



Republic of the Philippines
Court of Appeals
Manila

COURT OF APPEALS FREEDOM OF INFORMATION MANUAL

WHEREAS, pursuant to Section 28, Article II of the 1987 Constitution, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law;

WHEREAS, Section 7, Article III of the Constitution guarantees the right of the people to information on matters of public concern. Access to official records, and documents, and papers pertaining to official acts, transactions, or decisions, as well as to government research data used as basis for policy development, shall be afforded the citizen, subject to such limitations as may be provided by law;

WHEREAS, the Judiciary as a branch of government, has always maintained the principle of transparency and accountability in the court system, and full disclosure of its affairs pursuant to the aforesaid constitutional provision.

WHEREAS, the Supreme Court has promulgated resolutions defining the people's right to information, setting forth the extent thereof and explaining its limitations (on account of privilege and confidentiality) regarding matters and concerns affecting the operation of the Judiciary, its officers and employees;

WHEREAS, the Court of Appeals, pursuant to its rule-making authority under Section 12, Chapter I of Batas Pambansa Blg. 129, otherwise known as the Judiciary Reorganization Act, as amended, hereby adopts and promulgates the following:

Chapter I – Title and Preliminary Matters

Section 1. Title - This set of Rules shall be known and cited as the "Court of Appeals Freedom of Information Manual."

Section 2. Purpose - The purpose of this Manual on Freedom of Information is to provide the guidelines, processes and procedures by which the Court of Appeals shall deal with requests for information received pursuant to Section 7, Article III of the 1987 Constitution.

Section 3. Structure - This Manual sets out the definition of terms, the policy, standard procedures, remedies, fees, and administrative liability. It also provides for the relevant form and other annexes.

Section 4. Coverage. - The provisions of this Manual shall cover all requests for information directed to the Court of Appeals.

Chapter II – DEFINITION OF TERMS

Section 5. Terms defined - As used in this Manual, the following terms shall mean:

- (a) “*Information*” shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.
- (b) “*Official Records*” shall refer to information produced or received by a public officer or employee or by a government office in an official capacity or pursuant to a public function or duty.
- (c) “*Public Records*” shall include information required by laws, executive orders, rules or regulations to be entered, kept, and made publicly available by a government office.
- (d) “*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 and certainly identify an individual.
- (e) “*Confidential Information*” means information not yet made a matter of public record relating to pending cases, as well as information not yet made public concerning the work of any justice relating to pending cases, including notes, drafts, research papers, internal deliberations, internal memoranda, records of internal deliberations, and similar papers.
- (f) “*Sensitive personal information*,” as defined in the Data Privacy Act of 2012 (Republic Act No. 10172), 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's health, education, genetic or sexual life of a person, or to any proceedings for any offense committed or alleged to have 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 in-

cludes, but not limited to, social security numbers, previous or current health records, licenses or its 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) "Access" shall mean the obtaining, receiving or gaining of insight into information or records.
- (h) "Information Custodian" shall refer to any employee officially assigned or designated by the Chief of Office to receive, process, maintain, safeguard and disseminate any information relating to the organization, functions, policies, decisions, resolutions, procedures, operations and other activities of the office or the Court.

Chapter III – STATEMENT OF POLICY

Section 6. Access to information. - Access to all information and records or portions of those records in the official custody, possession and control of offices in the Court shall be guaranteed, except for such information or records that are protected from disclosure by pertinent laws or as provided herein (**Annex "A"**).

Section 7. Protection of Privacy. - While providing for access to information, the Court of Appeals shall afford full protection to a person's right to privacy, as follows:

- (a) The Court shall ensure that personal information, particularly sensitive-personal information, in its custody or under its control, is disclosed only as permitted by existing laws, rules and regulations;
- (b) The Court shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure; and
- (c) Any court official or personnel who has access, whether authorized or unauthorized, to personal information in the custody of the Court of Appeals, shall not disclose that information except as authorized by existing laws.

Section 8. Limitations. - The right of access to information is without prejudice to the right of the Court of Appeals to determine whether there are grounds to believe that:

- (a) the identity of the requesting party is fictitious or otherwise not legitimate based on the credentials provided by him/her;
- (b) the request is prompted by sheer idle curiosity;
- (c) the request is being made with a plainly discernible improper motive such as harassment;

- (d) the purpose of the request is contrary to law, morals, good customs or public policy;
- (e) the request is for any commercial purpose;
- (f) the request pertains to privileged documents or communications; or
- (g) the request covers copies of Statement of Assets, Liabilities and Networth (SALN), Personal Data Sheet (PDS) and Curriculum Vitae (CV) of the Justices of the Court of Appeals.

Chapter III – STANDARD PROCEDURE

Section 9. Request for information. - All request for information shall:

- (1) be in writing and be accompanied using the prescribed FOI Request Form (Annex "B");
- (2) provide the full name, contact information, affiliation, company or organization of the requesting party including two (2) valid government identification cards with photograph and signature;
- (3) reasonably describe the information requested;
- (4) explain the reason for and the specific purpose of the request for information.

Section 10. Request Form. - A person making an FOI request shall use the standard FOI Request Form and submit two (2) copies thereof. The request form may be secured without cost from the Office of the Clerk of Court (OCC), or may be downloaded from the Court of Appeals Website. Such forms may be reproduced for use by requesters.

Section 11. Manner of Making Request Form. - A request for information shall be made by the requesting party by delivering it personally, by registered mail, electronic mail or facsimile machine to the OCC.

In case the requesting party is unable to make a written request because of illiteracy or disability, he/she may make an oral request, and the attending officer or employee of the OCC shall reduce it into writing. The requesting party shall sign the form or affix his/her thumbmark thereto. Reasonable assistance shall not cover reproduction costs of the requesting party's copy of the FOI request and the supporting documents.

However, for requests of copies of the SALN, PDS and CV of the Justices of the Court of Appeals, they shall be filed with the OCC in accordance with the guidelines set forth in Court En Banc Resolution dated June 13, 2012 in A.M. No. 09-8-6-SC and A.M. No. 09-8-07-CA.

Section 12. Receiving Office. - The OCC shall receive the request for information from the requesting party and check compliance with the requirements set forth hereunder. The OCC shall immediately refer the fully compliant FOI Request Form to the proper office/s for appropriate action.

The FOI Request Form shall be signed and stamped received by the official assigned or designated by the respective Chief of Office.

For requests of copies of the SALN, PDS and CV of the Justices of the Court of Appeals, the OCC shall receive the requests and preliminarily determine if they are not covered by the limitations and prohibitions provided in Republic Act No. 6713 and its implementing rules and regulations and in accordance with the guidelines set forth in the Court En Banc Resolution dated June 13, 2012 in A.M. No. 09-8-6-SC and A.M. No. 09-8-07-CA.

Section 13. Identification and Proof of Authority. - A requesting party shall attach to his or her FOI request the following:

- (1) at least two (2) valid government-issued identification (ID) cards containing the photograph and signature of the requesting party;
- (2) If the request is made through a representative, in addition to the valid government-issued ID cards, the written authorization of the principal and at least two (2) valid government-issued ID cards containing the photograph and signature of the representative;
- (3) If the requesting party is a natural person who is a member, employee, affiliated with or related to a juridical entity, company or organization, and the request is made not in behalf of such juridical entity, company or organization but arises from such membership, affiliation or relation, such other sufficient proof of authority or affiliation;
- (4) If the requesting party is a minor, his or her guardian or any competent supervising adult shall comply with the requirements for a representative;

The authorization shall expressly state the extent of the authority of the representative to make the request, provide clarification, receive the requested information, and to bind the principal- for all representations and/or undertaking made by the representative in connection with the request for information.

- (5) In case the requesting party is a member of the media, the request shall additionally be supported by proof under oath of his/her media affiliation and by a similar certification of the accreditation of the organization/s as legitimate media practitioner; or

- (6) The requesting party, whether as individuals or members of the media, must have no derogatory record of having misused any requested information previously furnished to them.

Section 14. Period to Respond. - The Chief of Office concerned shall respond to the requesting party within fifteen (15) working days from receipt of the request. It includes the duty to evaluate and resolve whether to approve, deny, refer, return to the requester or further evaluate the request. However, whenever the request requires extensive search of the records facilities of the office concerned or examination of voluminous records, or in case of the occurrence of fortuitous events, or other analogous cases, the period may be extended. In no case shall the extension exceed fifteen (15) working days, unless exceptional circumstances warrant a longer period. The concerned office shall inform the requester of the extension, setting forth the reason for such extension.

Section 15. Action on the FOI Request. - Upon receipt of the fully compliant FOI Request Form, the Chief of the concerned office shall evaluate and resolve such request. Action on the request may partake the nature of any of the following:

- (a) **Approval** - In case of approval of the request, the records custodian of the office concerned shall collate the information and document. Thereafter, the Chief of Office shall notify the requesting party, and direct the requesting party to get the information and document at the OCC on the designated time and date and pay the applicable fees, if any.
- (b) **Denial** - On the following grounds, the office concerned may deny a request:
- i. if it is not complete or not valid, in which case the requesting party shall be notified accordingly;
 - ii. the requested information is substantially similar or identical to a previous request by the requesting party, whether the same has been granted or not, in which case the requesting party shall be notified accordingly;
 - iii. the requested information is already available on the Court of Appeals website, in which case the requesting party shall be notified accordingly and provided with the website link where the information is posted, if known;
 - iv. the requested information refers to another government agency, in which case the requesting party shall be notified accordingly and provided with the contact details of that office, if known;

- v. the reason for the request is contrary to laws, rules or regulations, in which case the requesting party shall be notified accordingly;
- vi. the requested information is specifically provided by this Rule to be inaccessible, unavailable or non-disclosable to the public, in which case the requesting party shall be notified accordingly.

Denial of the request may be wholly or partially, clearly setting forth the ground/s for denial and the circumstances on which the denial is based. Failure to notify the requesting party of the action taken on the request within the period herein provided shall be deemed denial of request to information.

- (c) **Referral** - if the records or information requested refer to another office within the Judiciary, the request shall be immediately referred to such proper office through the most expeditious manner and the requesting party shall be notified accordingly and provided with the contact details of that office.

For requests of copies of the SALN, PDS and CV of the Justices of the Court of Appeals, the Clerk of Court shall refer the matter pertaining to Justices to the Presiding Justice for final determination. The authority to disclose shall be made by the Court En Banc.

Section 16. Return to the Requesting Party. - In case the request, through the FOI Request Form, or other modes of requesting information fails to substantially comply with the requirements as provided for in this Rule, the OCC, as the case may be, shall return the request form and require the requesting party to comply with the same in writing.

Section 17. Transmittal of the Request by the OCC to the Office Concerned. - After receipt of the fully compliant FOI Request Form, the OCC shall forward the copy of the request to the office concerned within one (1) working day. The OCC shall record the date and time of referral, and the personnel who received the acknowledgment receipt of the request for record purposes.

Section 18. Duty of the Office Concerned. - Upon receipt of the fully compliant FOI Request Form from the OCC, the office concerned shall make all necessary steps to locate and retrieve the information requested. It shall ensure that the complete information requested will be submitted to the OCC within five (5) working days upon receipt of such request. The date and time of submission of information to the

OCC shall be recorded accordingly.

Section 19. Duty of the OCC to Transmit the Information to the Requesting Party. - The OCC shall collate and ensure the information is complete together with a cover/transmittal letter duly signed by the Clerk of Court, ensuring the transmittal of such information to the requesting party within five (5) working days from receipt of the information or records.

Chapter V – REMEDIES

Section 20. Motion for Reconsideration. - In case of denial of a request for information, the requesting party may, within fifteen (15) days from receipt of the notice of denial, file a motion for reconsideration thereof with the office concerned which shall resolve the same within five (5) days from receipt of said motion.

Section 21. When and where to appeal. - In case of denial by the office concerned of the motion for reconsideration, the requesting party may, within fifteen (15) days from receipt of the notice of denial of said motion, file an appeal with the Office of the Presiding Justice or the Court *En Banc*. Any motion filed beyond said period shall be denied.

The appeal shall be in writing and signed by the requesting party, citing the ground for the appeal, with the attached copies of the request for information and the notice of denial. The Presiding Justice or the Court *En Banc* shall resolve the appeal within fifteen (15) days from receipt thereof. The requesting party may file a motion for reconsideration of the denial of his request for information by the Presiding Justice or the Court *En Banc* within fifteen (15) days from receipt thereof. Denial of the motion for reconsideration by the Court *En Banc* shall be final and unappealable.

Chapter VI - FEES AND UNDERTAKING

Section 22. Assessment and Payment of Fees. - The OCC shall notify the requesting party in case there shall be payment of fees for the information or document requested. The requesting party, based on the fees assessed, shall pay the fees to the Cashier's Office of the Court who shall issue the proper receipt therefor to said requesting party.

No information or record shall be released until the fees have been paid in full.

Section 23. Waiver. - The Republic of the Philippines and its agencies and instrumentalities are exempt from the payment of the prescribed fees. Government-owned or controlled corporations as well as the local governments are not exempt from paying the fees fixed under this Rule.

Court of Appeals official and employees are exempt from payment for information or records requested on a case-to-case basis to be determined by the OCC.

The OCC may waive, in whole or in part, payment of the prescribed fees in meritorious cases.

Section 24. Undertaking. - If the information requested will be used for thesis, scholarly pursuit, audio and visual presentation, the Court shall require, as an undertaking of the requesting party, that the Court of Appeals be provided with the output/manual/thesis/recognition where the requested information was used and/or utilized.

Further, by receiving the requested information or documents, the requesting party acknowledges that the same shall: (a) not be used for any purpose other than what is indicated in the request form as approved; (b) not be used for any purpose that is contrary to law, morals, good customs, or public policy; and (c) not be reproduced for any commercial use.

VII - ADMINISTRATIVE LIABILITY

Section 25. Non-compliance with the Rule on FOI. - Failure of the officials and employees of the Court of Appeals to comply with the provisions of this Manual shall be a ground for administrative disciplinary action.

Section 26. Administrative Offenses and Penalties. - The following acts shall constitute administrative offenses and shall be penalized accordingly:

(a) Light Offenses

- (1) Failure to act promptly on letters and requests for official records or information officially under their custody within the prescribed period.

First Offense - Reprimand

Second Offense - Suspension of one (1) day to thirty (30) days; and

Third Offense - Dismissal from the service.

- (2) Violation of reasonable office rules and regulations through negligent acts resulting in the unauthorized disclosure of information officially under his/her custody or known to him/her by reason of his/her office.

First Offense - Reprimand

Second Offense - Suspension of one (1) day to thirty (30) days; and

Third Offense - Dismissal from the service.

(b) Less Grave Offenses

- (1) Gross violation of existing civil service law and rules of serious nature such as the unauthorized disclosure of information officially under his/her custody or known to him/her by reason of his/her office.

First Offense - Suspension of one (1) month and one (1) day to six (6) months; and

Second Offense - Dismissal from the service.

- (2) Simple neglect of duty resulting in the disclosure of information officially under his/her custody or known to him/her by reason of his/her office.

First Offense - Suspension of one (1) month and one (1) day to six (6) months; and

Second Offense - Dismissal from the service.

(c) Grave Offenses

- (1) Disclosing or misusing confidential information officially under his/her office or obtained by him/her under this Rule to further his/her private interests or give undue advantage to anyone or to prejudice the public.

First Offense - Suspension of six (6) months and one (1) day to one (1) year; and

Second Offense - Dismissal from the service.

- (2) Knowingly accessing any computer or intentionally interfering in a computer system used by the Court without authorization or exceeding authorized access, and by means of that conduct obtaining or stealing information.

First Offense - Dismissal from the service.

The filing of administrative proceedings shall be without prejudice to the criminal prosecution of, and institution of civil proceeding against, the official or employee involved as provided for by law.

Section 27. Procedure. - The Revised Rules on Administrative Cases in the Civil Service shall be applicable in the disposition of cases under this Manual.

Section 28. Contempt of Court. - Any disclosure in violation of the rule on confidentiality shall constitute indirect contempt of court.

VIII - PUBLICATION AND EFFECTIVITY

Section 29. Publication on Court of Appeals Website. - This Manual shall be published and maintained at the Court of Appeals Website.

Section 30. Effectivity Clause. - The Manual shall take effect fifteen (15) days after publication in a newspaper of general circulation in the Philippines.

City of Manila, Philippines

APPROVED:

APPROVED:

RA Salazar - Fernando
Acting Presiding Justice REMEDIOS A. SALAZAR-FERNANDO

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Hon. ROSMARI D. CARANDANG

[Signature]
Hon. JOSE C. REYES, JR.

[Signature]
Hon. FERNANDA LAMPAS PERALTA

[Signature]
Hon. MAGDANGAL M. DE LEON

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Hon. JAPAR B. DIMAAMPAO

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Hon. CELIA C. LIBREA-LEAGOGO

[Signature]
Hon. MARIFLOR P. PUNZALAN CASTILLO

[Signature]
Hon. SESINANDO E. VILLON

[Signature]
Hon. RAMON M. BATO, JR.

[Signature]
Hon. NORMANDIE B. PIZARRO

*Access to information should be made
simple and easy, not cumbersome.
The FOI Manual makes access difficult.*
[Signature]
Hon. APOLINARIO D. BRUSELAS, JR.

[Signature]
Hon. RAMON R. GARCIA

[Signature]
Hon. RICARDO R. ROSARIO

[Signature]
Hon. MARLENE GONZALES-SISON

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Hon. ROMEO F. BARZA

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Hon. PRISCILLA J. BALTAZAR-PADILLA

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Hon. MARIO V. LOPEZ

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Hon. STEPHEN C. CRUZ

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Hon. JANE AURORA C. LANTION

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Hon. RAMONA A. CRUZ

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Hon. VICTORIA ISABEL A. PAREDES

Hon. ZENaida T. GALAPATE-LAGUILLES

Hon. MARIA ELISA SEMPIO DIY

Hon. RENATO C. FRANCISCO


Hon. MARIE CHRISTINE AZCARRAGA JACOB

Hon. MARIA FLORENA D. SINGH


Justice RAFAEL ANTONIO M. SANTOS

APPROVED:


Executive Justice GABRIEL T. INGLES

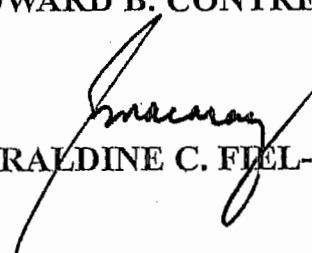

Hon. EDGARDO L. DELOS SANTOS


Hon. PAMELA ANN ABELLA MAXINO


Hon. MARILYN B. LAGURA-YAP


Hon. EDWARD B. CONTRERAS

 Sec. 8 (Identification & Proof of Authenticity) should be Sec. 13
Hon. GERMANO FRANCISCO D. LEGASPI


Hon. GERALDINE C. FIEL-MACARAIG


Hon. GABRIEL T. ROBENIOL

(With suggestion: on requests for SPAN, PDS and CV, that the Justice be so informed)


APPROVED:


Executive Justice ROMULO V. BORJA

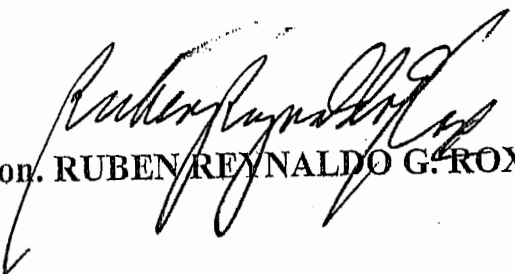

Hon. EDGARDO A. CAMELLO


Hon. EDGARDO T. LLOREN


Hon. OSCAR V. BADELLES


Hon. RONALDO B. MARTIN


Hon. PERPETUA T. ATAL-PAÑO


Hon. RUBEN REYNALDO G. ROXAS


Hon. LOUIS P. ACOSTA

Annex "A"

- (A) Non-disclosable information by provision of law include the following:
- (a) The identity of parties in child and family cases, unless disclosure is authorized by the Supreme Court;
 - (b) Information that must be kept secret in the interest of national defense or security or the conduct of foreign affairs;
 - (c) Information the disclosure of which would put the life and safety of an individual in imminent danger;
 - (d) Information that fall within the concepts of established privilege;
 - (e) Information of a personal nature where disclosure would constitute a clearly unwarranted invasion of personal privacy;
 - (f) Information that would disclose investigatory records compiled for law enforcement purposes, or which would (i) interfere with enforcement proceedings, (ii) deprive a person of his/her right to a fair trial or impartial adjudication, (iii) disclose the identity of a confidential source and confidential information furnished only by the confidential source; or (iv) unjustifiably disclose investigative techniques and procedures;
 - (g) Information the disclosure of which would likely frustrate the implementation of a proposed official action, except when the Court has already disclosed the content or nature of the proposed action to the public, or where the Court is required by law to make such disclosure on its own initiative prior to taking final official action on the proposal; and
 - (h) All other information specifically provided by law to be inaccessible, unavailable or non-disclosable to the public.
- (B) Non-disclosable information under the Rule on FOI shall include the following:
- (a) Contents of the statements of assets, liabilities and net worth and the disclosure of business interests and financial connections when such statements or any item of information entered therein shall be requested or used for (1) any purpose contrary to morals or public policy; or (2) any commercial purpose other than by news and communication media for dissemination to the general public. Information as to whether or not such statements have been filed shall be fully disclosable;

- (b) Contents of the 201 Personnel Records of the Members, officials and personnel of the Court when such contents or records or any item of any information contained therein shall be requested by a party other than the person to whom the file pertains. However, the 201 Personnel Records of the Members, officials and personnel' of the lower courts shall be fully disclosable when (1) requested by the Court, the Members or chiefs of offices of the Court for official purposes; (2) required, though the appropriate court subpoena duly signed by the Presiding Judge, in a pending criminal or civil case against the official, judge or personnel; and (3) requested, through the appropriate request personally signed by the Ombudsman, in a pending criminal case against the official or judge;
- (c) Intra and inter-agency communications, except when they later on become part of a disclosable record;
- (d) Judicial information
 - (1) Agenda, whether in draft or final form;
 - (2) Drafts of minutes;
 - (3) Internal resolutions and portions of the minutes containing such resolutions;
 - (4) Drafts of resolutions, decisions, issuances, memoranda and reports;
 - (5) Contents of records and rollos of pending cases, except as to any of the parties or counsel in the case;
 - (6) Contents of administrative complaints and proceedings against justices of the Court of Appeals and judges of the lower courts and special courts and court personnel, except as respondents of such complaints;
 - (7) Contents of reports and recommendations on administrative cases, including medical reports, retirement applications, and those pertaining to the mental or psychological condition of justices, judges and court personnel; and
 - (8) All other information that may in the future be specifically provided by the Supreme Court and the Court of Appeals through issuances, resolutions and decisions as inaccessible, unavailable or non-disclosable to the public.

- (e) Medical information - All information relating to the physical, mental and dental condition, including psychiatric and personality evaluation results, of justices, judges and court personnel on file with the Court, except when the interests of public health and safety and judicial service require the disclosure thereof.
- (C) Non-disclosable information on account of privilege and confidentiality':
- (a) Court actions such as the result of the raffle of cases and the actions taken by the Court on each case included in the agenda of the Court's session on acts done material to pending cases, except where a party litigant requests information on the result of the raffle of the case, pursuant to Rule 7, Section 3 of the Internal Rules of the Supreme Court;
 - (b) Court deliberations or the deliberations of the Members in court sessions on cases and matters pending before the Court; Court En Banc Resolution dated February 14, 2012, In Re: Production of Court Records and Documents and the Attendance of Court officials and employees as witnesses under the subpoenas of February 10, 201-2 and the various letters for the Impeachment Prosecution Panel dated January 19 and 25, 2012;
 - (c) Court records which are "predecisional" and "deliberative" in nature, in particular, documents and other communications which are part of or related to the deliberative process, i.e., notes, drafts, research papers, internal discussions, internal memoranda, records of internal deliberations, and similar papers;
 - (d) Confidential Information secured by justices, judges, court officials and employees in the course of their official functions, mentioned in (2) and (3) above, are privileged even after their term of office;
 - (e) Records of cases that are still pending for decision are privileged materials that cannot be disclosed, except only for pleadings, orders and resolutions that have been made available by the court to the general public;
 - (f) The principle of comity or inter-departmental courtesy demands that the highest officials of each department be exempt from the compulsory processes of the other departments.

capacity. Since the Court is higher than the individual justices or judges, no sitting or retired justice or judge, not even the Chief Justice, may claim exception without the consent of the Court.



Republic of the Philippines
COURT OF APPEALS
Manila

FREEDOM OF INFORMATION REQUEST FORM

PART I
INFORMATION ON THE REQUESTING PARTY

COMPLETE NAME OF THE REQUESTING PARTY:

Last Name Given Name Middle Name

COMPLETE ADDRESS:

COMPANY/AFFILIATION/ORGANIZATION/SCHOOL and POSITION

TYPE OF GOVERNMENT-ISSUED ID

(with photograph and signature)

- ☐ Passport ☐ Driver's License
☐ Postal ID ☐ Voter's ID
☐ Others, please specify

DATE OF REQUEST:

CONTACT DETAILS:

Landline:
Mobile:
Fax:
E-mail:

PREFERRED MODE OF COMMUNICATION:

For clarification and other matters

- ☐ Landline ☐ E-mail
☐ Mobile ☐ Postal Address

NAME OF REPRESENTATIVE or GUARDIAN
(if applicable)

ID of Representative:
Proof of Authority:

PART II
REQUESTED INFORMATION

DOCUMENT REQUESTED: (Please provide details)

Date of document, if known:

- ☐ Original copy ☐ Photocopy
☐ Certified true copy ☐ Certified photocopy
☐ Photographs ☐ Electronic (CD, DVD)

PURPOSE OF THE REQUEST: (Please be specific)

I declare and certify that the information provided in this form is complete and correct. I am aware that giving false or misleading information or using forged documents is a criminal offense. I bind myself and my principal to use the requested information only for the specific purpose stated and subject to such other conditions as may be prescribed by the COURT OF APPEALS. I understand that the COURT OF APPEALS may collect, use and disclose personal information contained in this request.

Signature of the Requesting Party or Representative/ Guardian:

For Official Use Only

Date:

Received by:

Remarks:

Date:
Time:

and/FOI request