

MODIFIED ONE PAGE FOI MANUAL

FOI Receiving Officer

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PNOC FOI REQUESTS PROCESSING FLOW

1. FOI Receiving Officer (FRO) receives the request, checks validity of request and completeness of requirements
2. FRO forwards the request to FOI Decision Maker (FDM)
3. FDM assesses the request, locates the source of information and forwards the request to the appropriate party/department and informs and consults departments with key interest.
4. FDM receives response from concerned department/s, reviews content of documents and applies relevant exemptions; considers comment/advice of officials.
5. FDM seeks clearance from President, if necessary
6. If approved FDM forwards the documents to the FRO to prepare response for transmittal to requesting party.
7. If request is denied, FDM informs the FRO to prepare response informing of the denial and reasons for such; FRO transmits the response to the requesting party.
8. If documents/information requested will require extensive search on voluminous records, or the occurrence of fortuitous event will affect the processing of the request, the FRO shall immediately inform the requesting party.
9. In case of denial of request, the requesting party must file an appeal to the PNOC Central Appeals and Review Committee within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request. The PNOC President, upon the recommendation of the Central Appeals and Review Committee, will decide on the appeal within thirty (30) working days from the filing of said written appeal. The denial of the Appeal by the PNOC President or the lapse of the period to respond to the request may be appealed further to the Office of the President under Administrative Order No. 22, s. 2011. Upon exhaustion of administrative FOI appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.