



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 108

Series of 2024

**SUBJECT : DESIGNATION OF FREEDOM OF INFORMATION (FOI)
PROGRAM OFFICERS OF THE DEPARTMENT OF AGRICULTURE**

Consistent with Section 2. Responsible Officers in DA Freedom of Information Manual which was prepared in compliance with Executive Order No. 2, series of 2016, the following are hereby designated as **DA-FREEDOM OF INFORMATION (FOI) PROGRAM OFFICERS**:

A. FOI DECISION MAKER : Engr. ARNEL V. DE MESA, CESO III
Assistant Secretary and DA Spokesperson

Duties and Responsibilities:

The Decision Maker shall conduct evaluation of the request for information and has the authority to grant the request based on:

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

B. FOI ACTION OFFICERS : ALL SERVICE DIRECTORS

Duties and Responsibilities:

- a. Determine whether their respective office has custody of the requested information;
- b. Prepare records/information requested; and
- c. Refer the request to other offices as may be appropriate.

**C. FOI RECEIVING OFFICE : AGRICULTURE AND FISHERIES
INFORMATION DIVISION**

Receiving Officer : KRISTEL JOYCE MERLE
Information Officer II

Alternate Receiving Officers : KRYSTELLE YMARI VERGARA
Information Officer I

IRA CRUZ
Information Officer I



Duties and Responsibilities:

- a. Receive on behalf of the Department or any of its regional offices all requests for information;
- 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

D. CENTRAL APPEALS AND REVIEW COMMITTEE (CARC):


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|-------------------------|---|--|
| Chairperson | : | ATTY. ALVIN JOHN F. BALAGBAG Chief-of-Staff |
| Co-chairperson | : | DRUSILA ESTHER E. BAYATE, CESO IV Undersecretary for Policy, Planning, and Regulations |
| Vice Chairperson | : | ATTY. ROLAND A. TULAY OIC, Undersecretary for Administration and Assistant Secretary for Administration |
| Members | : | ATTY. WILLIE ANN M. ANGSİY Director, Legal Service JOSEPH C. MANICAD OIC, Director, Planning and Monitoring Service |

Duties and Responsibilities:

- 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.

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

Done this 25th day of JANUARY 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary

