

MODIFIED ONE PAGE FOI MANUAL

FOI Receiving Officer

Katrine Arielle B. Alvarado

Contact number: 8789-7662 loc. 7612

Email: kabalvarado@pnoc.com.ph

Address: Corporate Relations Division
Strategy Management Office
2nd Floor, PNOC Bldg. 6
Energy Center, Rizal Drive, BGC
Taguig City

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.