



**CULTURAL CENTER OF THE PHILIPPINES (CCP)**  
CCP Complex, Roxas Blvd., Pasay City, 1300 Metro Manila

**FREEDOM OF INFORMATION (FOI)  
PEOPLE'S MANUAL**

As of January 2026

## **I. LEGAL BASES**

- a) Executive Order (E.O.) No. 2 s. 2016 otherwise known as "Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies to Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Thereof";
- b) Republic Act No. 6173 An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees to Uphold the Time-Honored Principle of Public Office being a Public Trust, Granting Incentives and rewards for Exemplary Service, Enumerating Prohibited Acts and Transactions and Providing Penalties for Violation Thereof and For Other Purposes otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees and its IRR";
- c) Freedom of Information (FOI) Memorandum Circular (FOI-M.C.) No. 21-03 series of 2021 or the Retention Period of Personal Information and Sensitive Personal Information Gathered through the Standard FOI Request Form and Electronic Freedom of Information (E-FOI) Portal;
- d) PCOO issued FOI M.C. No. 21-05 dated August 27, 2021, otherwise known as the No Wrong Door Policy for FOI.

## **II. PURPOSE**

The Cultural Center of the Philippines (CCP) issues this Freedom of Information (FOI) Manual to guide and assist the public in the processes and procedures involved in requests for information pursuant to Executive Order (E.O.) No. 2 on Freedom of Information (FOI), otherwise known as "Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies to Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Thereof".

The coverage of this Freedom of Information (FOI) Manual shall cover all requests for information directed to the CCP.

## **III. DEFINITION OF TERMS**

- a) Freedom of Information (FOI) - It pertains to the right of the people to information.
- b) FOI Request - A request by any person submitted to a government office, personally or by electronic means, requesting information or public records as defined herein.

- c) FOI Decision Maker (FDM) - The person who shall take the necessary steps to retrieve and provide the information requested from their offices. Has the overall responsibility for the final decision on FOI requests made to his/her office.
- d) FOI Receiving Officer (FRO) - The designated person where the public may file or submit FOI requests, and inquire about the FOI process and the status of pending FOI requests.
- e) Personal Information - Shall refer to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly or certainly identify an individual.
- f) Sensitive Personal Information - As defined in the Data Privacy Act of 2012, shall refer to personal information:
  - i. About an individual's race, ethnic origin, marital status, age, color, and religious, philosophical, or political affiliations;
  - ii. About an individual health, education, the genetic or sexual life of a person, or to any proceedings for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings;
  - iii. Issued by government agencies peculiar to an individual which includes, but is not limited to, social security numbers, previous or current health records, licenses or their denials, suspension or revocation, and tax returns; and
  - iv. Specifically established by an executive order or an act of Congress to be kept classified.
- g) CCP Central Appeals and Review Committee - The body which decides appeals from the action of the FOI Decision Maker, and has the authority to affirm, reverse, or modify such action.

#### **IV. RESPONSIBLE OFFICERS**

- i. FOI Decision Maker (FDM)
  - 1. Shall evaluate the requested information and have the authority to grant or deny the request; and
  - 2. Shall take all necessary steps to retrieve and provide the information requested from their respective offices.
- ii. FOI Receiving Officer (FRO)

1. Monitoring of all FOI requests and appeals (Standard and e-FOI);
  2. Assisting the FOI Decision Maker;
  3. Providing assistance and support to the public and staff with regard to FOI;
  4. Conducting an initial evaluation of the FOI request and advising the requesting party whether the request will be forwarded to the FOI Decision Maker for further evaluation, or denied; and
  5. Responsible for the making of the CCP FOI Report.
- iii. FOI Secretariat
1. Maintain and update the Agency Information Inventory; and
  2. Provide administrative and technical support to the FOI Compliance Committee.
- iv. CCP Central Appeals and Review Committee
1. Receive, review, evaluate, and assess the appeals on the denial of the request for information;
  2. Determine if the appeal was filed within the period provided under Executive Order No. 2, series of 2016;
  3. Ensure that the CCP maintains accurate and complete important records in appropriate formats;
  4. Ensures that the CCP implements a sound record management system policy to the public, subject to existing laws, rules, and regulations;
  5. Calls the attention of the responsible officials who fail to comply with the provisions of this manual and where warranted, undertake the necessary administrative measures against erring officials; and
  6. Shall recommend/update Freedom of Information (FOI) guidelines.

## V. STANDARD PROCEDURE

- a) Receiving of Request - All FOI requests received by the CCP either

through the manual/standard or e-FOI, shall be received by the CCP FOI Receiving Officer (CCP-FRO). The FRO will check the compliance of the following requirements upon receipt:

- i. The request must be in writing (manual/standard or e-FOI); and
  - ii. The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization.
- b) Mode of Request - Requests submitted personally or through registered mail shall be accompanied by a duly filled-out FOI standard Request Form along with the following identification and/or proof of authority of the requesting party:
- i. Two (2) valid government Identification Cards (I.D).
  - ii. If the requester cannot personally appear before this office, they shall send a representative bearing a signed authorization letter and two (2) valid I.D.s.
  - iii. Requests can also be made through email to [efoi@culturalcenter.gov.ph](mailto:efoi@culturalcenter.gov.ph), provided that the requesting party shall attach a scanned copy of the FOI Request Form and a scanned copy of a valid government ID (JPEG format with 150 DPI and 2 MB max file size).
  - iv. FOI requests personally submitted to the CCP shall be in writing, and addressed to the Head of Agency, together with complete details and attachments.
- c) Fees - *Government offices shall not charge any fee for accepting requests for access to information.* However, a reasonable fee for costs of reproduction, copying of the information, and mailing fees may be charged, subject to existing rules and regulations. In no case shall applicable fees be so onerous as to defeat the purpose of this manual.
- d) Duration of Request - The CCP shall respond to a fully compliant request (grant or deny) within *fifteen (15) working days* from the date of receipt thereof.

In case the request was endorsed by another agency, the period of compliance shall be reckoned from the date when the CCP received said request.

If the request needs an extensive search of the CCP's records facilities or concerned departments, the FRO shall notify the requesting party of an extension day together with the reason/s for the extension.

- e) Denial of Request - The CCP may deny or disapprove a request for information if:
- i. The documents/records being requested are not available at the CCP;
  - ii. The documents/records fall under sensitive personal information which might be used to abuse or harass the employee concerned;
  - iii. Subsequent identical or substantially similar requests from the same requesting party whose request has already been previously granted or denied by the CCP; or
  - iv. Document/s being requested were already disposed of by the CCP.
- f) Appeal - The requesting party may appeal the decision of the Decision Makers to the Central Appeals and Review Committee, whose decision shall be final, *provided*, a written appeal shall be filed by the same person requesting within fifteen (15) days from the notice of denial or from the lapse of the relevant period to respond to the request.

The appeal will be decided by the Central Appeals and Review Committee within thirty (30) working days from the filing of said written appeal. Failure of such person or office to decide within the afore-stated period shall be deemed a denial of the appeal.

## VI. NO WRONG DOOR POLICY

In compliance with FOI Memorandum Circular No. 21-05, also known as the "Guidelines on the Referral of Requested Information, Official Record/s and Public Record/s to the Appropriate Government Agency" or the "No Wrong Door Policy for FOI," the Cultural Center of the Philippines (CCP) shall not deny any request for information solely on the basis that the records are not in its possession. Instead, the CCP shall officially refer and endorse such requests to the appropriate government agency that serves as the proper repository or custodian, or has primary control over the requested information or records, within three (3) working days from receipt.

## VII. LIABILITIES

Failure to comply with the provisions of this Freedom of Information (FOI) Manual shall be a ground for administrative and disciplinary sanctions against any erring public officer or employee as provided in Uniform Revised Rules on Administrative Cases, Data Privacy Act of 2012, Executive Order No. 2 series of 2016 and other existing laws and

regulations.

**VIII. EFFECTIVITY AND SEPARABILITY**

This manual shall take effect immediately upon posting on the CCP's official website.

All orders, issuances, resolutions, and rules and regulations inconsistent with this Manual are hereby repealed, modified, or amended accordingly.

If any provision of this manual is held unconstitutional or invalid competent authority, the other sections or provisions of this manual not otherwise affected shall remain in full force or effect.

Approved by this Office on 29 JAN 2026.



**KAYE C. TINGA**  
*President*

*Annex A - Freedom of Information (FOI) Request Form*  
*Annex B - FOI Request Flowchart*  
*Annex C - No Wrong Door Policy Flowchart*  
*Annex D - FOI Request Feedback Survey Form*



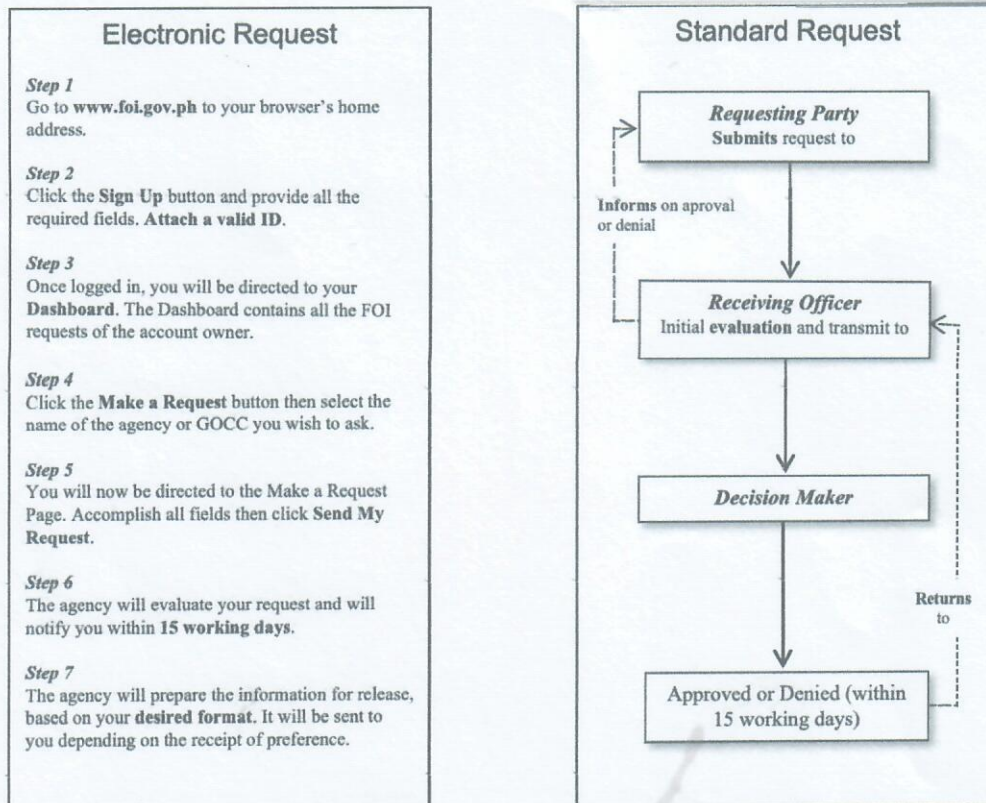
## FREEDOM OF INFORMATION (FOI) REQUEST FORM

<b>REQUESTING PARTY:</b>					
Complete Name of Requestor:	Title/Prefix	First Name	Middle Name	Last Name	Suffix
Address:	House/Building No./Building Name		Street Name		Barangay
	City/Municipality	Province	Region	Country	Zip Code
	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Citizenship:			
Proof of Valid Identification: <i>(Please attach copy)</i>	<input type="checkbox"/> Passport	<input type="checkbox"/> SSS/GSIS ID	<input type="checkbox"/> Postal ID	<input type="checkbox"/> Driver's License	<input type="checkbox"/> National ID
	<input type="checkbox"/> PRC License	<input type="checkbox"/> School ID	<input type="checkbox"/> Company ID	<input type="checkbox"/> Others:	
ID No./Details:					
Preferred Mode of Communication:	<input type="checkbox"/> Landline	<input type="checkbox"/> Fax	<input type="checkbox"/> Email	<input type="checkbox"/> Mobile/Cellular Phone	
Email Address:			Contact No.:		
Preferred Mode of Receiving Requested Information:	<input type="checkbox"/> Email	<input type="checkbox"/> Registered Mail		<input type="checkbox"/> Private courier	
	<input type="checkbox"/> Fax	<input type="checkbox"/> Pick-up at CCP			
<b>REPRESENTATIVE/GUARDIAN (If applicable)</b>					
Complete Name of Representative/Guardian:	Title/Prefix	First Name	Middle Name	Last Name	Suffix
Proof of Valid Identification: <i>(Please attach photocopy)</i>			Valid Proof of Authority: <i>(Please attach photocopy)</i>		
<b>REQUESTED INFORMATION</b>					
Title/Description of Document/s:					
<i>Note: Please provide as much detail as you can</i>					
Date/Period Covered (If applicable):					
Specific Purpose <i>(Please be specific as possible)</i> :					
<i>Note: The following overments of the purpose such as "for information", "for research", "for legal purposes" or other similarly word shall not be considered to have met the requirements of specificity.</i>					
<b>UNDERTAKING</b>					
<b>Privacy Notice:</b> All personal data collected herein shall be processed according to the provisions of the Data Privacy Act of 2012 (DPA) its Implementing Rules and Regulations (IRR), and related issuances.					
I declare and certify under oath that:					
The undersigned whose name and signature appears here and all the information provided in this form are complete and correct;					
I hereby agree and consent to the collection and processing of my personal data, as provided through this form, for the purpose of evaluating the validity of my request for information;					
I understand that my personal information may be shared across CCP for the purpose of monitoring and evaluation; the use of which shall be governed by the Data Privacy Act of 2012 and related laws and issuances;					
I assured the notification of CCP should there be any amendment in my personal information;					
The requested information shall only be used for the stated purpose and that I will not misuse any information obtained from this office;					
I read the privacy notice and understand that the CCP may collect, use, disclose and process personal information contained in this request;					
I have provided the necessary proof/s of identity (government ID), authority (if applicable) and at least one (1) contact detail; and					
I shall pay the necessary fees for reproduction, copying, certification and/or mailing if applicable under the circumstance.					
I understand that any violation of this undertaking will result in denial of my request. I likewise understand and I am aware that the giving of false or misleading information or using forged documents is a criminal offense that is punishable under the law.					
Signature over Printed Name		Date Accomplished		Please affix right thumbmark <i>(if unable to write)</i>	
<b>CCP FOI Receiving Officer (For internal use only)</b>					
Received by:		(First Name, Middle Name, Last Name)		Date Received:	
Action/s Taken:					

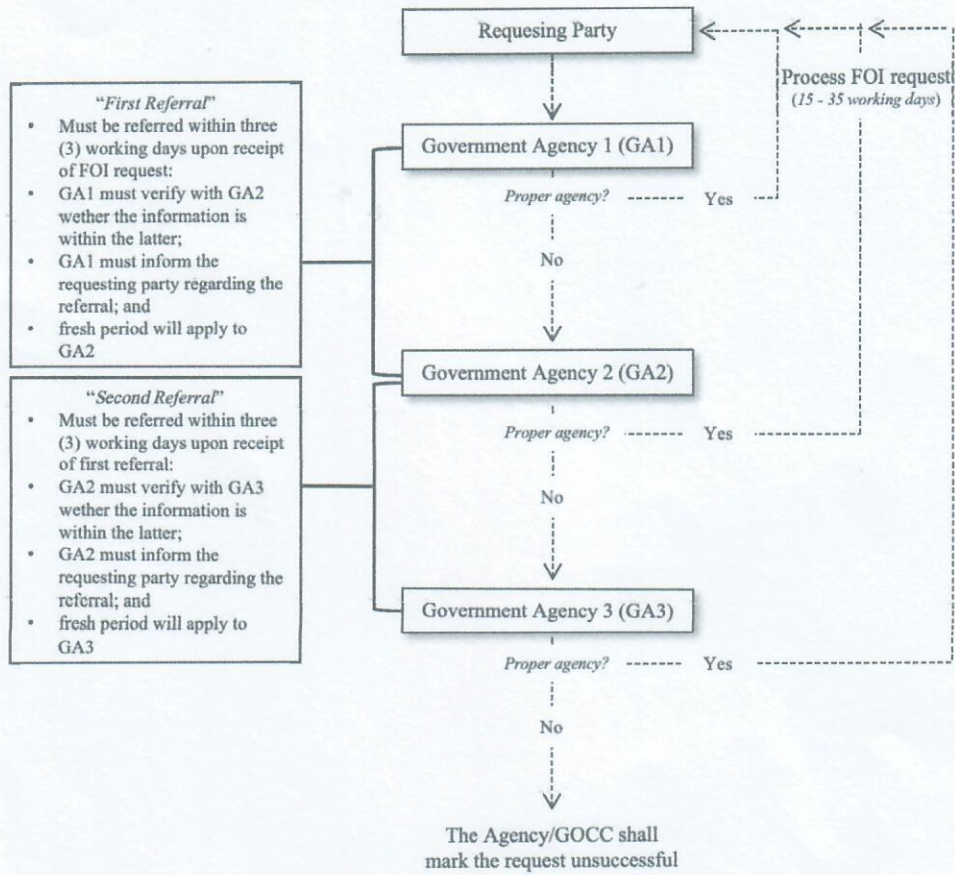
## FREEDOM OF INFORMATION (FOI) REQUEST FLOWCHART

*Address:* CCP Complex Roxas Boulevard, Pasay City 1003, Metro Manila  
*FOI Receiving Officer:* Atty. Francis Allen T. Paligan Jr.  
*Contact Details:* (02) 8832-1125 and look for the FOI Secretariat /Legal Office  
*Email Address:* efoi@culturalcenter.gov.ph

### Mode of Request



### NO WRONG DOOR POLICY FLOWCHART



**NOTE:**

*If GA1 fails to refer the request within three (3) working days upon its receipt, the FOI Receiving Officer (FRO) shall act on it within the remaining period to respond pursuant to EO No. 2, s 2016. No fresh period shall apply.*



CULTURAL CENTER OF THE PHILIPPINES  
CCP Complex, Roxas Boulevard, Pasay City 1003 Metro Manila

Name (Optional): \_\_\_\_\_ FOI Tracking No.: \_\_\_\_\_  
Organization/School: \_\_\_\_\_ Date of Request: \_\_\_\_\_

### Freedom of Information (FOI) Request Feedback Survey Form

A. Instruction: Kindly put the rating in the rating column, as indicated in the Survey Questionnaire and email to [efoi@culturalcenter.gov.ph](mailto:efoi@culturalcenter.gov.ph).

#### B. Rating Scale

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
1	2	3	4	5

#### C. Survey Questionnaire

Questions	Rating
a) Are you satisfied with the handling of your FOI Request?	
b) Did you receive your information within 15-35 working days?	
i. For <b>unsuccessful</b> request, are you satisfied with the reason provided?	
ii. For <b>successful</b> request, was the response you received easy to understand?	
c) Is there anything we could do to improve our service in the future? _____ _____	n/a

Thank you

**Privacy Notice.** All personal data collected herein shall be processed according to the provisions of the Data Privacy Act of 2012 (DPA) its Implementing Rules and Regulations (IRR), and related issuances.