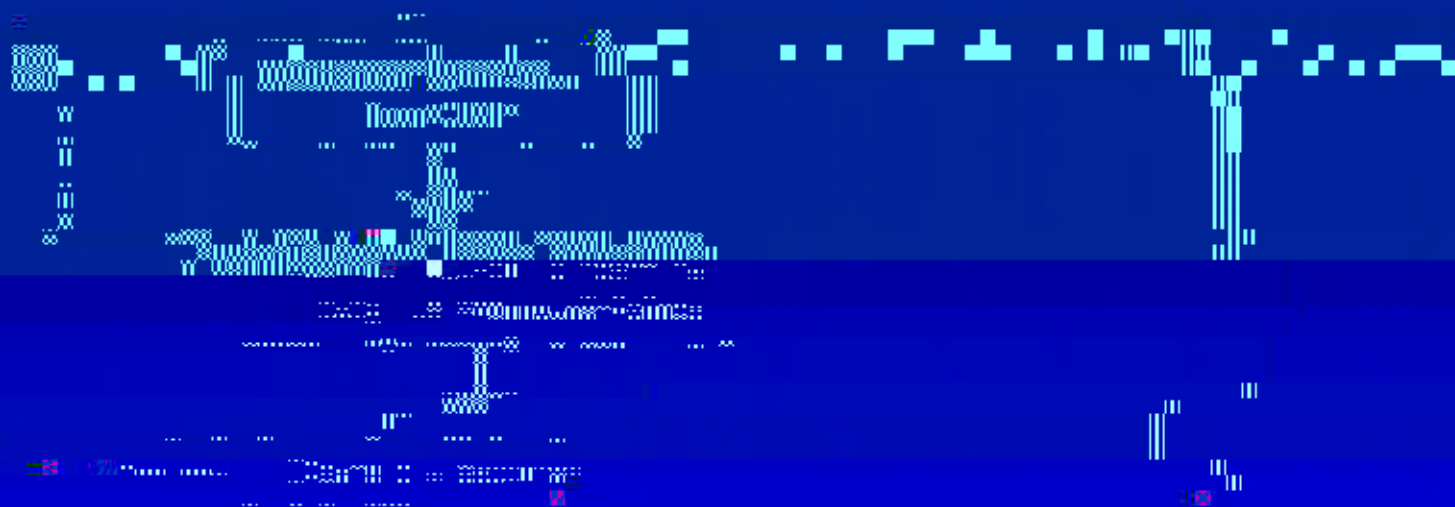
(START HERE)

Fill up FOI request form completely



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RESEARCH AND DEVELOPMENT

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

**Proof of Identity:** (Kindly check)

Passport No: \_\_\_\_\_

Driver's License: \_\_\_\_\_

School/Company ID? \_\_\_\_\_

Others: \_\_\_\_\_

**How would you like to receive the information?** (Kindly check)

Email (Email Address: \_\_\_\_\_)

Fax (Fax No.: \_\_\_\_\_)

Mail (Mailing Address: \_\_\_\_\_)

...the Department of Agency gives you access to a document, and it  
...contains no personal information about you, the information will be placed in  
...closure log, along with your name and the date you applied, and  
another person, company or body will use or benefit from the document, the name of that  
person, entity or body.

I declare that:

The information provided in the form is complete and correct;

I have read the Privacy notice;

I have presented in verifiable government-issued ID to establish proof of my identity

I understand that it is an offense to give misleading information about my identity, and the



FOI Tracking Number: \_\_\_\_\_

To be filed post-award by CIA (For Internal Use of CIA Only)

FOI Request Received: \_\_\_\_\_ Time FOI Request Received: \_\_\_\_\_ Date: \_\_\_\_\_

CONSTRUCTION INDUSTRY REGULATORY BOARD (CIRB) PROFESSIONAL COMMISSION

MANIFEST B2

MANIFEST B2  
This is to certify that the undersigned has been duly registered as a Professional Engineer in the field of **CIVIL ENGINEERING** under the name **JOSE M. B. B. B.** on **01/01/2011** at **01/01/2011** and is hereby authorized to practice the profession of **CIVIL ENGINEERING** in the Philippines.

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# Declaration

Privacy Notice, Online records available only by your request. If your application will be used by the Department of Agency, you have agreed to provide your personal information, and your application as set out in the Freedom of Information Act. The Department of Agency gives you access to a document, and if the document contains no personal information about you, the document will be published online in the Department's Agency's disclosure log. Along with your name and the date you applied, and if another person, company or business has provided information to the Department of Agency, you have agreed to provide your personal information, and your application as set out in the Freedom of Information Act.

# ANNEX C - U.S. PORT OF ENTRY Exceptions to CIA

Confidential

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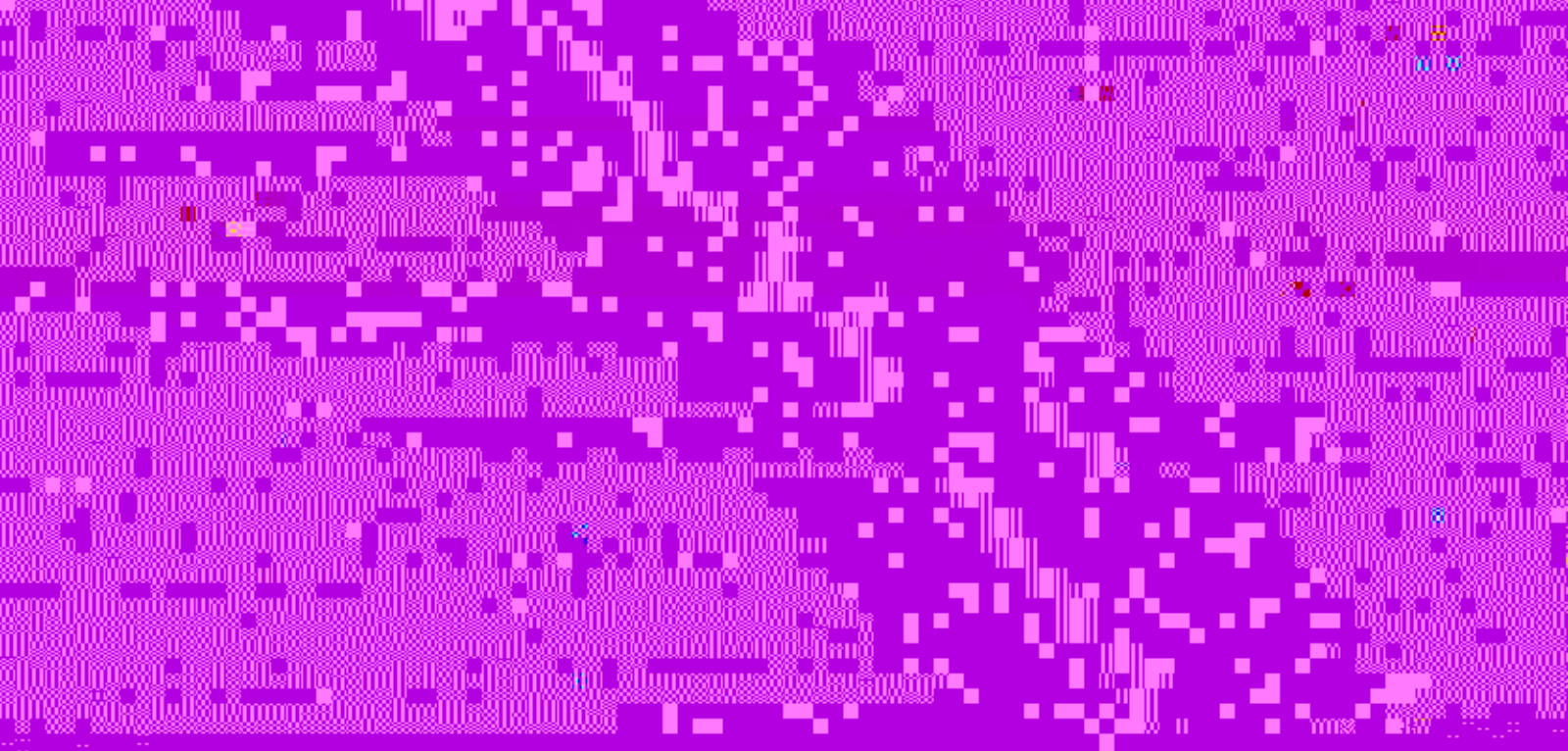
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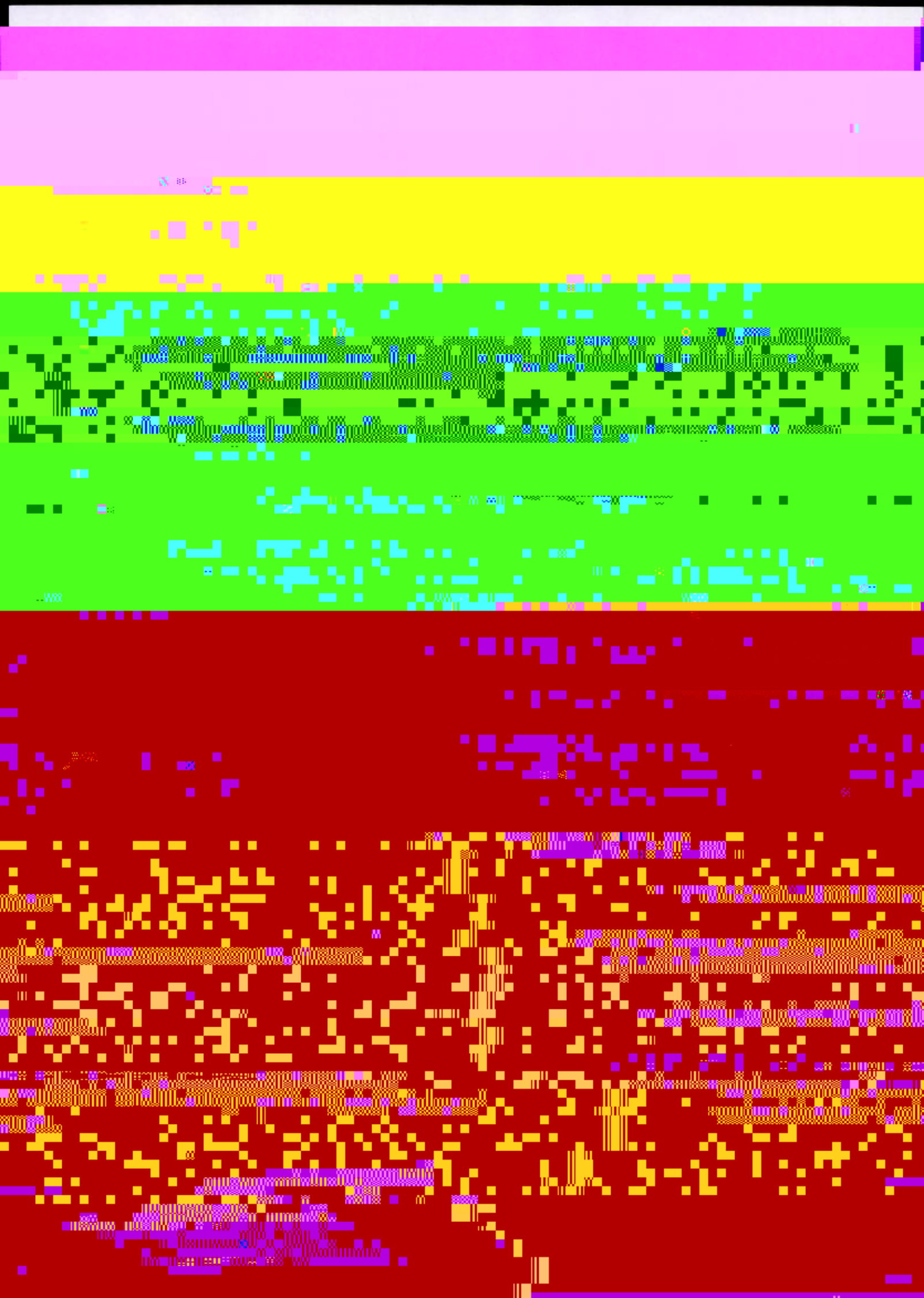
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will be... Commission... will be... Commission... will be... Commission... will be...







## 6. Web Analytics, Reporting and Information Systems...

41. How do you calculate the LIFO Reserve? [LIFO Reserve](#) "an account in financial statements that represents the difference between the cost of inventory valued using first-in, first-out (FIFO) and last-in, first-out (LIFO) methods." [LIFO Reserve](#)

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10. How long will it take before I get a response?

It is expected that all replies shall be sent fifteen (15) working days after the receipt of the request.

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12. How long will it take before I get a response?

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15. If you are not satisfied with the response, you may appeal to the Central Appeals and Review Committee within fifteen (15) working days from the date of receipt of the response.

16. If you are not satisfied with the response, you may appeal to the Central Appeals and Review Committee within fifteen (15) working days from the date of receipt of the response.

17. How long will it take before I get a response?

18. How long will it take before I get a response?

19. If you are not satisfied with the response, you may appeal to the Central Appeals and Review Committee within fifteen (15) working days from the date of receipt of the response.

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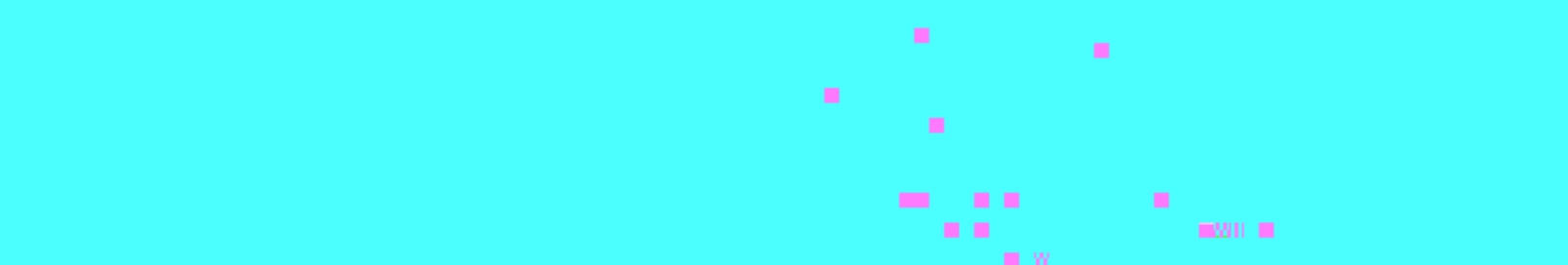
*[Handwritten signature]*  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_

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ANNEX E - FOI Receiving Officers of the AGENCY and local offices

Agency Name and Location

Agency Name and Location	CIAP Executive	5/F Executive	1. Rhonalyn P.	Telephone #.
<p>Competitiveness and Ease of Doing Business Group</p> <p>Building #301 Sen. Gil J. Puyat Avenue, Makati City</p> <p>Marvin B. Ustero</p>				<p>(02) 731-4143 731-41712</p> <p>Email Address: MarkGarcasterio@dti.gov.ph</p>



<p>Philippine Consumer Accreditation Board (PCAB)</p> <p>5/F Executive Center</p> <p>Building #303 Sen. Gil J.</p>	<p>Public Assistance</p> <p>5/F and Recruitment Information Division (PAD and</p>
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1. Identification of

Applicant and FOI

Contact Information

2. Agency/Office

FOI Receiving Office

Receiving Officer

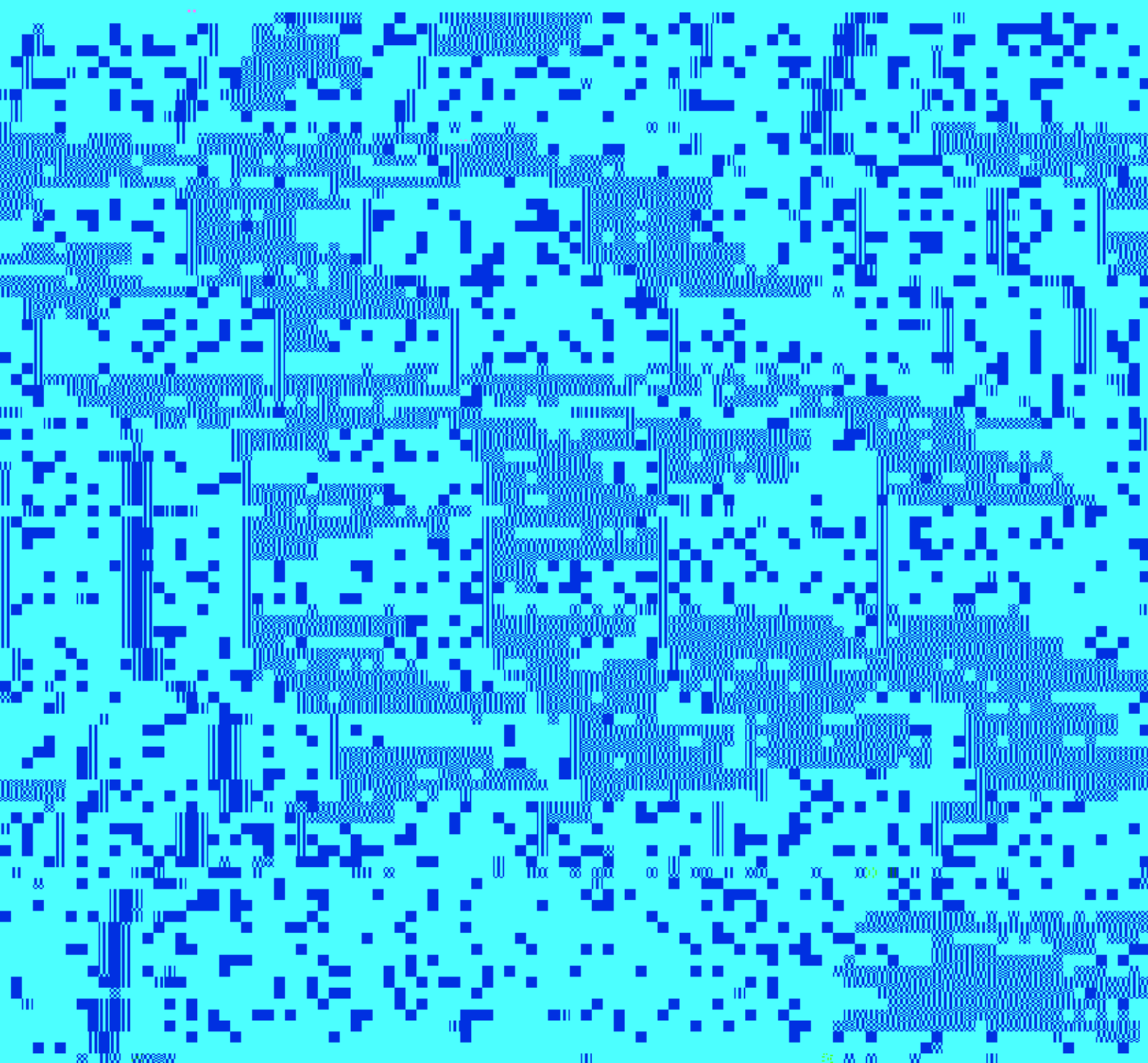
FOI Receiving Office

2. Theresa C. Brennan  
Administrative Assistant

Telephone #:  
(02) 693 4236

3. Anelise N. Domas  
Administrative Assistant

Telephone #:  
(02) 693 4236



Name of Office and FOI Decision Maker	Location of Office	Assigned FOI Office	Contact Information
Construction Industry Arbitration Commission (CIAC)	Executive Center Building #369, Sen. Gil J. Puyat Avenue, corner Makati Avenue, Makati	Office of the CIAC Executive Director	1. Friday L. Esteban, Secretary II Telephone #: (02)897-0853 Telex #: (02)897-6347
			Website: <a href="http://ciac.gov.ph">ciac.gov.ph</a>
		Division (AMCE)	

