



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

SPECIAL ORDER

No. 13
Series of 2023

SUBJECT : DESIGNATION OF DA OFFICIALS AND EMPLOYEES AS LEAD IN THE IMPLEMENTATION OF THE FREEDOM OF INFORMATION IN THE DEPARTMENT OF AGRICULTURE

In the exigency of service and pursuant to Executive Order (EO) No. 2 series of 2016, otherwise known as the Executive Order on "Freedom of Information (FOI)", this Special Order is hereby created to continue the administration and facilitation of the FOI mechanism in the entire DA family nationwide.

As such, **Rex C. Estoperez, Assistant Secretary** is hereby assigned as **DA's FOI Decision Maker**.

Whereas, the Decision Maker shall conduct evaluation of the request for information and has the authority to grant or deny the request based on the following:

- a. The DEPARTMENT 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 DEPARTMENT.
- e. The power to either grant or deny in full or in part the request of an individual or a corporate entity.

The **Agriculture and Fisheries Information Division** will serve as **DA's FOI Receiving Office**

Its functions shall include the following:

- a. Receive all requests for information on behalf of the DEPARTMENT or any of its DA family agencies, bureaus, attached agencies or corporations, and regional offices;
- b. Forward the same to the appropriate office that has custody of the records;
- c. Monitor all FOI requests and appeals;
- d. Provide assistance to the FOI Decision Maker;
- e. Provide assistance and support to the public and staff with regard to FOI;
- f. Compile statistical information as required; and,
- g. 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:

- i. That the form is incomplete; or
- ii. That the information is already disclosed in the DEPARTMENT's Official Website (da.gov.ph), data.gov.ph, or at eFOI.gov.ph

Furthermore, the DEPARTMENT is designating the following officials:

Atty. Jane C. Bacayo, Undersecretary for Administration and Finance
Atty. Roland A. Tulay, OIC-Administrative Service Director
Atty. Armando R. Crobalde, Jr., Legal Service Director
Atty. Maria Gemma J. Oquendo, Data Protection Officer

as **Central Appeals and Review Committee (CARC)** to exercise the following functions:

- a. Receive, review, evaluate, and assess the appeal on the denial of the request for information;
- b. Determine if the appeal was filed within the period provided under EO No. 2, s. 2016;
- c. Recommend to the head of agency the actions on the appeal filed by the requesting party;
- d. Ensure that the appeal be decided within thirty (30) working days from the filing of said appeal; and
- e. Implement the decision of the head of agency regarding the appeal.

All officials and employees of the Department, including its Bureaus, Attached Agencies and Corporations, and Regional Field Offices are hereby advised of this designation and directed to give their full support and cooperation to all officials in the performance of their duties and responsibilities.

This Order shall take effect immediately and shall remain in force until superseded and/or revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 9th day of January 2023.


DOMINGO F. PANGANIBAN
Senior Undersecretary



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