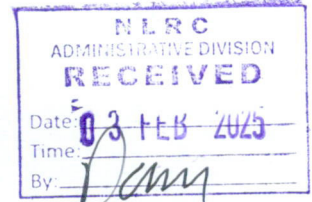




Republic of the Philippines
Department of Labor and Employment
NATIONAL LABOR RELATIONS COMMISSION
Quezon City



ADMINISTRATIVE ORDER NO. 01-06
(Series of 2025)

Pursuant to the mandate of Executive Order No. 2, otherwise known as the Freedom of Information (FOI), and in compliance with FOI Memorandum Circulars and Performance-Based Bonus (PBB) requirements, all NLRC Officials and Employees are hereby provided a copy of the **Updated NLRC FOI Manual** for the office's implementation and reference.

The purpose of this manual is to guide and assist the public in the processes and procedures involved in requesting information, both through standard and electronic (eFOI portal) means.

Accordingly, all designated FOI Evaluation Officers (FEOs) and Receiving Officers (FROs) are directed to observe and adopt the FOI procedures for receiving, evaluating, processing, transmitting, and approving or denying FOI requests.

To ensure compliance with the FOI Program implementation and PBB requirements, all FOI Receiving Officers shall continue to submit the quarterly FOI Registry and its summary every 15th of the month following the reference quarter, as well as the Annual Agency Information Inventory every 15th of September, respectively, to the FOI Committee through the Administrative Division via admindiv@nlrc.dole.gov.ph.

If no request is received by the office during a specific period, the concerned office shall still submit the required forms, indicating that no FOI request was received during the period covered.

The FOI Committee shall be responsible for monitoring and consolidating all FOI reports for subsequent submission to the Office of the President.

For information and compliance.

30 January 2025.


GRACE E. MANQUIZ-TAN
Chairperson

cc: all concerned



BAGONG PILIPINAS

2025



PEOPLE'S FOI MANUAL

**NATIONAL LABOR RELATIONS
COMMISSION**

UPDATED JANUARY 2025



Message from the Chairperson

The National Labor Relations Commission (NLRC) remains steadfast in its commitment to transparency, accountability, and good governance. As part of our ongoing efforts to uphold these principles, we proudly implement the Freedom of Information (FOI) Program within the NLRC.

The FOI Program serves as a vital instrument in empowering the public with access to information, fostering trust between government institutions and the people we serve. By ensuring transparency in labor dispute resolution and other essential services, we reinforce our dedication to upholding the rights of workers and employers alike.

Through this initiative, the NLRC aligns itself with the government's broader goal of promoting an open and responsive bureaucracy. We recognize that access to accurate and timely information is key to informed decision-making, public participation, and the continuous improvement of our policies and processes.

As we move forward with the full implementation of the FOI Program, we encourage all stakeholders—workers, employers, legal practitioners, and the general public—to actively engage in this endeavor.

Together, let us strengthen our shared vision of a just, fair, and transparent labor justice system.



Grace E. Maniquiz-Tan
Chairperson



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Republic of the Philippines
Department of Labor and Employment
NATIONAL LABOR RELATIONS COMMISSION
Quezon City

FREEDOM OF INFORMATION (FOI) PEOPLE'S MANUAL

RULE I AGENCY PROFILE

SECTION 1. MANDATE. – The National Labor Relations Commission (NLRC) is a quasi-judicial agency tasked to promote and maintain industrial peace based on social justice by resolving labor and management disputes involving both local and overseas workers through compulsory arbitration and alternative modes of dispute resolution.

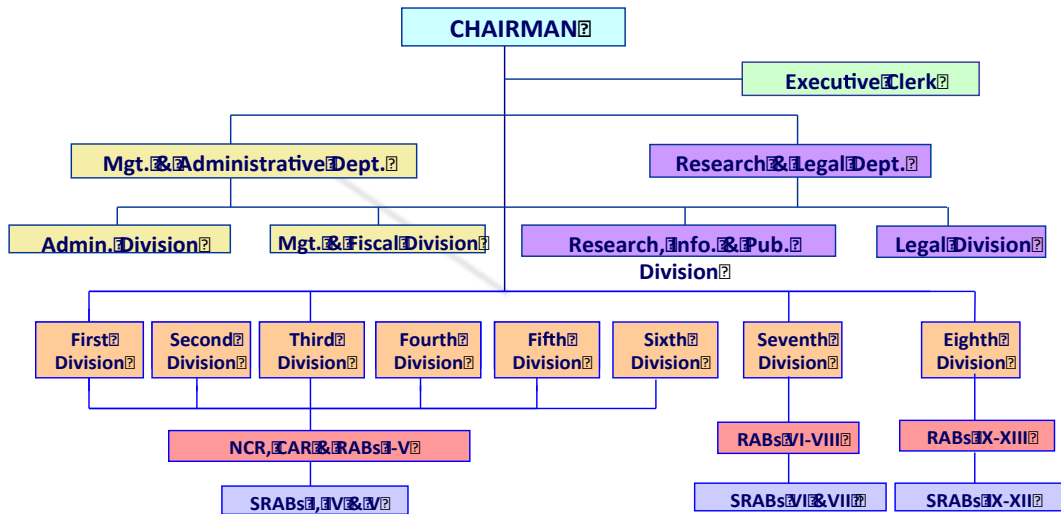
It is attached to the Department of Labor and Employment (DOLE) solely for program and policy coordination.

SECTION 2. VISION AND MISSION. – The vision is to deserve public trust as a quasi-judicial agency by way of a fair, speedy and equitable disposition of labor cases at lesser cost. The mission is to resolve labor disputes fairly, quickly, equitably, impartially and inexpensively.

SECTION 3. JURISDICTION. – The following are the jurisdiction:

- a. Unfair labor practice cases;
- b. Termination disputes;
- c. If accompanied with a claim for reinstatement, those cases that workers may file involving wages, rates of pay, hours of work and other terms and conditions of employment;
- d. Claims for actual, moral, exemplary and other forms of damages arising from employer-employee relations;
- e. Cases arising from any violation of Article 264 (now 279) of the Labor Code, as amended, including questions involving the legality of strikes and lockouts;
- f. Except claims for employees compensation not included in the next succeeding paragraph, social security, medicare, and maternity benefits, all other claims arising from employer-employee relations, including those of persons in domestic or household service, involving an amount exceeding P5,000, whether or not accompanied with a claim for reinstatement;
- g. Wage distortion disputes in unorganized establishments not voluntarily settled by the parties pursuant to RA 6727;
- h. Enforcement of compromise agreements when there is non-compliance by any of the parties pursuant to Article 227 (now 233) of the Labor Code, as amended;
- i. Money claims arising out of employer-employee relationship or by virtue of any law or contract, involving Filipino workers for overseas deployment, including claims for actual, moral, exemplary and other forms of damages as provided by Section 10 of RA 8042, as amended by RA 10022; and,
- j. Other cases as may be provided by law.

SECTION 4. ORGANIZATIONAL STRUCTURE. – The organizational structure of the Commission is as follows:



RULE II MANUAL'S OVERVIEW

SECTION 1. BACKGROUND AND PURPOSE. – Article II, Section 28 of the 1987 Constitution provides that the State shall adopt and implement a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law. Additionally, Article III, Section 7 of the Constitution, guarantees the right of the people to information on matters of public concern.

Executive Order (EO) No. 2, s. 2016, was issued by President Rodrigo Roa Duterte on 23 July 2016 to operationalize the People’s Constitutional Right to information and the State Policies to full public disclosure and transparency in the public service. In Section 8 thereof, the Office of the President directs every government office to prepare its own Freedom of Information (FOI) Manual.

The Freedom of Information - Agency Manual of the National Labor Relations Commission provides the guidelines procedure for the general public in requesting for information covered under the Executive Order (E.O.) No. 2, Series of 2016 on Freedom of Information (FOI). The same serves as a reference material for accessing information needed by interested parties such as: government agencies, private institutions, non-government organizations (NGOs), community associations, the academe, researchers, or by individuals who have specific concerns and inquiries.

SECTION 2. COVERAGE. – The manual shall cover all requests for information directed, filed or submitted to the offices under NLRC, which include the following:

1. Office of the Chairman
2. Office of Executive Clerk of Court IV

- Records and Docket Unit
- Central Receiving and Mailing Unit
- 3. Administrative Division and General Administrative Services
- 4. Management and Fiscal Division and Cash Unit
- 5. Research and Legal Department
 - Legal and Enforcement Division
 - Research, Information and Publications Division
- 6. First to Eighth Divisions
- 7. Office of Presiding Commissioners and Commissioners
- 8. Regional Arbitration Branches and Sub-Regional Arbitration Branches

SECTION 3. STRUCTURE AND FUNCTIONS OF FOI OFFICES. – This Manual shall set out the rules and procedures to be followed by the Commission when a request for access to information is received. The Chairman is responsible for all actions carried out under this Manual and may delegate this responsibility to the Head of Offices.

The **FOI Receiving Officer/s (FROs)** shall be the primary person/s duly designated by the head of office who shall receive and record all requests for information and forward the same to the FEO who has custody of the requested information or records.

All FOI Requests pertaining to NLRC shall be filed with and/or submitted to the FRO. The public may request information on all FOI related concerns in the NLRC, including a copy of this Manual.

The functions of the FRO shall include the following:

1. Serve as the initial point of contact to the public on FOI Request in NLRC;
2. Receive all FOI Requests on behalf of the offices under NLRC;
3. Conduct initial evaluation of FOI Requests and make a determination whether these are fully compliant FOI requests;
4. Deny or refuse to accept FOI requests based on the results of its initial evaluation;
5. Undertake preliminary determination of the appropriate FEO which has custody of the requested information and forward the request to such office;
6. Forward a fully compliant FOI request to the appropriate FEO for evaluation;
7. Monitor all FOI Requests and appeals;
8. Prepare and submit the reports and requirements for FOI; and
9. Compile statistical information on FOI requests and actions taken thereon; and
10. Provide such other assistance to the FDM and FEO.
11. Submit pertinent reports on FOI Program.

The office which has possession or custody of the requested document shall be the **FOI Evaluation Office (FEO)** for the particular FOI Request. To further determine as to which office has custody of the information requested, a FOI Evaluation Officer (FEO) shall be designated and shall have the following functions:

1. Review the merits of the FOI request;
2. Determine whether it has possession of the requested information;
3. Evaluate whether the requested information falls under any of the Exceptions to FOI;
4. Determine whether grounds for denial of the request exist;

5. Coordinate with different offices, or if necessary, with other government agencies, prior to taking action on the request; and
6. Prepare necessary recommendation on the FOI request to FDM, such as grant, denial, partial grant or denial, redacting certain information, referral to other offices, or such other actions as may be appropriate.

The Head of Office of the FEO shall be the **FOI Decision Maker (FDM)**. They shall have the primary function of evaluating the recommendation of the FEO on any FOI request and taking action thereon. Further, the FDM shall have the following functions:

1. Grant, Deny, partially grant or deny the request;
2. Order the redaction of certain information prior to release; and
3. Refer the request to other offices, or undertake such other actions as may be appropriate.

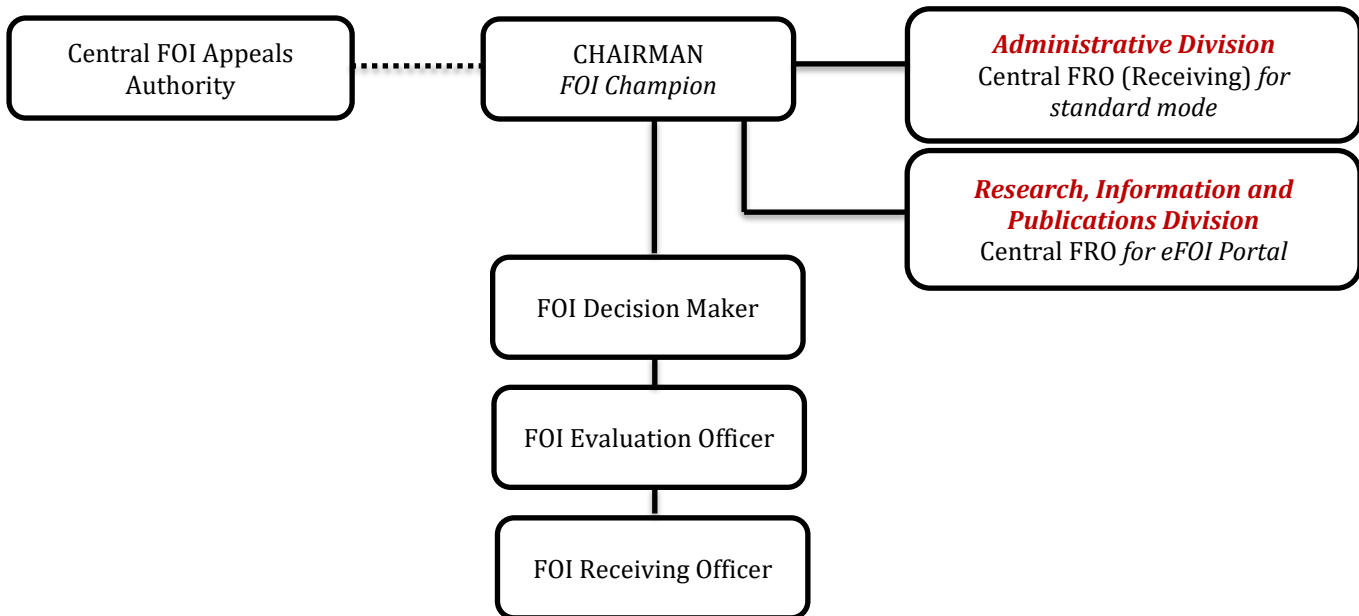
As a general rule, the FDM shall grant an FOI request, unless there exist grounds to deny the same.

The **Central FOI Appeals Authority (CFAA)** shall be composed of at least three (3) officials with a rank not lower than Division Chief or its equivalent responsible in conducting review of FOI decisions submitted for internal review or on appeal, provide recommendation/expert advice to the Head of Offices on the approval or denial of FOI decision on appeal.

The **CFAA** shall be composed of the following NLRC Officials:

- (1) Executive Clerk of Court II as designated by the Head of Office
- (2) Division Chief, Legal Enforcement Division
- (3) Division Chief, Administrative Division

**NATIONAL LABOR RELATIONS COMMISSION
FREEDOM OF INFORMATION (FOI) COMMITTEE**



SECTION 4. DEFINITION OF TERMS. – For purposes of this Manual, the following are the definitions, to wit:

- (1) **Administrative FOI Appeal.** – Refers to the procedure for appealing an unfavorable or adverse action by the FOI Decision Maker on an FOI request. Requesting parties who are dissatisfied with the action taken by the FOI Decision Maker on their FOI request have a right to appeal such unfavorable or adverse action to the FOI Appeals Authority, who shall then conduct a review of said appeal.
- (2) **Commission/NLRC.** – Refers to the National Labor Relations Commission.
- (3) **Exceptions to FOI.** – Information identified not to be disclosed and/or released under the FOI, the non-disclosure of said information is in accordance with the Constitution, laws, rules and regulations, or jurisprudence. Identified exceptions are listed in **Annex A** of this manual.
- (4) **data.gov.ph** – the open data that serves as the government’s comprehensive portal for all public government data that is searchable, understandable, and accessible.
- (5) **eFOI.gov.ph.** The portal that serves as the government’s comprehensive website for all information on FOI. It provides a central resource for the public to locate records which are available online, and the process for which requests are made.
- (6) **Freedom of Information (FOI).** – The Executive Branch recognizes the right of the people to information on matters of public concern, and adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to the procedures and limitations provided in Executive Order NO. 2, Series of 2016. This right is indispensable to the exercise of the right of the people and their organizations to effective and reasonable participation at all levels of social, political and economic decision-making.
- (7) **FOI Appeals Authority.** – Refers to the office or person which decides appeals from the action of the FOI Decision Maker, and has authority to affirm, reverse, or modify such action.
- (8) **FOI Contact.** – The name, address and phone number of FOI Champion, designated FOI Receiving Officer/s in the NLRC offices where FOI request can be made is included in this manual as **Annex B**.
- (9) **FOI Decision Maker.** – NLRC Office personnel designated by the Head of Office, with a rank of not lower than a Labor Arbitration Associate or its equivalent, who shall conduct evaluation and processing of request for information, and accorded the authority to recommend to the Head of Office the grant or denial of the request.
- (10) **FOI Evaluating Office (FEO).** – refers to the office which has a custody of the requested information and which has the responsibility of evaluating and reviewing FOI requests and preparing recommendations to the FDM.

- (11) **FOI Request.** – A written duly signed request submitted to any NLRC Office, personally or by e-mail asking for records related to the function, policies and programs of the Commission.
- (12) **FOI Receiving Officer.** – NLRC Office personnel duly designated by the Head of Office who shall receive, records and monitor all requests for information, provide assistance to the requesting party and/or public on FOI matters, among others.
- (13) **Fully Compliant FOI Request.** – Refers to an FOI Request which fully complies with the formalities set forth by this Manual.
- (14) **Full Denial.** – The act of an authorized NLRC personnel/officer to deny the release of any records in response to the FOI request for reason that the information requested is among the listed exceptions.
- (15) **Full Grant.** – The act of an authorized NLRC officer to allow the full disclosure of information based on the details specified in the FOI request.
- (16) **Information.** – 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 the Department pursuant to law, executive order, and rules and regulations or in connection with the performance of its official business.
- (17) **Information for Disclosure.** – Information that promotes the awareness and understanding of policies, programs, activities, rules and regulations affecting the public, government, community and the economy. It also includes information on the general operations, thrusts, and programs of the Commission. In line with the concept of proactive disclosure and open data, such types of information can be posted in government websites, such as data.gov.ph without need for written requests from the public.
- (18) **Official Record/s.** – Refer to information produced or received by a NLRC officer or employee in an official capacity, function or duty.
- (19) **Open Data** – Refers to publicly available data, structured in a way that enable users to freely use, copy and/or download the information, subject to the protocols/requirements of the office' website and webpage.
- (20) **Partial Grant/Partial Denial.** – Refers to the ability of the Commission to disclose portion of the records in response to a FOI request. It also refers to the denial of the office of a portion of the request, with reference to the exemptions enumerated in Annex A.
- (21) **Pending Request or Pending Appeal.** – An FOI request or administrative appeal of which the Commission has not yet taken final action on it. It includes

all request/appeal that is still open or not acted upon at a given time, including request that is well within the statutory response time.

- (22) **Perfect Request.** – An FOI request which describes the records sought, duly accomplished by the requesting party in accordance with the requirements of the Commission.
- (23) **Personal Information.** – Refer to any information, whether recorded in a material form or not, from which the identity and personal circumstances of an individual is apparent or can be reasonably and directly ascertained by the office holding the information, or when put together with other information would directly and certainly identify an individual.
- (24) **Proactive Disclosure.** – Information made publicly available without waiting for a specific FOI request. The Commission's initiative to post in the website information concerning its mandates/functions, major policies and programs, among others.
- (25) **Processed Request or Processed Appeal.** – The number of requests or appeals where the Commission has completed its work and sent a final response to the requesting party.
- (26) **Public Records.** – A record required by law, executive order, rules and regulations to be entered, kept, and made by an officer of the Commission in the course of the performance of its function, filed and may be made available to the public upon request.
- (27) **Received Request or Received Appeal.** – A FOI request or administrative appeal received by the Commission within a fiscal year.
- (28) **Referral.** – The receiving NLRC office forwards the FOI request to an appropriate agency for further determination of primary interest and processing of the request.
- (29) **Sensitive Personal Information.** – As defined in the Data Privacy Act of 2012, shall refer to personal information:
 - a. About an individual race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;
 - b. About an individual 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;
 - c. Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
 - d. Specifically established by an executive order or an act of Congress to be kept classified.

- (30) **Simple Request.** – FOI request requiring minimal processing and review, placed in one processing track, and anticipated to have faster response/delivery time, depending on the volume and/or simplicity of the records requested.
- (31) **Complex Request.** – FOI request that requires multi-track processing, requires more time to retrieve and/or generate the information, depending on the volume and/or complexity of the records requested.

RULE III PROTECTION OF PRIVACY

SECTION 1. PROTECTION OF PRIVACY. – In recognition of the privacy legislations to afford full protection to a person’s right to privacy, the NLRC acknowledges its accountability to respect and value data privacy of its data subjects, and to ensure that all personal data collected from its officers and employees, clients, other government agencies, and third parties are processed in consistent with the general principles of transparency, legitimate purpose, and proportionality.

Thus, the Commission shall afford full protection to a person’s right to privacy, as follows:

- a. Ensure that personal information, particularly sensitive personal information, in its custody or under its control is disclosed only as permitted in Republic Act (RA) No. 10173, otherwise known as the Data Privacy Act (DPA) of 2012, and any other existing laws, rules and regulations;
- b. Protect personal information in its custody or under its control by making reasonable document security protocol against unauthorized access, leaks or premature disclosure;
- c. The FRO, FDM, or any employee or official who has access, to personal information, shall not disclose that information except authorized by existing laws, rules and regulations.

RULE IV STANDARD PROCEDURE

SECTION 1. FILING AND CONTENT OF THE FOI REQUEST. – an FOI shall be filed with the FRO of the Commission. The request shall be made through accomplishing the FOI prescribed form or submitting request for information in the eFOI portal.

- (1) **Standard/Manual Request.** The FOI Receiving Officer (FRO) shall receive the accomplished form from the requesting party. The FOI Request shall contain the following:
 - a. Name and contact information of the requesting party as well as his affiliation, company or organization, accompanied with a valid proof of identification

and/or authorization. The identification shall bear the photograph and signature of the requesting party.

- b. Reasonable description of the information requested, covered period, and the purpose by which the information shall be used;
- c. Whether photocopy or certified true copy of the subject information/ document is requested;
- d. Preferred mode of communication and receipt of the response; and
- e. Proof of authority, if made through a representative

The request may be filed through e-mail provided, the requesting party shall attach a scanned copy of the completely filled up FOI Request Form (**Annex C**), and copy of government issued identification (ID) with photo and signature.

In case the requesting party is unable to make a request, because of illiteracy or due to being a person with disability, he can make an oral request, and the FRO shall reduce it in writing.

Filed written request for FOI shall be stamped received by the FRO, indicating the date and time of receipt, name, position/designation, and signature of the FRO. The FRO shall provide the requesting party a copy of the duly filed FOI request. In case the FOI request was filed thru e-mail, the FRO shall acknowledge receipt of the same by e-mail, his name and position/designation supplied. The filled up request form shall be printed and details of the request shall be recorded.

The standard FOI Request Form shall be available free of charge upon request from the FRO or through the NLRC's website (nlrc.dole.gov.ph). An FOI Request shall only be considered valid when accompanied by the standard FOI Request Form.

- (2) **Electronic FOI thru foi.gov.ph Portal.** Requester shall visit www.foi.gov.ph and click the sign up button and provide all the required fields, and attaching a valid ID to create an account.

Once logged in, the requestor will be directed to his Dashboard, and shall click the "Make a Request" button then select the agency name National Labor Relations Commission to proceed with the request.

Upon receipt of the request thru foi.gov.ph, the authorized FRO shall evaluate the validity/completeness of the request.

If found valid, the FRO shall acknowledge the receipt of the request online; and thereafter forward to the FDM the said request for appropriate action or response.

If the details of the request is found to be incomplete, the FRO shall acknowledge the receipt of the request online; and may thereafter deny the same on the ground of invalid request.

SECTION 2. INITIAL EVALUATION. – After receipt of the request for information, the FRO shall ascertain whether the request is a fully compliant FOI Request in accordance with the requirements provided in this Manual.

If the request for information can be provided by different offices/divisions/units, the FRO shall forward such request to FEO of concerned offices/divisions/units and ensure timely completion/delivery of the information requested, in a well-coordinated manner. The 15 - day standard process cycle time applies starting the day after the request was forwarded to the concerned offices. FDMs shall only provide the specific information that relates to their respective offices.

If the requested information is not in the custody of the NLRC Office, after referral or discussion with the FDMs, the FRO shall undertake the following steps:

- (1) If the records requested is within the authority or custody of other NLRC Offices, i.e. Commission Proper, Main and Sub Regional Arbitration Branches, other than the office where the FOI request was filed, the request will be immediately referred to the appropriate office through the most expeditious manner, inform the requesting party that his FOI request was transmitted to the appropriate office that can provide the information. In such case, the 15-days process cycle time of the receiving office/agency commences the day after it received the forwarded request; and,
- (2) If the records requested is not within the authority or custody of the Commission, or it refers to an office not within the coverage of E.O. No. 2 series of 2016, the requesting party shall be advised accordingly and provided with the contact details of that office, if known.

SECTION 3. TRANSMITTAL OF REQUEST BY THE FRO TO THE FEO. – Upon determination that the request is a fully compliant FOI Request, the FRO shall proceed to determine whether the NLRC has custody or possession of the requested information.

- (1) The FRO shall forward the request to the appropriate FEO, within one (1) day from receipt of such request. The FRO shall record the date, time and name of the FEO who received the request in a record book with the corresponding signature of acknowledgement of receipt of the request.
- (2) In case the FRO is unable to determine the appropriate FEO, the FRO shall be given an additional two (2) working days to undertake further coordination to determine the FEO.
- (3) If the requested information is under the custody of more than one office under the Commission, the FRO shall forward the request to all concerned offices.
- (4) The FRO shall regularly monitor compliance by the FEO of the 10 - days process cycle time. The FRO shall inform the Head of Office or the designated Officer of the status of the request in case the process cycle time (PCT) is already beyond the 10-day period.

SECTION 4. EVALUATION OF FEO AND ACTION BY FDM. – Upon receipt of the FOI request from FRO, the FEO shall proceed to evaluate the request, which shall include ascertaining whether the information requested is in its possession or custody; and determining whether there are grounds for the denial of the requested information.

- (1) **Request for clarification.** - If the FEO requires clarification or further details to identify or locate the information requested, he shall, through the FRO, seek clarification from the requesting party. The clarification shall toll the running of the fifteen (15) working day-period, which period shall commence anew the day after the required clarification is received by the FRO.
- (2) **Request for an Extension of Time.** – If the information requested requires extensive search of the government's office records facilities, examination of voluminous records, or cannot be easily retrieved due to occurrence of fortuitous events or other analogous cases, the FEO shall, within ten (10) working days from receipt by the FEO of the request, inform the FRO of the need for extension of time to act on the request.
- (3) **Notice to Requesting Party for Extension.** – The FRO shall inform the requesting party of the extension, setting forth the reasons for such extension. In no case shall the extension exceed twenty (20) working days on top of the mandated fifteen (15) working days to act on the request, unless exceptional circumstances warrant a longer period.
- (4) **Consultation.** – The FEO shall undertake the necessary consultations with the appropriate offices on whether the requested information is covered by any of the Exceptions to FOi, which consultation shall include that of the office where the information or record originated.
- (5) **Submission of Recommendation to FDM.** – The FEO shall prepare and submit its recommendation to the FDM, who shall approve or deny the request.

SECTION 5. APPROVAL/DENIAL OF REQUEST BY THE FDM. – Once the FDM approves or denies the request, he shall advise the FRO of such action. The FRO shall prepare the response to the requesting party either in writing, by e-mail, or, if practicable, through other mode of response preferred by the requesting party.

SECTION 6. TIME TO RESPOND TO FOI REQUESTS. –_The NLRC must respond to request promptly, within the fifteenth (15th) working day following the date of receipt of the request. For clarity, the 15- working day period to respond to FOI requests shall not commence unless the request is a fully compliant FOI Request.

A working day is any day other than a Saturday, Sunday or a day which is declared a public holiday in the Philippines. In computing for the period, Art. 13 of the New Civil Code shall be observed. The date of receipt of the request will be either:

1. The day on which the request is physically or electronically delivered to the office of FRO, or directly into the official e-mail inbox of the concerned NLRC Office; or

2. If the FEO has asked the requesting party additional details or clarification on the information being requested, the counting of the 15 days will stop and shall commence again the day after the receipt of the clarification from the requesting party. If no clarification is received from the requesting party after sixty (60) calendar days, the request shall be closed.

SECTION 7. NOTICE TO THE REQUESTING PARTY OF THE APPROVAL/DENIAL OF THE REQUEST. – The notice to the requesting party of the approval or denial of the request shall be covered by a response letter, duly signed by the Head of Office or his designated Officer.

SECTION 8. APPROVAL OF REQUEST. – In case of approval, the FEO shall advise the FRO of such approval and transmit to the FRO the requested information within ten (10) working days from the FEO's receipt of the request. The FRO shall ensure that the information requested (as indicated in the FOI Request Form) is completely provided. Check however, if the data/information to be released does not fall in any of the listed exclusions in Annex A. The FRO shall within the prescribed period, prepare the response letter to the requesting party informing him that his FOI request was already processed, ready for release, and directed to pay the applicable fees, if any.

SECTION 9. DENIAL OF REQUEST. – In case of denial of the request, whether wholly or partially, the FEO shall, through the FRO, within the prescribed period, notify the requesting party of the denial in writing. The notice shall clearly set forth the ground or grounds 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 prescribed period shall be deemed a denial of the request for access to information. Failure to notify the requesting party of the action taken on the request within the period herein provided shall be deemed a denial of the request to information. All denials on FOI requests shall pass through the Head of Office or his designated Officer.

(1) Grounds for Denial During Initial Evaluation. – During the initial evaluation by the FRO, the request may be denied on the following grounds:

- a. **Non-Compliant FOI Request.** – The FRO shall only accept a fully compliant FOI Request, not lacking of any of the required contents or documents provided in this Manual. The Requesting Party shall be advised of the deficiency, as soon as practicable, if the request was personally filed, or within the 15-day period if the request was filed through registered mail or e-mail.

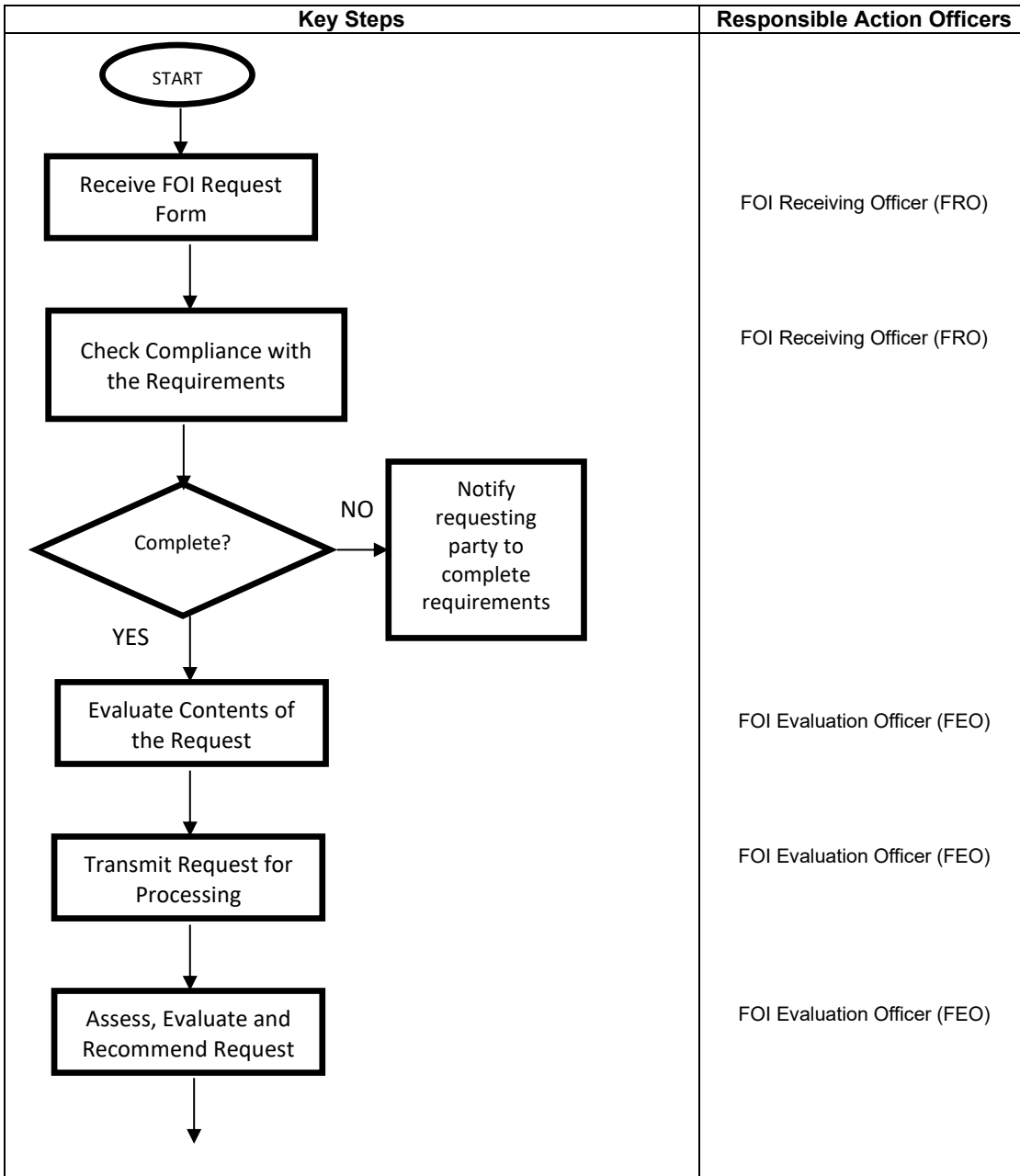
In case the request lacks any of the requirements, the FRO may consider other relevant document or evidence as the circumstances may warrant or waive any requirement, upon showing of meritorious grounds, subject to the approval of FDM.

- b. **Requested Information has already been publicly disclosed.** If the information being requested is already posted and publicly available in the NLRC official website – www.nlrc.gov.ph, or NLRC official facebook page,

or data.gov.ph or foi.gov.ph or other websites, the FRO shall inform the requesting party of the availability of the information in public use platforms, provide the website link where the information is posted/available.

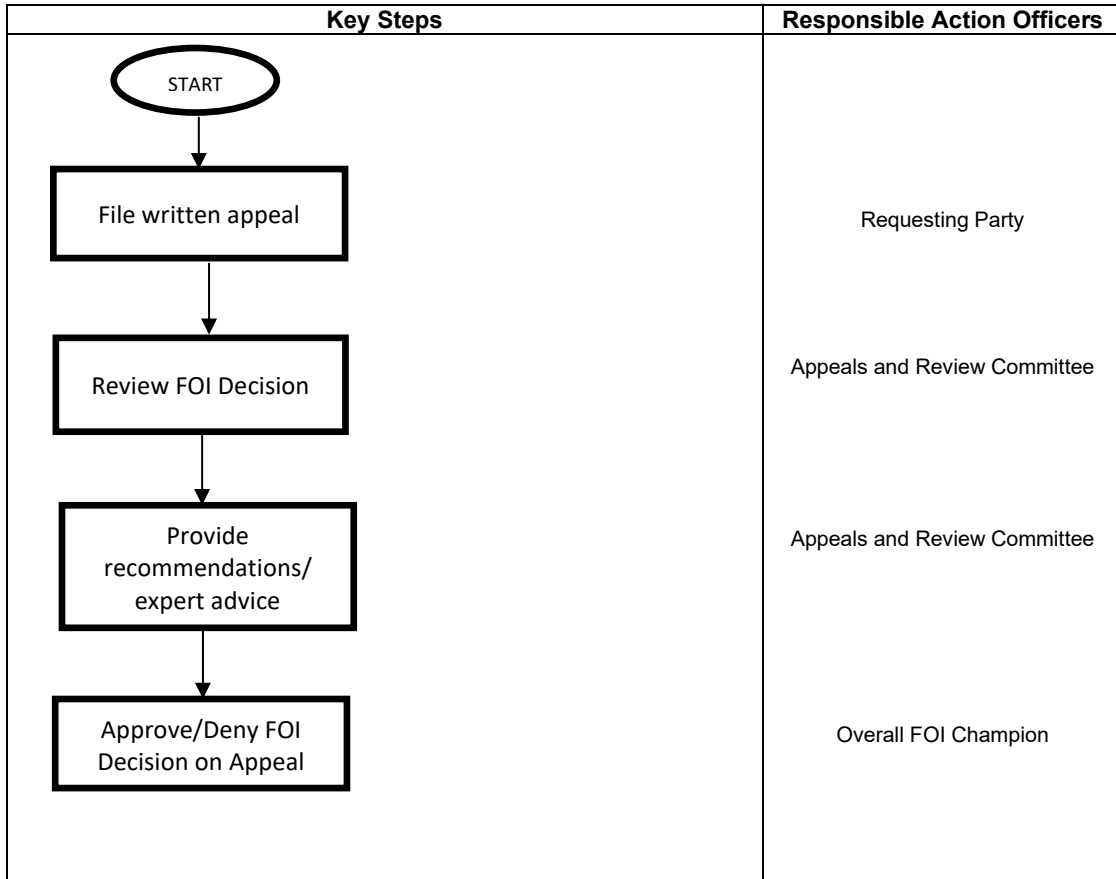
- c. **Requested Information is substantially similar or identical to a previous request.** If the requested information is substantially similar or identical to a previous request by the same party, the request shall be denied. The FRO upon recommendation of the FDM shall issue a reply to the requesting party and state the reason/s for the denial of his request.

SECTION 10. PROCESS FLOWCHART. – The following process flowchart shall be observed for the request of information:



(c) Upon exhaustion of administrative FOI appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

PROCESS FLOWCHART FOR APPEALS



RULE VII PROCESS CYCLE TIME TO ACT ON REQUEST FOR INFORMATION

Activity Action	Process Time
Acknowledgement receipt of the Request for Information by FRO	within a day except when received after 5 p.m.
Completion of requested information or disposition of Request/ Issuance of Letter or Notice Response	within fifteen (15) working days from receipt of the request, unless request for an extension is valid
Filing of Appeal on Denial of Request	within fifteen (15) working days from receipt of the notice of denial
Decision on Appeal of Denial of Request	within thirty (30) working days from receipt of the notice of denial

RULE VIII FEES

SECTION 1. NO REQUEST FEE. – The NLRC shall not charge any fee for accepting requests for access to information.

SECTION 2. REASONABLE COST OF REPRODUCTION AND CERTIFIED TRUE COPY OF THE INFORMATION. – The FRO shall immediately notify the requesting party of any reproduction or copying fee to provide the information. The reproduction fee shall be the actual amount spent by the concerned NLRC Office in providing the information to the requesting party. Official Receipts shall be issued upon payment of applicable fees. The schedule of fees shall be posted by the concerned NLRC Offices.

SECTION 3. EXEMPTION FROM FEES. – The NLRC may exempt any requesting party from payment of fees, in case of pauper or indigent clients upon presentation of certificate of indigency from the barangay.

RULE IX ADMINISTRATIVE LIABILITY

SECTION 1. NON-COMPLIANCE WITH FOI. – 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.

SECTION 2. PROCEDURE. – The Revised Rules on Administrative Cases in the Civil Service shall be applicable in the disposition of cases under this Manual.

SECTION 3. PROVISIONS FOR MORE STRINGENT LAWS, RULES AND REGULATIONS. – Nothing in this Manual shall be construed to derogate from any law, any rules, or regulation prescribed by any body or agency, which provides for more stringent penalties.

SECTION 4. EFFECTIVITY. – This Order shall take immediately.

DONE in the City of Quezon, this 12th day of December 2023

ANNEX "A"
(List of FOI Exceptions)

LIST OF EXCEPTIONS
NATIONAL LABOR RELATIONS COMMISSION

The NLRC recognizes the right of the people to information on matters of public concern. Access to official records, documents and information pertaining to official acts, transactions, or decisions, as well as government generated data/information and researches used as basis for policy development shall be afforded the public, subject to such limitations as may be provided under Executive Order No. 2 Series of 2016.

1. Information covered by Executive privilege;
2. Information classified as confidential or privileged relating to national security, defense or international relations;
3. Information concerning law enforcement and protection of public and personal safety;
4. Information classified as confidential for the protection of the privacy of persons and certain individuals such as minors, victims or 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 and drafts;
7. Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged;
8. Matters classified as confidential under banking and finance laws, and their amendatory laws; and
9. Other exceptions to the right to information under laws, jurisprudence, rules and regulations.

**List of NLRC Freedom of Information
Committee Members**

FOI Overall Champion:	Chairperson Grace E. Maniquiz-Tan
Chairperson:	Acting Executive Clerk of Court IV Mona Lisa M. Vargas
Vice-Chairperson:	DEC Purdey P. Perez
Members:	All Deputy Executive Clerks of Court Director Elvira F. Cruz Ms. Amalia L. Celino Mr. Harold M. Carbo Ms. Imelda S. Francisco Mr. Jesse V. Jalalain Ms. Katherine Mae B. Perez (Central FEO) Ms. Rachelle V. Pateño (eFOI FRO) All Administrative Officers V (Administrative Unit)
Focal Person:	Ms. Katherine Mae B. Perez Ms. Rachelle V. Pateño (eFOI FRO)
Secretariat:	Ms. Edith M. Nool Ms. Maria Junneliz S. Monteza (Central FRO)
FOI Central Appeals Authority:	Director Maria Ricasion B. Tugadi Atty. Olive B. Sanchez Atty. Neenelyne C. Paguila Atty. Tarcila B. Nepomuceno-Banda Atty. Nikki Isabel G. Balanquit

**List of NLRC FOI Receiving Officers, Evaluation
Officers and Decision Makers**

FOI FOCAL OFFICE

FOI FOCAL OFFICE	CENTRAL FOI DECISION MAKER	OFFICE ADDRESS/ CONTACT INFORMATION	CENTRAL FOI EVALUATION OFFICER (FEO)	CENTRAL FOI RECEIVING OFFICER (FRO)
Administrative Division	AMALIA L. CELINO Chief Administrative Officer	8781-78-71 10/F 1184 Ben-Lor Building, Quezon City	KATHERINE MAE B. PEREZ Labor Arbitration Associate	MARIA JUNNELIZ S. MONTEZA Administrative Officer IV (Alternate) STEVEN DAVE L. LAURENTE Administrative Aide II

MAIN NLRC OFFICE (BEN-LOR BLDG.)

OFFICE	FOI DECISION MAKER	OFFICE ADDRESS/ CONTACT INFORMATION	FOI EVALUATION OFFICER (FEO)
Office of the Chairman	GRACE E. MANQUIZ- TAN <i>Chairperson</i>	Tel. No.: 8711-1557 7 th Floor 1184 Ben-lor Building, Quezon City	ANGELINE FAMYNETH T. OCAMPO <i>Labor Arbitration Associate</i>
Office of the Executive Clerk of Court/ 1st to 6th Divisions	MONA LISA M. VARGAS <i>Acting Executive Clerk of Court IV</i>	Tel. No.: 8781-78-77 7 th Floor 1184 Ben-lor Building, Quezon City	EDITH M. NOOL <i>Labor Arbitration Associate</i>
Management and Administrative Department	HAROLD M. CARBO <i>Director II</i>	Tel.No.: 8781-7870 10 th Floor 1184 Ben-lor Building, Quezon City	KARL CHESTER E. BALATAY <i>Accountant IV</i>
Research and Legal Department	MARIA RICASION B. TUGADI <i>Director II</i>	Tel. No.: 8740-7732 10 th Floor 1184 Ben-lor Building, Quezon City	NIKKI ISABEL G. BALANQUIT <i>Attorney IV</i>
Research, Information & Publication Division/ Library and Data Center	ATTY. NEENEELYNE C. PAGUILA <i>Attorney V</i>	Tel. No.: 8781-7881 10 th Floor 1184 Ben-lor Building, Quezon City	ATTY. MA. STELLA R. PAMBUAN <i>Attorney IV</i>

REGIONAL ARBITRATION BRANCHES AND 7TH AND 8TH DIVISIONS

OFFICE	FOI DECISION MAKER	OFFICE ADDRESS/ CONTACT INFORMATION	FOI EVALUATION OFFICER (FEO)	FOI RECEIVING OFFICER (FRO)
Seventh Division (Commission Proper)	AMELIA B. DOCENA <i>Presiding Commissioner</i>	Tel. Nos.: (032) 233 6537 5/F DOLE VII Building corner Gen. Maxilom and Gorodo Avenue, Cebu City	JUVE ANN N. PEQUE <i>Executive Clerk of Court II</i>	ASTRA ZINA LOGARTA-GEVEROLA <i>Administrative Officer V (Information Officer III)</i>
Eighth Division (Commission Proper)	SITTIE PHAMY G. CADER-CONDING <i>Commissioner/OIC</i>	Tel. No.: (088) 857-4627 3/F Cahulogan Square Xavier Estates Mastersons Avenue, Upper Balulang, Cagayan de Oro City	CORAZON P. HERNANDEZ <i>Information Officer III</i>	JENNIFER Y. DAING <i>Administrative Officer V</i>
National Capital Region Arbitration Branch	PAZ EUGENIA NERI-DYSANGCO <i>Executive Labor Arbiter</i>	Tel No.: 8781-7856 6 th Floor 1184 Ben-lor Building, Quezon City	CATHERINE MELODY S. MEDINA <i>Administrative Officer V</i>	RIO TRINA P. SORIANO <i>Administrative Aide VI</i>
Cordillera Administrative Region	RAYMUND M. CELINO <i>Executive Labor Arbiter</i>	Tel. No. (074) 445-83-80 #17 2/F Manongdo Bldg. Private Road, Magsaysay Avenue, Baguio City	SUZIE DARLENE U RAMOS <i>Labor Arbitration Associate</i>	ALBERT MAGNO A. CORTEZ <i>Administrative Officer V</i>
Regional Arbitration Branch I	ROY ALFERT M. CARASIG <i>Executive Labor Arbiter</i>	Tel. Nos. (072) 607-8362 2/F GSMA Building, Gov. Ortega-Gen. Luna Sts., San Fdo., La Union	KNOLI A. MACADANGDANG <i>Labor Arbitration Associate</i>	RICHARD JEROME B. ZAFRA <i>Administrative Officer IV (Information Officer II)</i>
Regional Arbitration Branch II	CLARISSA G. BELTRAN-LERIOS <i>Acting Executive Labor Arbiter</i>	Tel. No. (078) 377-3379 No. 19 Dalan na Pappabalo, Regional Government Center, Carig Sur, Tuguegarao City	JOVELYN B. FABIAN <i>Labor Arbitration Associate</i>	RAPHAEL L. ADENIYI <i>Administrative Aide VI</i>
Regional Arbitration Branch III	RODERICK Q. ALMEYDA <i>Executive Labor Arbiter</i>	Tel. No. (045) 402-2814 4/F ASCORP Building Mc Arthur Highway Dolores, City of San Fernando Pampanga	LAILANI L. GADIL <i>Administrative Officer IV</i>	JEFFREY P. NACION <i>Administrative Assistant V</i>
Regional Arbitration Branch IV	MELCHISEDEK A. GUAN <i>Executive Labor Arbiter</i>	Tel. No. (049) 545-9718 3/F & 4/F Hectan Bldg. Commercial Center, National Highway cor. Chipeco Ave., Brgy. Halang, Calamba City	JEREMY M. MATIENZO <i>Labor Arbitration Associate</i>	MICHAEL A. VILLAMIEL <i>Administrative Officer IV (Information Officer II)</i>
Regional Arbitration Branch V	CHERRY P. SARMIENTO <i>Executive Labor Arbiter</i>	Tel. No. (052) 742-4874 3/F Tyler Building, Rizal St., Legazpi City	IDA IRMINA L. ROSERO <i>Administrative Officer IV</i>	ARMAE JOY V. CORBE <i>Administrative Aide VI</i>
Regional Arbitration Branch VI	MA. TERESA L. DADULA <i>Executive Labor Arbiter</i>	Tel. No. (054) 881-8719 Level 2, East Two, Corporate Center Circumferential corner Diola Street, Villamonte, Bacolod City, Negros Occidental	TERESITA ESTHER A. CANTO <i>Administrative Officer V</i>	JOVEE P. SALIDO <i>Bailiff II</i>

Sub-Regional Arbitration Branch VI	PERPETUO G. NAFARRETE III <i>Labor Arbiter/ OIC</i>	Tel. No. (033) 337-8781; 321-1448 2/F S.C. Divinagracia Building, Quezon-Delgado Streets, Iloilo City	MA. ELLEN DJ. GANANAN <i>Administrative Officer IV</i>	BETH HONEY A. SABANAL <i>Administrative Assistant V</i>
Regional Arbitration Branch VII	MILAGROS B. CABATINGAN <i>Executive Labor Arbiter</i>	Tel. No. (032) 253-5529 2/F Lim's Brotherhood Foundation, Inc. Osmena Blvd. and J. Llorento Sts. Capitol Site, Cebu City	JAYLORD D. LICAYAN <i>Acting Administrative Officer V</i>	JAYLORD D. LICAYAN <i>Administrative Officer IV (Information Officer II)</i>
Regional Arbitration Branch VIII	GWEN NOREEN A. CAMILING <i>Acting Executive Labor Arbiter</i>	Tel. No. (053) 832-0116 DOLE Compound Trece Martires St., Tacloban City	MANUELITA G. ALA <i>Labor Arbitration Associate</i>	JULIE MADELAINE G. GERNA <i>Administrative Officer V</i>
Regional Arbitration Branch IX	LIZANILLA J. AMARGA <i>Executive Labor Arbiter</i>	Tel. No. (062) 991-4698/telefax (062) 991-3771 EFT Realty Bldg., Bulahan Drive, San Jose Road, Baliwasan, Zamboanga City	CYRUS P. TINGCANG <i>Labor Arbitration Associate</i>	GAY FLEUR E. CABATIT-RAMOS <i>Administrative Officer IV (Information Officer II)</i>
Regional Arbitration Branch X	SADAT M. DATU <i>Executive Labor Arbiter</i>	Tel No. (088) 857-2672 Cham Giam Realty Bldg. Blk. 1, Lot 18, Mastersons Mile South Upper Carmen, 9000 Cagayan de Oro City	JEREMY DV. CABRERA <i>Labor Arbitration Associate</i>	ROSARIE MAE J. PONTIPEDRA <i>Administrative Officer IV (Information Officer II)</i>
Regional Arbitration Branch XI	NELIA Q. TANCIO-SEDILLO <i>Executive Labor Arbiter</i>	Tel No.(082) 293-3490 3/F JLF Parkway Bldg. Magallanes cor. Quirino Sts. Davao City	SHERYL A. HUINDA <i>Administrative Officer V</i>	GLORIA R. BAUI <i>Administrative Officer IV (Information Officer II)</i>
Regional Arbitration Branch XII	JOCELYN A. VASALLO <i>Executive Labor Arbiter</i>	Tel No. (083) 228-6232 2/F JYC Building corner Arellano & Aldeguer Sts. Zone 3, Koronadal City	POBLEO B. ALLERA <i>Labor Arbitration Associate</i>	GINA THERESA C. DUCANES <i>Administrative Officer V</i>
Regional Arbitration Branch XIII	ARNOLD G. LARENA <i>Executive Labor Arbiter</i>	Tel No. (085) 817-0146 2/F Veterans Bank Bldg. J.C Aquino Ave. Butuan City	SYLVIA R. MAQUINANO <i>Administrative Officer IV (Information Officer II)</i>	SYLVIA F. ESPINA <i>Administrative Assistant V</i>

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Revised 2022



FOI Tracking Number

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NATIONAL LABOR RELATIONS COMMISSION
FREEDOM OF INFORMATION REQUEST FORM
(Pursuant to Executive Order No. 2, s. 2016 as of November 2016)

Please read the following information carefully before proceeding with your application. Use blue or black ink. Write neatly and in BLOCK letters. Improper or incorrectly-filled out forms will not be acted upon.

A. Requesting Party

1. Full Name: _____

2. Address: _____
(Apt/House Number, Street, City/Municipality, Province)

3. Landline/Fax: _____ Mobile: _____ Email: _____

4. Preferred Mode of Communication: Landline Mobile Number Email
(If your request is successful, we will be sending the documents to you in this manner)

5. Preferred Mode of Reply: Email Fax Pick-Up at Agency

6. Type of ID Given: Passport Driver's License SSS/GSIS ID Postal ID Voter's ID
 School ID Company ID TIN/BIR ID Other/s: _____
(ID shall contain the picture and signature of the requesting party)

B. Requested Information

7. Title of Document/Record Requested: _____

8. Document Type: _____ 9. Covered Period (mm/dd/yy): _____

10. Purpose of Request: _____

C. Declaration

Privacy Notice: Once deemed valid, your information from your application will be used by the agency you have applied to, to deal with your application as set out in the Freedom of Information EO No. 2. If the Department of Agency gives you access to a document, and if the document contains no personal information about you, the document will be published online in the Department or Agency's disclosure log, along with your name and the date you applied, and, if another person, company or body will use or benefit from the documents sought, the name of that person, entity or body.

I declare that:

- The Information provided in the form is complete and correct.
- I have read the Privacy Notice.
- I have presented at least one (1) valid ID to establish proof of my identity

I understand that it is an offense to give misleading information about my identity, and that doing so may result in a decision to process my application

(Signature of Requesting Party/ Date Accomplished)

D. FOI Receiving Officer/Decision Maker (INTERNAL USE ONLY)

FOI Receiving Officer: _____
(Name, Position/Designation)

Date/Time of Receipt (mm/dd/yy): _____

Type of ID Given: Passport Driver's License SSS/GSIS ID Postal ID Voter's ID
 School ID Company ID TIN/BIR ID Other/s: _____
(ID shall contain the picture and signature of the requesting party)

The request is recommended to be: Accepted/Approved Denied
Reason: Document Available on File Document Available Online
 Information Under Exception/s Document not Available
 Request Not Valid

Request is referred to (when filed is available in other office) _____

(Signature/FOI Receiving Officer)

FOI Evaluation Officer: _____
(Name, Position/Designation)

Decision on FOI Request: Accepted/Approved Denied
If there is request for Extension, Number of Days: _____ Reason of Extension: _____

Date Request Completely Acted Upon: (mm/dd/yy): _____

FOI Decision Maker :

(Name, Position/Designation)

Decision on FOI Request: Accepted/Approved Denied

(Signature/Champion)

E. Completion of Request

Date Documents/Response Received by the Applicant: (mm/dd/yy): _____

Date Encoded in the FOI Registry: (mm/dd/yy): _____

Status of Request: Successful Denied (Invalid Request)
 Proactively Disclosed Denied (Information under exceptions)
 Partially Successful Closed (Details were not provided by applicant)
 Info Referred to Other Office

Department of Labor and Employment
NATIONAL LABOR RELATIONS COMMISSION
Quezon City

(Date)

(Name of Requesting Party)

Dear _____,

Greetings!

In connection with your request for information on (title of document/record/data requested/period covered) under the Freedom of Information (Executive Order No. 2 s. 2016) filed in this Office on (date/month/year).

For Approved FOI Request:

Your request is (approved), we are providing you (some/most/all) the information you requested, as follows:

- 1.
- 2.
- 3.
- 4.
- 5.

For Denied FOI Request:

Your request is (denied), further evaluation of your request, the information you identified is (among the exceptions listed in Annex A; identical to the previous FOI request acted upon by this Office on _____).

For Referred FOI Request:

Your request was referred to (state the name of office/organization, address, contact details, name and contact number of FOI Receiving Officer, if available) on (date/month/year). You may wish to contact the designated FOI Receiving Officer of said office, he/she may be able to assist you on your request.

For Request for Review or Appeal:

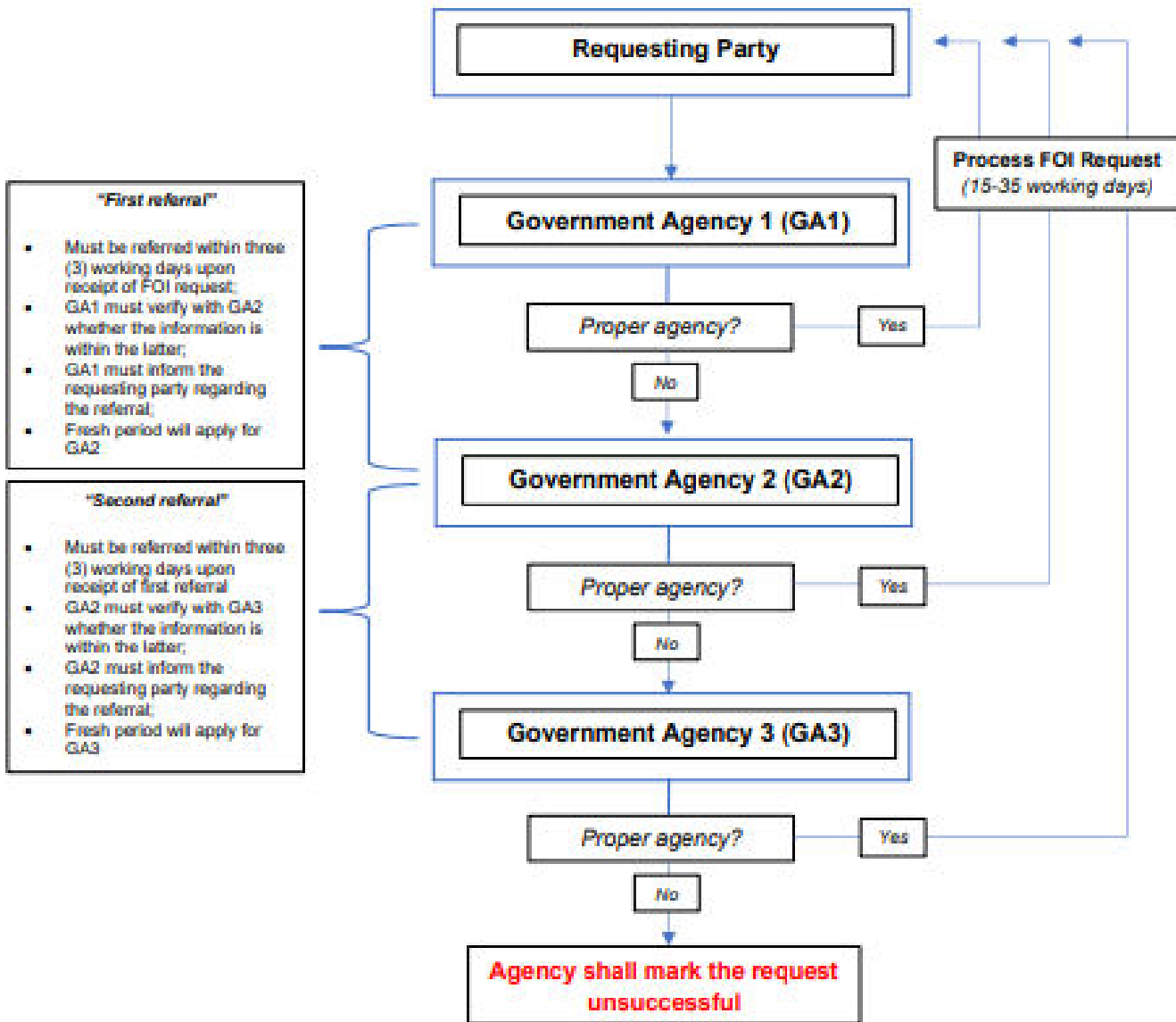
If you are not satisfied with the response to your FOI request, you may request for an internal review of the response, by writing to the <*Head of Office – name/position/office address/contact details/e-mail address*>. Your request for review should explain why you are dissatisfied with the response, the filing of which should be made within 15 calendar days from date of receipt of the response. You will be informed of the result within 30 calendar days from date of receipt of your review request.

Thank you.

Very truly yours,

Head of Office (or Designated Representative)

NO WRONG DOOR POLICY FLOWCHART



NOTE:

If GA1 fails to refer the request within three (3) working days upon its receipt, the FOI Receiving Officer (FRO) shall act on it within the remaining period to respond pursuant to EO No. 2, s. 2016. No fresh period shall apply.