

**NEDA CITIZEN'S MANUAL
FOR PROCESSING OF FREEDOM OF INFORMATION (FOI)
REQUESTS PURSUANT TO EXECUTIVE ORDER NO. 2, SERIES OF 2016**

I. AVAILABILITY OF SERVICE

Monday to Friday, except holidays, from 9:00 a.m. to 6:00 p.m.

II. ASSIGNED STAFF AND LOCATION

NEDA Central Office

Development Information Staff
Ground Floor, NEDA Bldg., 12 Saint Josemaria Escriva Drive,
Ortigas Center, Pasig City 1605

NEDA Regional Offices

CORDILLERA ADMINISTRATIVE REGION

Botanical Garden, Leonard Wood, Baguio City, Province of Benguet

REGION 1

2500 Guererro Road, San Fernando City, Province of La Union

REGION II

NEDA Bldg. Complex Regional Government Center, Carig, Tuguegarao City, Province of Cagayan

REGION III

NEDA Region III Diosdado Macapagal Government Center (DMGC)
Maimpis, City of San Fernando, Pampanga, Philippines 2000

REGION IV-A CALABARZON

4th Floor Marcelita Bldg. Brgy. Real, Calamba City, Province of Laguna, 4027

REGION IV-B MIMAROPA

2nd Floor, Paras Building, J.P. Rizal Street, San Vicente South, Calapan City, Oriental Mindoro

REGION V

Arimbay, Legazpi City, Province of Albay

REGION VI

Fort San Pedro, Iloilo City, Province of Iloilo.

REGION VII

NEDA Region 7, Government Center, Sudlon, Lahug, Cebu City, Province of Cebu

REGION VIII

Government Center, Candahug, Palo District, Province of Leyte

REGION IX

Zamboanga del Sur Provincial Government Center, Dao, Pagadian City

REGION X

RDC-X Building, Corner Capistrano-Echem Streets, Cagayan de Oro City

REGION XI

NEDA-RDC XI Center Km. 7, SPED Area, Bangkal, Davao City, Province of Davao del Sur

REGION XII

Regional Government Center, Carpenter Hill
9506 Koronadal City

CARAGA

NEDA CARAGA, Nimfa Tiu Bldg., J. P. Rosales Ave., Butuan City, Province of Agusan del Norte,
8600

III. DOCUMENTARY REQUIREMENTS

1. Letter request document addressed to the Secretary of Socioeconomic Planning, attention: Development Information Staff, stating the following:
 - a. Clear identification of the information/data/document requested
 - b. Reason/s for or purpose of the request
 - c. Complete contact information of the requestor
2. Photocopy of one (1) valid government-issued ID with photo
3. For a request submitted through a representative, the latter must present an Authorization Letter and photocopies of one (1) government-issued ID with photo for both the requestor and representative.

IV. PROCEDURE FOR REQUESTS SUBMITTED PERSONALLY

	PROCEDURE	DURATION	PERSON/S RESPONSIBLE	REMARKS
1.	Register with the lobby guard	2 minutes	Requestor/authorized representative	
2.	Submit letter request	2 minutes	Requestor/authorized representative	
3.	Receive letter request and assignment of tracking number	3 minutes	DIS/NRO	The DIS/NRO shall enter the request into the Request Tracking System and assign a corresponding tracking number

4.	Initial evaluation of request	Within 24 hours from receipt of request	DIS/NRO	<p>a corresponding tracking number</p> <p>The DIS/NRO shall check the request for compliance with the following requirements:</p> <ul style="list-style-type: none"> a. The request must be in writing b. The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization; and c. The request shall reasonably describe the information requested, and the reason for, or purpose of, the request for information. <p>The DIS/NRO shall also check whether the information is already accessible to the public through the NEDA Website; Open Data Website; eFOI.gov.ph.</p>
5.	Initial response to request		DIS/NRO	<p>Does not pertain to the 15-day period given to government agencies to respond to (dispose of) FOI requests.</p> <p>If the DIS/NRO reverts the request to the requestor based on a formal defect in the request, a fresh 15-day period shall be observed from the receipt of the amended request. Should the requestor send a</p>

				<p>perfected request, the time remaining of the 15-day period to respond shall commence to run.</p> <p>If the requested information/data/document is available in the NEDA Website; in the Open Data Website, or in the eFOI.gov.ph, the DIS/NRO shall respond to the requestor with the proper link directing the requestor to the information/data/document.</p> <p>If the request is complete in form, and the information/data/document requested cannot be found in the NEDA Website or Open Data Website or eFOI.gov.ph, the DIS/NRO shall endorse the request to the CO.</p>
6.	Process of clearance of information/data/documents	Within 15 working days from receipt of request	Clearance Officers/ Sector Staffs/Head of Agency	
7.	Notice to the requesting party of the approval or denial of request	Within 15 working days from receipt of request.	DIS/NRO	<p>In case of approval of the request, the DIS/NRO shall inform the requestor of any actual expenses incurred in reproducing/copying the requested data/information/document, to be reimbursed by the requestor.</p>

V. REQUESTS SENT VIA EMAIL. Requests may be sent through email by filing a scanned copy of the FOI request and valid government-issued ID with photo must be sent to the DIS/NRO. An email acknowledging receipt of the request shall be sent to the requestor. The 15-day period to dispose of the request shall commence on the date of sending of such acknowledgment receipt.

VI. INABILITY TO MAKE A WRITTEN REQUEST. In case of inability of the requesting party to make a written request arising from illiteracy or a physical disability, he or she may make an oral request, and the DIS/NROs shall reduce it in writing.

VII. REQUEST FOR EXTENSION. The NEDA may request for an extension of 20 working days to resolve an FOI request. Any request for extension shall be sent to the requestor prior to the lapse of the initial 15-day period given to the Agency to process an FOI request.

VIII. APPEAL PROCEDURE

a. The denial of a request may be appealed within 15 calendar days from notice of denial or from the lapse of the period to respond to the request.

b. The Appeal shall be in writing, addressed to the following:

NEDA FOI Appeals Committee
NEDA Bldg., 12 Saint Josemaria Escriva Drive,
Ortigas Center, Pasig City 1605

c. The Central Appeals Committee, which is composed of three (3) officials with a rank not lower than an Assistant Director-General or its equivalent, shall evaluate the appeal and submit its recommendation to the Secretary of Socioeconomic Planning, who shall decide on the Appeal.

d. All Appeals shall be resolved within 15 working days from receipt of the same.

e. The denial of the appeal may be further appealed to the Office of the President pursuant to Administrative Order No. 22, S. 2011.

f. Upon exhaustion of administrative appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

IX. FEES

1. Reasonable cost of Reproduction of Information. The DIS/NRO shall immediately notify the requesting party of the cost of reproduction of the requested information.

2. Schedule of Fees. The prevailing rate for Reproduction and Photocopying cost may be changed and announce depending on the current rates.

Domestic Reproduction of Information is Php 2.00 per page.