



Republika ng Pilipinas

National Irrigation Administration

(Pambansang Pangasiwaan ng Patubig)

Regional Office No. 1
Urdaneta City 2428

Office Address: Brgy. Bayaogas, Urdaneta City
Pangasinan, Philippines 2428
Telephone Nos.: (075) 632-2776/632-1435/632-3191
Website: www.region1.nia.gov.ph

Telefax No. (075) 632-2776
TIN 000-916-415-054

OFFICE MEMORANDUM

TO : DIVISION MANAGERS/ IMO MANAGERS/
HEAD OF FIELD OFFICES AND SECTION CHIEFS

FROM : THE REGIONAL MANAGER

SUBJECT : **PRESCRIBING THE IMPLEMENTING GUIDELINES
OF THE FREEDOM OF INFORMATION IN NIA REGION 1**

DATE : June 9, 2020

This Guidelines to implement the Freedom of Information (FOI) is in compliance with the provisions of Executive Order No. 2, series of 2016 signed by President Rodrigo Roa Duterte on July 23, 2016.

Earlier, The National Irrigation Administration (NIA) exerted considerable effort to comply with the EO by publishing Memorandum Circular No. 7, s. of 2017 and the Agency Manual on FOI issued on December 23, 2016.

Wherefore, the following implementing guidelines is hereby prescribed for immediate adoption:

A. WEBSITE UPDATING

A1. The content of the NIA Region 1 website (www.region1.nia.gov.ph) shall be updated regularly in accordance with Memorandum Circular No. 7 Role Matrix hereto attached as Annex A.

A2. Aside from the specific data/information stated in Annex A, other specific reportorial requirements of the Regional Irrigation Manager (RIM) may also be uploaded to the website.

B. DESIGNATION OF PERMANENT FOI FOCAL PERSONS (FFPs)

B1. Division Managers and Provincial Irrigation Management Office (IMO) Managers are required to recommend their permanent FFPs who will be designated by the RIM to assume special duties and functions.

B2. Special tasks of FFPs shall include, but not limited to actual documentation/ recording/ posting of FOI-related transactions, submission of regular reports and to attend FOI meetings and symposia as authorized by the Regional Manager

B3. Designated FFPs shall always maintain close coordination with the FOI Receiving Officer (FRO) who will preside over regular coordination meetings from time to time or as the need arises

B4. FFPs shall notify the FRO of unresolved FOI transactions that will transpire in their respective office and/ or areas of responsibility. Notification of unresolved FOI transactions can be transmitted to the FRO thru letter, memo, phone call, email, fax or sms messaging, etc.

B5. FFPs shall maintain their individual logbook to ensure proper recording of FOI transactions.

B6. FFPs and FRO shall undergo capability building seminars and other related activities relative to the advancement of their technical and personal competencies concerning the proper implementation FOI Guideline at the Regional level.

C. ROLE OF SECRETARIES

As frontline personnel, secretaries are commonly perceived as functional FFPs not only by clients and stakeholders but by NIA officials and employees as well. If in case the secretary of a particular unit, section or division is not officially designated as FFP, they are duty-bound to perform the duties and functions of the FFP in the absence of the latter. However, FOI accountability is always lodged with the designated FFP following the principle of command responsibility.

D. USE OF PRESCRIBED FORMS

D1. WEBSITE POSTING REQUEST-the form as prescribed in MC No. 7 should be filled-out legibly and be approved by the web content manager (RIM) prior to posting in the official website.

D2. FREEDOM OF INFORMATION (FOI) REQUEST FORM – The FOI Request Form is downloadable from the official website of NIA (www.nia.gov.ph). Use blue or black ink to fill-out the form. Write neatly and in BLOCK letters.

Improper or incorrectly- filled out forms will be first validated by the FRO so as the request shall reasonable describe the information requested and the reason or purpose before it will be stamped “received”.

FFPs are required to follow strictly the instructions indicated in the form. After accomplishing by the requesting party, the form can be e-mailed/faxed/hand carried with cover letter addressed to the head of the office concern for appropriate action. Upon receipt, the FFP will accomplish the form intended for internal use. Whoever received the request should deliver to the FRO for proper recording and action. In the absence of the FOI Decision Maker (FDM). The Section Chief of the concerned section/ division shall take charge of the matter.

D3. REQUEST IS APPROVED AND DOCUMENT ENCLOSED FORM— This form is used if the request has been approved and a document is attached.

D4. FOI RESPONSE/ ANSWER FORM— This form is used if the request has been approved and the information requested is available and requesting party will wait for the information requested.

D5. DOCUMENT AVAILABLE ONLINE FORM—This form is used when the information requested is available online on the official website of NIA.

D6. DOCUMENT NOT AVAILABLE ONLINE FORM—This form is used when the information requested is not available online on the official website of NIA.

D7. DOCUMENT UNDER EXCEPTIONS FORM – this form is used when the information requested is under the list of exemptions of documents/ information in the Annex “C” of the FOI Manual.

E. FOI DOCUMENT TRACKING SYSTEM

E1. The Office of the RIM shall formulate the FOI Document Tracking System to be incorporated in this Guidelines.

E2. In line of the electronic tracking system, offices, FFPs and secretaries of each Division/Section/Unit shall maintain their individual record book (manual system).

F. ENFORCEMENT

Division Managers and IMOs shall enforce this Guidelines immediately upon its approval. They shall enjoin their employees to get fully acquainted with the FOI provisions, the Agency Manual as well as the Implementing Guideline.

G. SUBMISSION OF FOI REPORT

Division Managers and IMOs are required to submit their quarterly progress report on the FOI using the prescribed monitoring forms to the Office of the RIM copy furnished the FRO.

H. MONITORING AND EVALUATION

The Office of the RIM is tasked to monitor the strict compliance of Division, Sections and Operating Units on website updating and timely submission of FOI reports.

I. AMENDMENT

This Implementing Guidelines may be amended in writing as the need arises in order to sustain the efficient of implementation of the FOI mechanism at the Regional level.

This Order supersedes VRV Office Memorandum entitled: " Prescribing the Implementing Guidelines of The Freedom of Information in NIA Region 1" dated November 27, 2016.

Let copies of this Order to be posted in the NIA R1 website be furnished to Division Managers, IMOs, Chief of Field Offices, the Public Affairs and Information Staff (PAIS) and the Timpuyog Daguiti Irrigators Associations Ti Region 1 (TIARI) for their proper guidance.


ENGR. ANGELITO S. MIGUEL
Regional Manager