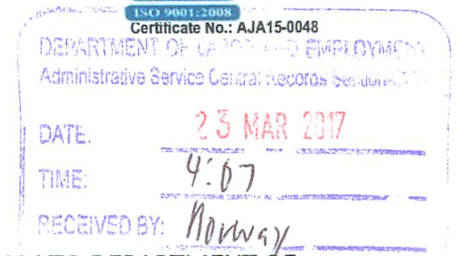




Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila



ADMINISTRATIVE ORDER No. 101
Series of 2017



OPERATIONALIZATION OF FREEDOM OF INFORMATION (FOI) PROGRAM TO DEPARTMENT OF
LABOR AND EMPLOYMENT (DOLE) AND ITS ATTACHED AGENCIES

In the interest of the service and pursuant to Executive Order No. 2 series of 2016 entitled "Operationalizing in the Executive Branch of the People's Constitutional Right to Information and the State Policies to Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor", the DOLE offices and attached agencies are hereby directed to comply with the provisions of the said EO and to provide the public with access to information, unless expressly stated or falls under any of the exceptions (*Annex A*) and under existing laws or jurisprudence.

All DOLE Services, Bureaus, Regional Offices (ROs) and Philippine Overseas Labor Offices (POLOs) shall be guided by the DOLE's Freedom of Information Manual which includes the internal guidelines, procedures, standard request and reply forms for uniformity of implementation and guidance of the transacting public. Attached agencies, however, are required to develop their own Agency and People's Manuals using as guide the DOLE's Freedom of Information Manual or the attached Model Agency FOI Manual drafted by the Presidential Communications Operations Office (PCOO) per Freedom of Information Memorandum Circular (FOI-MC) No. 01 series of 2016.

In order to provide responsive and timely service, promote awareness and transparency in the operationalization of the Freedom of Information, the following should be observed:

- a. Response/action taken on original FOI request shall be made available to the client within 15 working days from receipt thereof. Responses/decisions on appeal, the decision of the Appeal and Review Committee shall be released within 30 working days from the filing of the appeal;
- b. Process flow and process cycle time, attendant requirements in availing the FOI service, and responsible person/s shall be posted in the respective offices' website and in a conspicuous place within the office premises;
- c. The name of the designated FOI Receiving Officer/s, office address, official contact numbers and e-mail address information is accessible to the public;
- d. Application forms are available at all time, both hard copy down loadable format in the DOLE main and/or respective DOLE offices' website;
- e. The FOI Frequently Asked Questions (FAQs) and list of exclusions (as listed under Annex A) are publicized in the website or office premises;

- f. The Appeals and Review Committee is created whose function is to review FOI decisions on appeal and recommends/provides expert advice to the Head of Office;
- g. A recording and tracking system (RTS) is maintained to monitor the status of all FOI requests, using the prescribed computer based (excel) format; and
- h. Readiness of the Office to migrate into electronic FOI service facility upon deployment by the PCOO.

The PCOO is the lead agency to monitor the implementation and compliance of agencies with the EO No. 2 and the Freedom of Information Program in the Executive Branch. And as part of the compliance with the EO, all DOLE offices are required to submit the **Agency/Office Information Inventory** and the **accomplished FOI Registry every quarter starting March 2017** to the Internal Audit Service (IAS). The first quarter submission, including accomplishments for the period November 25 to December 31, 2016, shall be submitted **not later than March 25, 2017**.

Section 15 of EO No. 2 states, "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".

This Order shall take effect immediately.

For strict compliance.


SILVESTRE H. BELLO III
Secretary

22 March 2017