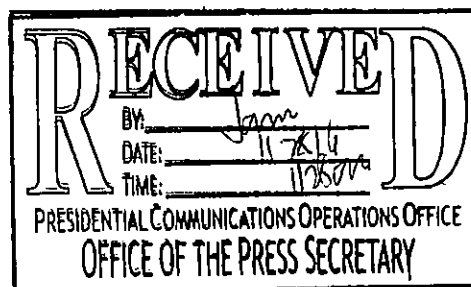


The GSIS Freedom of Information Manual



Government Service Insurance System
GSIS Financial Center
Roxas Boulevard, Pasay City 1308

**THE GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)
FREEDOM OF INFORMATION (FOI) MANUAL**

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**THE GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)
FREEDOM OF INFORMATION (FOI) MANUAL**

I. BACKGROUND

Executive Order (EO) No. 02, s. 2016 (*Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies of Full Public Disclosure and Transparency in Public Service and Providing Guidelines Therefor*) was issued on 23 July 2016 to implement the constitutional policy of full public disclosure of government transactions involving public interest, and the constitutional guarantee of the right of the people to information of public concern.

This also recognizes the fundamental role of free and open exchange of information in a democracy, which is meant to enhance transparency and accountability in government official acts, transactions, or decisions.¹

Accordingly, in order to effectively implement the provisions of said EO, all government offices, including the GSIS, were directed to prepare their own People's Freedom of Information Manual. Hence, for this purpose, this Manual is being issued.

II. OBJECTIVES

- A. To provide guidelines that will effectively implement the provisions of EO 2, s. 2016 in all GSIS offices;
- B. To provide the procedures in filing and processing requests to access information under the custody of the GSIS;
- C. To identify the GSIS records and information which may or may not be accessed by the public; and
- D. To prescribe the administrative and criminal liability of GSIS officers and employees who fail to comply with the provisions of this Manual.

III. DEFINITION OF TERMS

Unless the context otherwise indicates, the following terms shall mean:

- A. **GSIS Records Disposition Schedule (GSIS RDS)** – records control schedule by Functional Group (FG) governing the disposition of GSIS records showing the period of time these records are to remain in the

¹ EO 02 dated 23 July 2016.

office area, in the storage (inactive) area, and their preservation or destruction.²

- B. **Information** – pertains to 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.³
- C. **Inventory of Exceptions** – list prepared by the Department of Justice (DOJ) and the Office of the Solicitor General (OSG), and circularized by the Office of the President for the guidance of all government offices and the general public, enumerating information which cannot be accessed by the requesting parties.
- D. **List of GSIS Information** – list prepared by the GSIS enumerating information which may or may not be accessed by the requesting parties.
- E. **Official record/records** – 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.⁴
- F. **Open Data** – a publicly available data that is fully discoverable and usable by end-users.
- G. **Personal information** – 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.
- H. **Public record/records** – information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.⁵

IV. COVERAGE

The provisions of this Manual shall cover handling of GSIS information and processing of requests from any Filipino citizen regarding information other than their own records.

² Policy and Procedural Guidelines (PPG) 223-13, Records Management System (RMS) dated 04 March 2013.

³ EO 02 dated 23 July 2016.

⁴ Ibid.

⁵ Ibid.

Requests for information by members and pensioners pertaining to their membership and/or pension records with GSIS shall fall under transactions covered by the Anti-Red Tape Act of 2007 (ARTA) and **not** FOI.

This shall not apply to GSIS process or transaction between members or pensioners, other government agencies and/or public sector offices, and GSIS which are acted upon in the ordinary course of business.

V. PROTECTION OF PRIVACY⁶

While providing access to information, public records, and official records, GSIS shall afford full protection to the right to privacy of the individual as follows:

- A. GSIS shall ensure that personal information in its custody or under its control is disclosed or released only if it is material or relevant to the subject-matter of the request and its disclosure is permissible under this order or existing law, rules or regulations;
- B. GSIS must protect personal information in its custody or control by making reasonable security arrangements against leaks or premature disclosure of personal information which unduly exposes the individual whose personal information is requested to vilification, harassment or any other wrongful acts; and
- C. Any personnel of GSIS who has access, authorized or unauthorized, to personal information in the custody of the office, must not disclose that information except when authorized under this Manual or pursuant to existing laws, rules or regulation.

VI. GSIS OPEN DATA

The GSIS Website shall contain information readily accessible to the public without need for written request such as, but not limited to, GSIS mandate and functions, names of its officials with their positions and designations, annual reports, approved budgets and audited financial statements.

VII. LIST OF GSIS INFORMATION

Pursuant to Section 4 of EO No. 02, s. 2016, the Office of the President shall circularize the Inventory of Exceptions, as submitted by Department of Justice and the Office of the Solicitor General, for the guidance of all government offices and instrumentalities and the general public.

The determination of the applicability of any of the exceptions to the request shall be the responsibility of the President and General Manager (PGM).

⁶ EO 02 dated 23 July 2016.

In line with this, the Corporate Planning Office (CPO) shall prepare an Office Order on the List of GSIS Information to identify documents or records which may or may not be disclosed to the public, within thirty (30) working days upon the issuance of the said Inventory of Exceptions.

The List of GSIS Information shall be periodically updated to reflect any change in the said list, and as a result of any change in existing laws, jurisprudence and Inventory of Exceptions.

VIII. FOI CHAMPION, DECISION MAKER/S AND RECEIVING OFFICER/S

- A. The FOI Champion and FOI Decision Maker shall be the PGM, or the duly designated Officer-in-Charge (OIC) in his or her absence.
- B. The Receiving Officers shall be the designated Information Custodian (IC) provided under the succeeding section.

IX. HANDLING OF INFORMATION

A. Custody and Accountability

1. Designation of IC

The Records Management Department (RMD) Manager in the Central Office (CO), Branch Managers (BMs) in the Branch Offices (BOs) and Extension Office (EO) Heads in the EOs shall be the Information Custodians (ICs).

The ICs shall:

- a. Maintain the records and/or information of the GSIS;
- b. Ensure that released information are properly coded (**Annex A**) for tracking, monitoring, retrieval and documentation purposes; and
- c. Serve as the officers authorized to release information.

In case of absence, the duly designated Officer-in-Charge (OIC) of RMD (for CO), BOs or EOs shall assume responsibilities of the IC.

The location and contact information of the IC in the CO, BOs and EOs where the public can obtain information or submit requests are contained in **Annex B**.

2. GSIS FOI Email

An email account shall be provided by GSIS for the purpose of receiving FOI requests and communicating feedback thereto.

3. Designation of Functional Group (FG) Point Person for CO only

The Records Custodian previously identified in PPG on Records Management System⁷ shall be designated as the point of contact between RMD and the FG for information requested by a third party but currently not in the custody of the RMD.

B. Request for Access to Information

1. Any person who needs access to records or information shall submit a duly accomplished FOI Request Form (**Annex C**)⁸ with the GSIS (through the RMD, BO or EO, as the case may be) and a copy of at least one (1) government-issued identification card (ID).
2. A request may also be submitted through a letter or FOI email provided that the following are included:
 - a. Title of requested document;
 - b. Period covered;
 - c. Reason for or purpose of the request for information;
 - d. Name, address and contact number of requesting party; and
 - e. A copy of at least one (1) government-issued ID.
3. In case the request is received through a letter or FOI email, or if the requesting party cannot fill out the FOI Request Form, the receiving IC shall translate such request into the Form.
4. The request shall be considered valid only when the requirements set in items 1 and 2 in this Section are satisfied.

The information provided by the GSIS shall not be used for commercial purposes, and shall not be sold or shared to any person or entity without the consent of the GSIS.

No request shall be denied or refused acceptance unless the reason for the request is contrary to law, existing rules and regulations or it is one of the exceptions contained in the inventory of exception as hereinabove provided.

⁷ PPG 223-13, 04 March 2013.

⁸ Available in the GSIS website and offices nationwide.

C. Receipt of Request

The RMD for the CO and Office of the Branch Manager (OBM)/EO Head shall log the request, whether valid or invalid, in the FOI Monitoring Sheet (FOIMS) (**Annex D**).

If the request is invalid or found to be ambiguous, the IC shall return the request and communicate the deficiency/ies to the requester within two (2) working days from receipt thereof.

Requests for information which are not readily available in the receiving office shall be forwarded to the concerned IC or point person, as follows:

Receiving Office	Forward To
RMD	FG concerned
	BO/EO
BO/EO	RMD
	Another BO/EO
	FG Concerned

*Refer to detailed procedures in Section X.

The request shall be stamped, indicating the date and time of receipt and the name, rank, title and position of the receiving officer or employee with the corresponding signature, and a copy thereof furnished the requesting party.

The GSIS shall respond to a request fully compliant with the requirements of Section IX.B hereof within fifteen (15) working days from receipt thereof.

D. Evaluation of Request

The IC shall evaluate requests based on the List of GSIS Information.

1. If requested information may be disclosed to the public, the IC shall facilitate the retrieval of the requested information;
2. If requested information may not be disclosed to the public, the requesting party shall be notified in writing of the denial of the request. The notice shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based; or
3. If requested information is not in the List, the IC shall coordinate with the FG, BO or EO concerned to confirm if requested information is in their custody.
 - a. If the FG, BO or EO confirms its custody of the information, the IC shall request the former to recommend to the PGM either the release of the information or denial of the request. The IC shall

submit the recommendation to the PGM and thereafter communicate to the FG, BO or EO concerned the action taken on the document.

- b. If the information is not in the custody of GSIS, a letter to be signed by the IC shall be sent to the requester informing him or her of such.

If the requested information is an open data, the IC shall inform the requester that such may be accessed through the GSIS Website.

E. Reproduction and Release of Requested Information

If the information requested may be disclosed to the public, the IC shall facilitate reproduction of requested information. It shall be photocopied, certified (if necessary) and coded.

The IC concerned shall inform the requester of the availability of the requested information for pick-up.

The requested information shall be released to the requester personally or to his or her duly authorized representative upon payment of applicable fees.

The authorized representative shall be required to present the following:

1. Authorization letter duly signed by the requester;
2. Photocopy of government-issued ID of the requester; and
3. Government-issued ID of the authorized representative.

F. Applicable Fees

The IC shall charge a reasonable fee of Php2.00 per page or Php5.00 per page if Certified True Copy, to reimburse necessary costs, including actual cost of reproduction and copying of information requested. Such fee shall be reviewed by the Management Committee every five (5) years and adjusted, if necessary.

The fee shall be paid at the Cashiering Unit.

The GSIS may waive the fees whenever it is satisfied that the requester is indigent as evidenced by a Certificate of Indigency issued by any of the following:

1. Punong Barangay where he or she resides;
2. Department of Social Welfare and Development, its local district office; or

3. City/Municipal Social Welfare and Development Office having jurisdiction over the residence of the indigent.

In no case shall the applicable fees be so onerous as to defeat the purpose of this Manual.

G. Notice of Extension

The IC may request from his or her VP extension of period to provide the requested information and reason for such extension in any of the following cases:

1. The requested information is not in the custody of the receiving IC;
2. The request requires examination of voluminous records; or
3. Occurrence of fortuitous events or other analogous cases.

In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.

H. Remedies in Cases of Denial of Request for Access to Information⁹

1. Denial of any request for access to information may be appealed to the PGM within fifteen (15) working days from the receipt of notice of denial by the IC.
2. The appeal shall be decided by the PGM within thirty (30) working days from the filing of said written appeal. Failure to decide within the afore-stated period shall be deemed a denial of the appeal.

In case of denial by the PGM, the requester may further appeal such denial to the Board of Trustees (BOT).

3. Upon exhaustion of administrative appeal remedies, the requesting party may file the appropriate case in the proper courts in accordance with the Rules of Court.

I. Storage, Retention, Maintenance and Disposal

The storage, retention, maintenance and disposal of GSIS documents and records shall be in accordance with existing policies on records management, retention and disposal, and GSIS Records Disposition Schedule (RDS).

⁹ EO 02 dated 23 July 2016.

J. Reportorial Requirements

The IC of the BO/EO shall submit a monthly report to the IC-RMD on the status of FOI requests in the branch for consolidation purposes.

The IC-RMD shall report to the Management Committee the status of FOI requests every quarter or as necessary.

X. PROCEDURES

A. General Procedure

STEP	ACTIVITY	RESPONSIBILITY	
		CO	BO/EO
1	<p>Receive and check validity of request for information.</p> <p>1.1 If valid, log the request in the FOIMS. Proceed to Activity 2.</p> <p>1.2 If invalid or found to be ambiguous, log the request in the FOIMS and inform requester of deficiency/ies. Revert to Activity 1.</p>	IC-RMD	IC of BO/EO
2	<p>Evaluate request based on the List of GSIS Information.</p> <p>2.1 If information is for disclosure, facilitate the retrieval of the requested information.</p> <p>2.1.1 If information is with receiving IC, facilitate reproduction. Proceed to Activity 3.</p> <p>2.1.2 If information is not with receiving IC or other conditions under Section IX.G, prepare pro-forma letter notifying requester of extension in processing and reason for such extension, if necessary. Endorse to concerned VP for approval.</p>	IC-RMD	IC of BO/EO

STEP	ACTIVITY	RESPONSIBILITY	
		CO	BO/EO
	<p>Once signed, instruct RMD/BO/EO Staff to release letter. Update FOIMS.</p> <p>Once requested information is available, revert to Activity 2.1.1.</p> <p>2.2 If information is not for disclosure, sign pro-forma denial letter and instruct RMD/BO/EO Staff to release letter to the requester. Update FOIMS. (END)</p> <p>2.3 If information is not in the List of GSIS Information, coordinate with FG/BO/EO to confirm if requested information is in their custody, and if so, request from FG/BO/EO for recommendation whether to release the information or not.</p> <p>2.3.1 If custody is confirmed, seek clearance from the PGM to approve the recommendation.</p> <p>a. If cleared by the PGM, update RDS and FOIMS. Update FG/BO/EO of the action taken. Revert to Activity 2.1.1.</p> <p>b. If not cleared by the PGM, sign pro-forma denial letter and instruct RMD/BO/EO Staff to release letter to the requester. Update List of GSIS Information, FOIMS, and the FG/BO/EO of the action taken. (END)</p> <p>2.3.2 If information is not in the custody of the GSIS, sign a</p>		

STEP	ACTIVITY	RESPONSIBILITY	
		CO	BO/EO
	<p>letter informing the requester of such. Instruct RMD/BO/EO Staff to release letter to the requester. Update FOIMS. (END)</p> <p>2.4 If an open data, inform the requester that such may be accessed through the GSIS Website. (END)</p>		
3	Certify (if request is for a certified true copy) and assign a code. Update FOIMS.	IC-RMD	IC of BO/EO
4	Contact requester of the availability of requested information for pick-up.		
5	<p>(Requester or authorized representative paid reproduction fee and presented Official Receipt to IC)</p> <p>Release requested information to requester or authorized representative. Update FOIMS.</p>		
<i>End of Process</i>			

B. Request Received in RMD but Information is with another FG

STEP	ACTIVITY	RESPONSIBILITY	
		CO	FG Concerned
1	<p>Receive and check validity of request for information.</p> <p>1.1 If valid, log the request in the FOIMS. Proceed to Activity 2.</p> <p>1.2 If invalid or found to be ambiguous, log the request in the FOIMS and inform requester of deficiency/ies. Revert to Activity 1.</p>	IC- RMD	N/A

STEP	ACTIVITY	RESPONSIBILITY	
		CO	FG Concerned
2	<p>Evaluate request based on the List of GSIS Information.</p> <p>2.1 If information is for disclosure, proceed to Activity 3.</p> <p>2.2 If information is not for disclosure, proceed to Activity 2.2 of Procedure A (General Procedures). (END)</p> <p>2.3 If information is not in the List of GSIS Information, proceed to Activity 2.3 of Procedure A (General Procedures). (END)</p>	IC- RMD	N/A
3	<p>Determine if requested information is with RMD.</p> <p>3.1 If with RMD, proceed to Procedure A (General Procedures). (END)</p> <p>3.2 If with another FG, coordinate with concerned point person of the FG. Once requested information is located, proceed to Activity 4.</p>	IC-RMD	N/A
4	<p>Certify (if request is for a certified true copy) and assign a code. Forward information to RMD. Update FOIMS.</p>	N/A	Point Person
Refer to Activities 4 and 5 of Procedure A (General Procedures).			
<i>End of Process</i>			

C. Request Received in RMD but Information is with BO/EO

STEP	ACTIVITY	RESPONSIBILITY	
		CO	BO/EO
1	<p>Receive and check validity of request for information.</p> <p>1.1 If valid, log the request in the FOIMS. Proceed to Activity 2.</p>	IC-RMD	N/A

STEP	ACTIVITY	RESPONSIBILITY	
		CO	BO/EO
	1.2 If invalid or found to be ambiguous, log the request in the FOIMS and inform requester of deficiency/ies. Revert to Activity 1.		
2	<p>Evaluate request based on the List of GSIS Information.</p> <p>2.1 If information is for disclosure, proceed to Activity 3.</p> <p>2.2 If information is not for disclosure, proceed to Activity 2.2 of Procedure A (General Procedures). (END)</p> <p>2.3 If information is not in the List of GSIS Information, proceed to Activity 2.3 of Procedure A (General Procedures). (END)</p>	IC-RMD	N/A
3	<p>Determine if requested information is with RMD.</p> <p>3.1 If with RMD, proceed to Procedure A (General Procedures). (END)</p> <p>3.2 If with the BO/EO, coordinate with IC (BM/EO Head). Once requested information is located, proceed to Activity 4.</p>	IC-RMD	N/A
4	Certify (if request is for a certified true copy) and assign a code. Forward requested information to RMD. Update FOIMS.	N/A	Office of the BM/EO Head
Refer to Activities 4 and 5 of Procedure A (General Procedures).			
<i>End of Process</i>			

D. Request Received in BO/EO but Information is with RMD

STEP	ACTIVITY	RESPONSIBILITY	
		CO	BO/EO
1	<p>Receive and check validity of request for information.</p> <p>1.1 If valid, log the request in the FOIMS. Proceed to Activity 2.</p> <p>1.2 If invalid or found to be ambiguous, log the request in the FOIMS and inform requester of deficiency/ies. Revert to Activity 1.</p>	N/A	IC of BO/EO
2	<p>Evaluate request based on the List of GSIS Information.</p> <p>2.1 If information is for disclosure, proceed to Activity 3.</p> <p>2.2 If information is not for disclosure, proceed to Activity 2.2 of Procedure A (General Procedures). (END)</p> <p>2.3 If information is not in the List of GSIS Information, proceed to Activity 2.3 of Procedure A (General Procedures). (END)</p>	N/A	IC of BO/EO
3	<p>Determine if requested information is with BO/EO.</p> <p>3.1 If with BO/EO, proceed to Procedure A (General Procedures). (END)</p> <p>3.2 If with RMD, coordinate with IC-RMD. Once requested information is located, proceed to Activity 4.</p>	N/A	IC of BO/EO
4	<p>Certify (if request is for a certified true copy) and assign a code. Forward requested information to BO/EO. Update FOIMS.</p>	IC-RMD	N/A
Refer to Activities 4 and 5 of Procedure A (General Procedures).			
<i>End of Process</i>			

E. Request Received in BO/EO but Information is with Another BO/EO

STEP	ACTIVITY	RESPONSIBILITY	
		BO/EO	Another BO/EO
1	<p>Receive and check validity of request for information.</p> <p>1.1 If valid, log the request in the FOIMS. Proceed to Activity 2.</p> <p>1.2 If invalid or found to be ambiguous, log the request in the FOIMS and inform requester of deficiency/ies. Revert to Activity 1.</p>	IC of BO/EO	N/A
2	<p>Evaluate request based on the List of GSIS Information.</p> <p>2.1 If information is for disclosure, proceed to Activity 3.</p> <p>2.2 If information is not for disclosure, proceed to Activity 2.2 of Procedure A (General Procedures). (END)</p> <p>2.3 If information is not in the List of GSIS Information, proceed to Activity 2.3 of Procedure A (General Procedures). (END)</p>	IC of BO/EO	N/A
3	<p>Determine if requested information is with BO/EO.</p> <p>3.1 If with BO/EO, proceed to Procedure A (General Procedures). (END)</p> <p>3.2 If with another BO/EO, coordinate with concerned IC of BO/EO. Once requested information is located, proceed to Activity 4.</p>	IC of BO/EO	N/A
4	<p>Certify (if request is for a certified true copy) and assign a code. Forward information to requesting BO/EO. Update FOIMS.</p>	N/A	IC of BO/EO
Refer to Activities 4 and 5 of Procedure A (General Procedures).			
<i>End of Process</i>			

F. Request Received in BO/EO but Information is with FG Concerned

STEP	ACTIVITY	RESPONSIBILITY	
		BO/EO	FG Concerned
1	<p>Receive and check validity of request for information.</p> <p>1.1 If valid, log the request in the FOIMS. Proceed to Activity 2.</p> <p>1.2 If invalid or found to be ambiguous, log the request in the FOIMS and inform requester of deficiency/ies. Revert to Activity 1.</p>	IC of BO/EO	N/A
2	<p>Evaluate request based on the List of GSIS Information.</p> <p>2.1 If information is for disclosure, proceed to Activity 3.</p> <p>2.2 If information is not for disclosure, proceed to Activity 2.2 of Procedure A (General Procedures). (END)</p> <p>2.3 If information is not in the List of GSIS Information, proceed to Activity 2.3 of Procedure A (General Procedures). (END)</p>	IC of BO/EO	N/A
3	<p>Determine if requested information is with BO/EO.</p> <p>3.1 If with BO/EO, proceed to Procedure A (General Procedures). (END)</p> <p>3.2 If with FG in CO, coordinate with concerned point person of the FG. Once requested information is located, proceed to Activity 4.</p>	IC of BO/EO	N/A
4	<p>Certify (if request is for a certified true copy) and assign a code. Forward information to requesting BO/EO. Update FOIMS.</p>	N/A	Point Person
Refer to Activities 4 and 5 of Procedure A (General Procedures).			
<i>End of Process</i>			

XI. UPDATING AND REVISION

The depository of the Manual rests with the Policies and Systems Department-Corporate Planning Office (PSD-CPO) and shall be reviewed, updated, and/or revised periodically.

XII. ADMINISTRATIVE AND CRIMINAL LIABILITY

Any unauthorized disclosure, sharing, publication or use of the information contained in the classified documents or materials shall be considered a grave offense and shall be punishable in accordance with civil service rules and regulations. The filing of an administrative case against an erring personnel or officer does not preclude the filing of any other appropriate criminal or civil case in violation of existing laws.¹⁰

XIII. INFORMATION DISSEMINATION

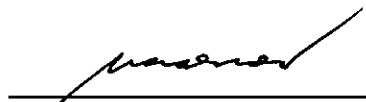
The Corporate Communications Office shall prepare information materials for the dissemination of this Manual.

XIV. REPEALING CLAUSE

All Orders, Circulars, Policies and Procedural Guidelines which are inconsistent herewith are hereby superseded, modified or repealed accordingly.

XV. EFFECTIVITY

This Manual shall take effect after fifteen (15) days from the date of publication in the Official Gazette or in a newspaper of general circulation.



President and General Manager

Date Signed: NOV 24 2016

¹⁰ Rule 12, IRR of EO No. 608, *Establishing a National Security Clearance System for Government Personnel with Access to Classified Matters and for Other Purposes* dated 30 March 2007.



OFFICE OF THE CORPORATE SECRETARY

RESOLUTION NO. 99 DATED 24 NOVEMBER 2016 THROUGH REFERENDUM:

Approval of the GSIS Freedom of Information Manual

RESOLUTION NO. 99

WHEREAS, Executive Order (EO) No. 2 dated 23 July 2016, *Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies to full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor*, provides under Section 8 that every government office is directed to prepare within one hundred twenty (120) calendar days from the effectivity of this Order, its own People's Freedom to Information (FOI) Manual;

RESOLVED, to **APPROVE** and **CONFIRM** the GSIS FOI Manual, as proposed by the Senior Vice President, Corporate Services Group and Corporate Planning Office, in her Memorandum dated 15 November 2016;

RESOLVED FURTHER, that the List of GSIS Information, and updates thereto, identifying documents or records which may or may not be disclosed to the public, in accordance with the Inventory of Exceptions to be circularized by the Office of the President pursuant to Section 4 of EO No. 2, s. 2016, shall be issued as an Office Order and shall be made an integral part of the GSIS FOI Manual.

Intab

A copy of the GSIS FOI Manual is made an
integral part of this Resolution.

CERTIFIED CORRECT:



ATTY. MARIA THERESA ABESAMIS-RAAGAS
Corporate Secretary

REFERRED TO AND APPROVED AND CONFIRMED BY REFERENDUM
ON 24 NOVEMBER 2016



RENATO T. DE GUZMAN
Chairman

GERALDINE MARIE BERBERABE-MARTINEZ
Trustee



MARIO J. AGUJA
Trustee



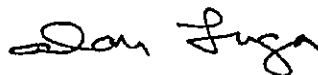
ROMEO M. ALIP
Trustee



ELISEA G. GOZUN
Trustee



JOCELYN DE GUZMAN CABREZA
Trustee



ALAN R. LUGA
Trustee

Coding of Released GSIS Information

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	Bataan	BTN
	Bayombong	BAY
	Bulacan	BUL
	Cabanatuan	CAB
	Cauayan	CAU
	Dagupan	DAG
	Iba	IBA
	La Union	LAU
	Laoag	LAOA
	Pampanga	PAM
	Tarlac	TAR
	Tuguegarao	TUG
Luzon South	Batangas	BAT
	Boac	BOA
	Calapan	CAL
	Laguna	LAG
	Legaspi	LEG
	Lucena	LUC
	Mamburao	MAM
	Masbate	MAS
	Naga	NAG
	Palawan	PAL
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	Tacloban	TAC
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	Ormoc	ORM
	Catbalogan	CAT
	Catarman	CTR
	Borongan	BOR
	Dumaguete	DUM
	Bohol	BOH
	Roxas	ROX
Mindanao	Davao	DAV
	GenSan	GEN
	Zamboanga	ZAM
	Basilan	BAS
	CDO	CDO
	Iligan	ILI
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	Butuan	BUT
	Tagum	TAG
	Pagadian	PAG
	Cotabato	COT
	Malaybalay	MAL
	Kidapawan	KID
	Surigao	SUR
	Tandag	TAN



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

A. Requesting Party		
Title (e.g. Mr, Mrs, Ms, Miss)	Given Name/s (including M.I.)	Surname
Complete Address (Apt/House Number, Street, City /Municipality, Province)		Citizenship
Landline/Fax	Mobile	Email
Preferred Mode of Communication <input type="checkbox"/> Landline <input type="checkbox"/> Mobile Number <input type="checkbox"/> Email <input type="checkbox"/> Postal Address		
Type of ID Given (Please ensure your IDs contain photo & signature)		
<input type="checkbox"/> Passport <input type="checkbox"/> Driver's License <input type="checkbox"/> SSS ID <input type="checkbox"/> Postal ID		
<input type="checkbox"/> Voter's ID <input type="checkbox"/> School ID <input type="checkbox"/> Company ID <input type="checkbox"/> Others		

B. Requested Information	
Document/Record Requested (Please be as detailed as possible)	
Period Covered (DD/MM/YY)	
Purpose	

C. Privacy Notice
The information provided by the GSIS shall not be used for commercial purposes, and shall not be sold or shared to any person or entity without the consent of the GSIS.

Signature : _____

Date Accomplished (DD/MM/YYYY) : _____

D. FOI Receiving Officer [INTERNAL USE ONLY]
Name (Print name)
The request is recommended to be: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
If Denied, please tick the Reason for the denial:
<input type="checkbox"/> Invalid Request <input type="checkbox"/> Incomplete <input type="checkbox"/> Data already available online



PASEGURAHAN NG MGA NAGLILINGKOD SA PAMAHALAAN
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 Financial Center, Pasay City, Metro Manila 1308

**FREEDOM OF INFORMATION MONITORING SHEET
 (FOIMS)**

Date of Receipt	Deadline	Requesting Party	Receiving Office	Requested Information	Purpose	Original Request / Appealed Request	Status	
							Action Taken	Date
							Requested from FG / BO / EO	
							Released	
							Denied	
							Requested from FG / BO / EO	
							Released	
							Denied	
							Requested from FG / BO / EO	
							Released	
							Requested from FG / BO / EO	
							Released	
							Denied	



Directory of GSIS Freedom of Information (FOI) Receiving Officers

<p>Home Office</p> <p>Government Service Insurance System Financial Center Pasay City, Metro Manila RMD Manager: Evangelina M. Manila Email: emmanila@gsis.gov.ph Trunk line (connecting all departments): (+632)479-3600 and (+632)976-4900</p> <p>List of All GSIS Branches and Extension Offices</p> <p>Aklan Leyson-Escalona Bldg., Roxas Ave. Ext., Brgy. Andagao, Kalibo, Aklan Tel: (036)268 9379 Branch Head: Ronnie N. Abella email: rabella@gsis.gov.ph</p> <p>Antique G/F AML Bldg. cor. Dalipe-Atabay Sts., San Jose, Antique Tel: (036) 540 9596 Branch Head: Leo F. Frigillano email: lffrigillano@gsis.gov.ph</p> <p>Bacolod Araneta St., Brgy. Tangub, Bacolod City Tel: (034) 704-1815 Fax: (034) 444-0982 Branch Head: Ma. Fatima R. Alvarez email: mfralvarez@gsis.gov.ph</p> <p>Baguio 3F EDY Bldg., 143 Kidad Road, Baguio City, 2600 Tel: (074) 446-8060 Fax: (074) 446-8060 Territorial Coverage: Provinces of Benguet and Mountain Province Branch Head: Isagani E. Del Rosario email: iedelrosario@gsis.gov.ph</p>	<p>Bataan San Ramon, Dinalupihan, Bataan, 2110 Tel:(047) 636-1482 / (047) 636-1481 Territorial Coverage: Province of Bataan Branch Head: Arlene M. Villanueva email: amvillanueva@gsis.gov.ph</p> <p>Basilan Valderosa St., Isabela City, 7300 Tel: (062) 200-3176 Branch Head: Luisito T. Sabado email: luitsabado@gsis.gov.ph</p> <p>Bayombong UBAP Building, NVSU Bayombong Compound, Don Domingo</p> <p>Maddela, Bayombong, Nueva Vizcaya, 3700 Cellphone No.: 0915-332-3961, 0927-416-4321 Territorial Coverage: Nueva Vizcaya, Ifugao, Quirino Officer-in-Charge: Ana Maria F. Fedeliz email: amffedeliz@gsis.gov.ph</p> <p>Boac R.E.B. Abetria Bldg. Santol, Boac, Marinduque, 4900 Tel: (042) 332-2460 Territorial Coverage: Marinduque Branch Head: Eleanor C. Espina email: ecespina@gsis.gov.ph</p> <p>Bohol C.P.G. North Avenue, Cogon District, Tagbilaran City Tel: (038) 235-5208; (038) 501-0579 Fax: (038) 501-0579 Branch Head: Grace P. Rada email: gprada@gsis.gov.ph</p> <p>Borongan JRC Bldg. Brgy. Songco, Borongan, Eastern Samar Tel/Fax: (055) 261-3522</p>
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