

Republic of the Philippines
NATIONAL FOOD AUTHORITY
Quezon City

GENERAL MEMORANDUM ORDER

NO.: AO-2017-12-001

November 2, 2017

TO : All Concerned

SUBJECT: **AMENDMENTS/ADDENDA TO THE NFA FREEDOM OF INFORMATION (FOI) MANUAL**

For the information, guidance and compliance of all concerned, the following are the amendments/addenda to the NFA Freedom of Information (FOI) Manual, as suggested by the Presidential Communications Operations Office (PCOO) per their letter dated July 7, 2017, to be fully compliant with Executive Order No. 2, s of 2016.

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IV. Standard Operating Procedures

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J. Non-compliance with FOI

1. Failure to comply with the provisions of this Manual shall be a ground for the following administrative penalties:
 - a. 1st Offense – Reprimand
 - b. 2nd Offense – Suspension of one (1) to thirty (30) days, and
 - c. 3rd Offense – Dismissal from the service
2. The Revised Rules on Administrative Cases in the Civil Service shall be applicable in the disposition of cases under this Manual.

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M. Exceptions to Right of Access to Information

The following are exceptions to the right of access to information (per Memorandum dated November 24, 2016, released by the Office of the President to be presented as Annex A.3 of the NFA FOI Manual):

1. Information covered by Executive privilege;

2. Privileged information relating to national security, defense or international relations;
3. Information concerning law enforcement and protection of public and personal safety;
4. Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims of crimes, or the accused;
5. Information, documents or records known by reason of official capacity and are deemed as confidential, including those submitted or disclosed by entities to government agencies, tribunals, boards, or officers, in relation to the performance of their functions, or to inquiries or investigation conducted by them in the exercise of their administrative, regulatory or quasi-judicial powers;
6. Prejudicial premature disclosure;

of certain conditions in certain cases, such as the consent of the concerned party or as may be ordered by the courts.

Detailed explanations of the above exceptions are provided in the attached Annex A.3 of the NFA FOI Manual.

For your guidance and strict implementation.

Lt. Col. Jason L.Y. Aquino, (Ret) P.A.
NFA Administrator

Date Approved: _____

11/27/17
12-19-2017

JCS/JMH/RHM