



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**FERTILIZER AND PESTICIDE AUTHORITY**  
Bureau of Animal Industry Compound, Visayas Ave., Diliman, Quezon City  
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May 20, 2019

**OFFICE ORDER**

No. 03

**Subject : RECONSTITUTION OF FREEDOM OF INFORMATION (FOI)  
RECEIVING OFFICERS, DECISION MAKERS AND CENTRAL  
APPEALS AND REVIEW COMMITTEE**

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In the interest of the service and in view of the retirement and transfer of office of the previous members as well as in compliance with Executive Order (EO) No. 2, series of 2016, the following officials and employees are hereby designated as the focal/alternate and members of the FOI, to wit:

**A. FOI RECEIVING OFFICER (FRO):**

**Focal : MR. ERROL JOHN A. RAMOS - Planning Officer IV**  
**Alternate : MS. JONSIE D. BAYSA - Admin Officer III**

The functions of the FRO shall include:

1. Receiving on behalf of the FPA all requests for information and forward the same to appropriate office who has custody of the records;
2. Monitor all FOI requests and appeals;
3. Provide assistance to the FOI Decision Maker;
4. Provide assistance and support to the public and staff with regard to FOI;
5. Compile statistical information as required; and
6. Conduct initial evaluation of the request and advise the requesting party whether the request will be forwarded to the FOI Decision Maker for further evaluation, or deny the request based on:
  - a. That the form is incomplete; or
  - b. That the information is already disclosed in the FPA's Official Website, [foi.gov.ph](http://foi.gov.ph), or at [data.gov.ph](http://data.gov.ph).

**B. FOI DECISION MAKERS (FDMs):**

Division Chief, Fertilizer Regulations Division  
Division Chief, Pesticide Regulations Division  
Division Chief, Finance and Administrative Division  
Division Chief, Laboratory Services Division  
Division Chief, Planning, Management & Information Division  
Head, Field Operations Coordinating Unit

The FDM shall evaluate the request for information and they shall have the authority to grant such request, or deny it based on the following:

- a. The FPA does not have the information requested;
- b. The information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
- c. The information requested falls under the list of exceptions to FOI; or
- d. The request is an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the FPA.

**C. CENTRAL APPEALS AND REVIEW COMMITTEE:**


The Committee shall review the grant or denial of request for information. It shall compose of the following:

**Chair** : **Executive Director**  
**Members** : **Deputy Executive Director for Pesticide**  
**Deputy Executive Director for Fertilizer**

**D. REQUEST TRACKING SYSTEM**

The Planning, Management and Information Division shall put in place a system to trace the status of all request for information received by the FPA, which may be paper-based, on-line or both.

This Order takes effect immediately and supersedes previous Orders inconsistent herewith and shall remain enforce unless otherwise revoked in writing.

  
**WILFREDO C. ROLDAN**  
Executive Director