



PHILIPPINE COAST GUARD



**PEOPLES'
FREEDOM
OF INFORMATION**

TABLE OF CONTENTS

SECTION I. INTRODUCTION.....	1
Background.....	1
Objective of the Manual.....	1
Structure of the Manual.....	1
Coverage of the Manual.....	1
FOI Receiving Officer.....	2
FOI Decision Maker.....	2
SECTION II. STANDARD PROCEDURE.....	2
Filing and Receipt of Request for Information.....	2
Evaluation.....	3
Requested information is not in the custody of PCG.....	3
Requested information is already posted and available online.....	3
Requested information falls under the exceptions enshrined in the laws.....	4
Processing and Transmittal of Request to the FDM.....	4
Approval or Disapproval of the Request.....	4
Transmittal of Information to the Requesting Party.....	4
Request for an Extension of Time.....	4
SECTION III. REMEDIES IN CASE OF DENIAL.....	5
SECTION IV. REQUEST TRACKING SYSTEM.....	6
SECTION V. FEES.....	6
ANNEXES.....	7
A. Executive Order No.2.....	7
B. PCG Directory.....	13
C. Flow Chart of Procedure.....	23
D. Summarized FOI Request Process.....	24
E. FOI Request Form.....	25

SECTION I INTRODUCTION

1. **Background:** Section 28, Article II of the 1987 Constitution provides that the State adopts and implements a policy of full disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law. Furthermore, Article III of Section 7 of the Constitution guarantees the right of the people to information on matters of public concern.

In order to implement the provisions of the Constitution, the President of the Republic of the Philippines signed the Executive Order No. 2, s.2016 mandating full disclosure of information of all offices under the Executive Branch through the production of a People's Freedom of Information (FOI) Manual. (See **Annex "A"**)

2. **Objective of the Manual:** In line with the provisions described under the Executive Order No. 2, PCG's Freedom of Information (FOI) Manual aims the following:
 - a. To guide and assist the Organization in dealing with people's requests for information received under the Executive Order;
 - b. Disclose the Organization's information, mandates and functions provided that it does not fall under any of the exemptions enshrined in the Constitution, existing laws, jurisprudence or those information categorized as "Classified" by the organization; and
 - c. Support the right of every Filipino people to access information, official records, public records and documents.
3. **Structure of the Manual:** This Manual shall set out the rules and procedures to be followed by the PCG when a request for access to information is received. The Head of the Organization is responsible for all the actions carried out in accordance with this Manual and may delegate this responsibility to concerned staff.

In Philippine Coast Guard, the Commandant, being the head of the agency, shall act as the Decision Maker and shall have the overall responsibility in the approval or denial of a FOI request and the release of all information and records being requested.

4. **Coverage of the Manual:** The Manual shall cover all request for information directed to the Philippine Coast Guard.

It shall contain the following information

- a. Location and Contact information of the Organization and the FOI Receiving Officer (See **Annex “B”**)
- b. Standard Procedures
 - Request to access information
 - Appeal for Denied Request
- c. Forms to be accomplished
 - FOI Request Form

5. **FOI Receiving Officer:** The Commandant, PCG designates the Coast Guard Public Affairs Office (CGPAO) to act as the FOI Receiving Officer (FRO) of the Organization.

Being the FRO of the Organization, CGPAO shall have the following functions:

- a. Evaluation and processing of the request;
- b. Monitoring of all the FOI requests and appeals;
- c. Advise the FOI Decision Maker with matters concerning FOI;
- d. Advise and support the public and staff with regards to FOI;
- e. Compilation of statistical information of the nature and volume of the requests;
- f. Maintenance and Updating of the Request Tracking System in print or through database; and
- g. Submission of quarterly reports to the Presidential Communications Operations Office (PCOO).

6. **FOI Decision Maker:** The PCG as an armed and uniformed service attached to the Department of Transportation practices the Chain of Command, wherein communications and orders pass through proper channel. Having this structure, the Commandant, PCG is the organization’s FOI Decision Maker (FDM). However, he may delegate his authority to his staff to act on a particular matter, as he may deem it appropriate.

SECTION II

STANDARD PROCEDURES (See **Annex “D”**)

1. **Filing and Receipt of Request for Information:**
 - a. CGPAO, being the FOI Receiving Officer (FRO), shall provide an FOI Request Form to the Requesting Party or an authorized representative. The Requesting Party may also download the FOI Request Form directly from PCG’s Website.

- b. The FRO shall receive the request for information from the Requesting Party and check if the following requirements are fully accomplished:
 - The request must be in writing. If the request is made through email, the Requesting Party shall attach the scanned copy of the written FOI application request form with a copy of a duly recognized government ID with photo;
 - The request must have the name, contact information and valid proof of identification or authorization of the Requesting Party; and
 - The request shall reasonably describe the information being requested (See **Annex “E”**)
 - c. In case the Requesting Party is unable to make a written request because of illiteracy or due to being a person with disability, he or she may make an oral request, and the FRO shall reduce it in writing.
 - d. Request received from the District Offices shall be forwarded to FRO through electronic mail within the day of receipt. The FRO shall facilitate the processing of the forwarded request.
 - e. The request shall be stamped “**Received**” by the FRO, indicating the date and time of receipt of the written request, and the name, rank and position of the Public Officer who actually received it with corresponding signature and copy furnished to the Requesting Party. In case of email requests, the email message shall be printed out and shall follow the abovementioned procedure, and be acknowledged by electronic mail.
 - f. The FRO shall log and input the detail of the request on the Request Tracking System of the Organization and allocate a reference number
2. **Evaluation:** Upon receipt of the request for information, the FRO shall evaluate the contents of the request.
- a. **Requested information is not in the custody of the PCG:** If the requested information is not in the custody of PCG, the FRO shall inform the Requesting Party to coordinate and make the request directly with the concerned agency.
 - b. **Requested information is already posted and available online:** If the information being requested is already posted and publicly available in the PCG’s website, data.gov.ph or foi.gov.ph, the FRO shall inform the requesting

party of the said fact and provide them the website link where the information is posted.

- c. **Requested information falls under the exceptions enshrined in the Constitution, existing laws, jurisprudence or information considered as “Classified”:** If the requested information falls under the exceptions enshrined in the Constitution, existing laws, jurisprudence or considered as “classified”, the request shall be denied. The FRO shall inform the Requesting Party the reason of such denial. (See *Annex “C”*)
3. **Processing and Transmittal of Request to the FDM:** After the evaluation, the FRO shall process and consolidate all necessary information needed. After which, he shall forward the request to the FDM for his approval or denial. The FRO staff must record the date, time and name of the FDM staff who received it.
4. **Approval or Disapproval of the Request:** Upon the receipt of the request sent by the FRO, the FDM shall decide whether to approve and release the information wholly or partially, or to completely deny the request. In any case that the 15 working day period of processing the request is not enough, the FDM may request for an Extension of Time.
5. **Transmittal of Information to the Requesting Party:** After the request has been approved or denied in any case, the FRO shall notify the Requesting Party.
 - a. **If the request is approved and is subject for disclosure:** The FRO shall ensure that all records are complete and checked for possible exemptions, prior to release. The FRO shall prepare the letter or email informing the Requesting Party within the prescribed period that the request was granted. The FRO shall record the time, date, the name of the receiver and the name and signature of the FRO Staff to the Request Tracking System.
 - b. **If the request is denied:** the FRO shall, within the prescribed period, notify the Requesting Party of the denial in writing or through email. The notice shall clearly set forth the grounds for denial and the circumstances on which the denial is based.
6. **Request for an Extension of Time:** Executive Order No. 2, Section 9, sub-section (d) states that the government office shall respond to a request fully compliant with the requirements within fifteen (15) working days from the receipt thereof.

A working day is any day other than a Saturday, Sunday or a day which is declared a national public holiday in the Philippines. In computing for the period, Article 13 of the New Civil Code shall be observed

The date of receipt of the request will be either:

- a. The day on which the request is physically or electronically delivered to the government office, or directly into the email inbox of a member of staff; or
- b. If the government office has asked the requesting party for further details to identify and locate the requested information, then the 15 working days will commence the day after it receives the required clarification from the requesting party.

However, if the information requested requires extensive search of the organization's records, the FDM shall inform the Requesting Party through the FRO for an Extension of Time setting forth the reasons for such extensions. In no case shall extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.

SECTION III REMEDIES IN CASE OF DENIAL

A person whose request for access to information has been denied may avail himself of the remedy set forth below:

- a. Denial of Request may be appealed to the Coast Guard Public Affairs Office by filing a written appeal within fifteen (15) working days from the notice of denial or from the lapse of the period to respond to the request.
- b. The appeal shall be decided by the Commandant, PCG within thirty (30) working days from the filing of said written appeal. Failure to decide within the 30-day period shall be deemed a denial of the appeal.
- c. Upon exhaustion FOI appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

SECTION IV REQUEST TRACKING SYSTEM

The Coast Guard Public Affairs Office shall establish a system to trace the status of all requests for information received by it. This shall be done through log books and database system.

SECTION V FEES

- 1. No Request Fee:** PCG shall not charge fee for accepting requests for access to information.

ANNEX “A”

MALACAÑANG PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 02

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 THEREFORE.

WHEREAS, pursuant to Article 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;

WHEREAS, the incorporation of this right in the Constitution is a recognition of the fundamental role of free and open exchange of information in a democracy, meant to enhance transparency and accountability in government official acts, transactions, or decisions;

WHEREAS, the Executive Branch recognizes the urgent need to operationalize these Constitutional provisions;

WHEREAS, the President, under Section 17, Article VII of the Constitution, has control over all executive departments, bureaus and offices, and the duty to ensure that the laws be faithfully executed;

WHEREAS, the Data Privacy Act of 2012 (R.A. 10173), including its implementing Rules and Regulations, strengthens the fundamental human right of privacy, and of communication while ensuring the free flow of information to promote innovation and growth;

NOW, THEREFORE, I, RODRIGO ROA DUTERTE, President of the Philippines, by virtue of the powers vested in me by the Constitution and existing laws, do hereby order:

SECTION 1. Definition. For the purpose of this Executive Order, the following terms shall mean:

- (a) “Information” shall mean any records, documents, papers, reports, letters, contracts, minutes and transcript 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 record/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 record/records” shall include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.

SECTION 2. Coverage. This order shall cover all government offices under the Executive Branch, including but not limited to the national government and all its offices, departments, bureaus, offices, and instrumentalities, including government-owned or controlled corporations, and state universities and colleges. Local government units (LGUs) are encouraged to observe and be guided by this Order.

SECTION 3. Access to information. Every Filipino shall have access to information, official records, public records and to documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development.

SECTION 4. Exception. Access to information shall be denied when the information falls under any of the exceptions enshrined in the Constitution, existing law or jurisprudence.

The Department of Justice and the Office of the Solicitor General are hereby directed to prepare an inventory of such exceptions and submit the same to the Office of the President within thirty (30) calendar days from the date of effectivity of this Order.

The Office of the President shall thereafter, immediately circularize the inventory of exceptions for the guidance of all government offices and instrumentalities covered by this Order and the general public.

Said inventory of exceptions shall periodically be updated to properly reflect any change in existing law and jurisprudence, and the Department of Justice and the Office of the Solicitor General are directed to update the inventory of exceptions as the need to do so arises, for circularization as hereinabove stated.

SECTION 5. Availability of SALN. Subject to the provisions contained in Sections 3 and 4 of this Order, all public officials are reminded of their obligation to file and make available for scrutiny their Statements of Assets, Liabilities and Net Worth (SALN) in accordance with existing laws, rules and regulation, and the spirit and letter of this Order.

SECTION 6. Application and Interpretation. There shall be a legal presumption in favor of access to information, public records and official records. No request for information shall be denied unless it clearly falls under any of the exceptions listed in the inventory or updated inventory of exceptions circularized by the Office of the President provided in the preceding section. The determination of the applicability of any of the exceptions to the request shall be the responsibility of the Head of the Office, which is in custody or control of the information, public record or official record, or the responsible central or field officer duly designated by him in writing.

In making such determination, the Head of the Office or his designated officer shall exercise reasonable diligence to ensure that no exception shall be used or availed of to deny any request for information or access to public records, or official records if the denial is intended primarily and purposely to cover up a crime, wrongdoing, graft or corruption.

SECTION 7. Protection of Privacy. While providing access to information, public records, and official records, responsible officials shall afford full protection to the right to privacy of the individual as follows:

- (a) Each government office per Section 2 hereof 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) Each government office must protect personal information in its custody or control by making reasonable security arrangements against leaks or premature disclosure of personal information is requested, to vilification, harassment or any other wrongful acts.
- (c) Any employee, official or director of a government office per Section 2 hereof 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 order or pursuant to existing laws, rules or regulations.

SECTION 8. People's Freedom to Information (FOI) Manual. For the effective implementation of this Order, every government office is directed to prepare within one hundred twenty (120) calendar days from effectivity of this Order, its own People's FOI Manual, which shall include among others the following provisions:

- (a) The location and contact information of the head, regional, provincial, and field offices, and other established places where the public can obtain information or submit requests;
- (b) The person or office responsible for receiving requests for information;
- (c) The procedure for the filing the processing of the request as specified in the succeeding section 9 of this Order;
- (d) The standard forms for the submission of requests and for the proper acknowledgment of requests;
- (e) The process for the disposition of requests;
- (f) The procedure for the administrative appeal of any denial for access to information; and
- (g) The schedule of applicable fees.

SECTION 9. Procedures. The following procedure shall govern the filing and processing of request for access to information.

- (a) Any person who request access to information shall submit a written request to the government office concerned. The request shall state the name and contact information of the requesting party, provide valid proof of his identification or authorization, reasonably describe the information: *Provided*, that 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 or updated inventory of exception as hereinabove provided.
- (b) The public official receiving the request shall provide reasonable assistance, free of charge, to enable all requesting parties and particularly those with special needs, to comply with the request requirements under this Section.
- (c) The request shall be stamped by the government office, indicating the date and time of receipt and the name, rank, title and position of the receiving public officer or employee with the corresponding signature, and a copy thereof furnished to the requesting party. Each government office shall establish a system to trace the status of all requests for information received by it.
- (d) The government office shall respond to a request fully compliant with requirements of sub-section (a) hereof as soon as practicable but not exceeding fifteen (15) working days from the receipt thereof. The response mentioned above refers to the decisions of the agency or office concerned to grant or deny access to the information requested.

- (e) The period to respond may be extended whenever the information requested requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension that it will go beyond twenty (20) working days unless exceptional circumstances warrant a long period.
- (f) Once a decision is made to grant the request, the person making the request shall be notified of such decision and directed to pay any applicable fees.

SECTION 10. Fees. Government offices shall not charge any fee for accepting requests for access to information. They may, however, charge a reasonable fee to reimburse necessary costs, including actual costs of reproduction and copying of the information required, subject to existing rules and regulations. In no case shall the applicable fees be so onerous as to defeat the purpose of this Order.

SECTION 11. Identical or Substantially Similar Requests. The government office shall not be required to act upon an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the same government office.

SECTION 12. Notice of Denial. If the government office decides to deny the request, in whole or in part, it shall as soon as practicable, in any case within fifteen (15) working days from the receipt of the request, notify the requesting party 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 period herein stipulated shall be deemed a denial of the request for access to information.

SECTION 13. Remedies in Cases of Denial of Request for Access to Information.

- (a) Denial of any request for access to information may be appealed to the person or office higher in the authority, following the procedure mentioned in Section 9 of this Order: Provided, that the written appeal must be filed by the same person making the request within fifteen (15) working days from the notice of denial or from the lapse of the relevant period to respond to the request.
- (b) The appeal may be decided by the person or office higher in authority within thirty (30) working days from the filing of said written appeal. Failure of such person or office to decide within the afore-stated period shall be deemed a denial of the appeal.
- (c) Upon exhaustion of administrative appeal remedies, the requesting part may file the appropriate case in the proper courts in accordance with the Rule of Court.

SECTION 14. Keeping of Records. Subject to existing laws, rules, and regulations, government offices shall create and/or maintain accurate and reasonably complete records of important in appropriate formats, and implement a records management system that facilitates easy identification, retrieval and communication of information to the public.

SECTION 15. Administrative Liability. Failure to comply with the provisions of this Order may be a ground for administrative and disciplinary sanctions against any erring public officer or employee as provided under existing laws or regulations.

SECTION 16. Implementing Details. All government offices in the Executive Branch are directed to formulate their respective implementing details taking into consideration their mandates and the nature of information in their custody or control, within one hundred twenty (120) days from the effectivity of this Order.

SECTION 17. Separability Clause. If any section or part of this Order is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force or effect.

SECTION 18. Repealing Clause. All orders, rules and regulations, issuances or any part thereof inconsistent with the provisions of this Executive Order are hereby repealed, amended or modified accordingly: *Provided*, that the provisions of Memorandum Circular No. 78 (s. 1964), as amended, shall not be deemed repealed pending further review.

SECTION 19. Effectivity. This Order shall take effect immediately upon publication in a newspaper of general circulation.

DONE, in the City of Manila, this 23rd day of July in the year of our Lord two thousand and sixteen.

(Sgd.) **RODRIGO ROA DUTERTE**
President of the Philippines

By the President:

(Sgd.) **SALVADOR C. MEDIALDEA**
Executive Secretary

**ANNEX “B”
PCG DIRECTORY**

Headquarters Philippine Coast Guard

139 25th Street, Port Area, 1018 Manila

Trunk Line: (02) 527-8481 to 89

(02) 527-3880 to 85

VSAT Hotline: 9000

Cellphone Number: 0917-PCG-DOTC

Coast Guard Public Affairs Office

139 25th Street, Port Area, 1018 Manila

Telephone Number: (02)527-8481 loc 6291/6292

Cellphone Number: 0927 560 7729

Email: cgpao@coastguard.gov.ph

Coast Guard District National Capital Region- Central Luzon

Muelle dela Industria, Farola Compound Binondo Manila

Telephone Number: (02) 243-0465

VSAT Telephone: 8101 / 8102

Cellphone Number: 0919 861 8658 / 0927 967 1505

Email: cgdncrcl@yahoo.com

Coast Guard Station Manila

Pier 8, North Harbor, Tondo Manila

Telephone Number: (02) 245-3072 / (02) 489-5320

Cellphone Number: 0908 527 5793 / 0995 250 0689

Email: cgs_manila123@yahoo.com

Coast Guard Station Pasig

Malacañang Park, Manila

Telephone Number: (02) 689-7892

Cellphone Number: 0929 686 4261 / 0995 214 5701

Email: coast_coast_pasig@yahoo.com

Coast Guard Station Cavite

Brgy Sapa 2, Rosario, Cavite

Cellphone Number: 0929 686 4258

Email: cgscavite@coastguard.gov.ph / cgscavite@gmail.com

Coast Guard Station Bataan

Dionisio N Roque Bldg, Port of Lamao, Limay, Bataan

Cellphone Number: 0929 674 2104 / 0995 214 6371

Email: cgsbataan@yahoo.com

Coast Guard Station PSC Manila

139 25th St, Shed E, Pier 13, South Harbor, Port Area Manila

Telephone Number: (02) 732 0838

Cellphone Number: 0929 674 2570

Email: pcsmanilapier13@coastguard.gov.ph / portstatemanila@yahoo.com

Coast Guard Station Laguna de Bay

JP Rizal St, Extn Brgy libis, Binangonan, Rizal

Telephone Number: (049) 652-7035

Cellphone Number: 0908 703 3395

Email: cgsdagdebay@coastguard.gov.ph

Coast Guard Station Subic

Brgy Wawandue, Subic, Zambales

Cellphone Number: 0929 674 2104 / 0995 214 6371

Email: cgsesubic@yahoo.com / cgs.subic@gmail.com

Coast Guard District Central Visayas

Arellano Boulevard, Cebu City 6000

Telephone Number: (032) 416-6208

VSAT Telephone: 8200 / 8203

Cellphone Number: 0929 686 4123 / 0915 822 8480

Email: viscom_opms@yahoo.com

Coast Guard Station Cebu

Don Vicente Sotto St., Cebu City

Cellphone Number: 0929 678 7923 / 0927 633 4512

Email: cgs.cebuh@yahoo.com

Coast Guard Station Tagbilaran

K of C Drive, Tagbilaran City

Cellphone Number: 0949 838 1531 / 0917 726 9789

Email: cgdtagbilaranbohol@yahoo.com

Coast Guard Station Dumaguete

Dumaguete City Port

Cellphone Number: 0929 674 2380 / 0915 112 8823

Email: cgsdqte@yahoo.com

Coast Guard District South Western Mindanao

Naval Station, Romulo Espaldon, Bagong Calarian, Zamboanga City

Telephone Number: (032) 993-1004

VSAT Telephone: 8300 to 8303

Cellphone Number: 0929 686 4129 / 0916 626 0689

Email: hcgdswm@yahoo.com

Coast Guard Station Zamboanga

Concuera St, Port Area, Zamboanga City

Cellphone Number: 0905 514 6391

Email: cgszamboanga_7000@yahoo.com.ph / cgszamboanga@coastguard.gov.ph

Coast Guard Station Jolo

Brgy Walled City, Port Area, Jolo, Sulu

Cellphone Number: 0929 678 7901 / 0936 961 6200

Email: cgsjolo@coastguard.gov.ph

Coast Guard Station Bongao

Bongao, Tawi-Tawi

Cellphone Number: 0929 686 4128 / 0916 395 7485

Email: cgsbongao@coastguard.gov.ph

Coast Guard Station Cotabato

No. 10 Rajah Tabunaway Blvd, Cotabato City

Cellphone Number: 0929 674 2166

Email: cgscotabato@coastguard.gov.ph

Coast Guard Station Mapun

Brgy Libubod, Mapun, Tawi-Tawi

Cellphone Number: 0927 819 4828

Email: cgsmapun@coastguard.gov.ph

Coast Guard District Palawan

Brgy Liwanag, Port Area Princesa City, Palawan

Telephone Number: (043) 433-2974

VSAT Telephone: 8400 to 8403

Cellphone Number: 0929 686 4291 / 0927 948 5458

Email: cgdpal@yahoo.com.ph / cgdpal@coastguard.gov.ph

Coast Guard Station Puerto Princesa

Brgy Liwanag Port Area, Puerto Princesa City

Cellphone Number: 0929 686 4292

Email: cgdpal@coastguard.gov.ph

Coast Guard Station Coron

Brgy Tagumpay, Coron, Palawan

Cellphone Number: 0939 882 7670 / 0906 377 2898

Coast Guard Station Brooke's Point

Sitio Bulingay, Brooke's Point Palawan

Cellphone Number: 0929 686 4296

Coast Guard Station El Nido

Brgy Pag Ibig El Nido Princesa City

Cellphone Number: 0929 686 4117

Email: cgselnido@coastguard.gov.ph

Coast Guard Station Cuyo

Brgy Tenga-Tenga, Cuyo, Palawan

Cellphone Number: 0929 686 4115

Email: cgscuyo@coastguard.gov.ph

Coast Guard District Southern Tagalog Luzon

Sta. Clara, Batangas

Telephone Number: 723- 5624

Cellphone Number: 0917 873 2091 / 0919 994 0067

Email: hcgdstl_opn@yahoo.com

Coast Guard Station Batangas

PPA Compound Brgy Sta Clara, Batangas City

Cellphone Number: 0918 267 3510 / 0927 913 1542

Email: cgsbatangas@yahoo.com

Coast Guard Station Oriental Mindoro

Brgy San Antonio, Calapan City, Oriental Mindoro

Cellphone Number: 0947 944 3845

Email: cgscalapan@yahoo.com

Coast Guard Station Occidental Mindoro

Brgy Caminawit, San Jose, Occidental Mindoro

Cellphone Number: 0920 498 0158

Email: cgdetcam@yahoo.com

Coast Guard Station Northern Quezon

Brgy Ugnos, Real, Quezon
Cellphone Number: 0907 828 0202

Coast Guard Station Southern Quezon

Brgy Dalahican, Ilaya, Lucena City
Cellphone Number: 0929 686 4188 / 0956 385 0862
Email: coastguardlucena@yahoo.com

Coast Guard District Western Visayas

Bo. Obrero, Iloilo City
Telephone Number: (033) 335 4594
VSAT Telephone: 8600 to 8603
Cellphone Number: 0929 686 4200 / 0905 370 8085
Email: cgdwv_iloilo@yahoo.com / cgdwv@gmail.com

Coast Guard Station Bacolod

San Patricio, Boulevard, Brgy Banago, Bacolod City, Negros Occidental
Telephone Number: (033) 441 0946
Cellphone Number: 0926 332 2095 / 0929 674 2113
Email: cgsbacolod@coastguard.gov.ph

Coast Guard Station Roxas

Brgy Culasi, Roxas City
Telephone Number: (036) 522 3270
Cellphone Number: 0929 686 4145 / 0926 632 3301
Email: cgsroxas@coastguard.gov.ph

Coast Guard Station Caticlan

Brgy Caticlan, Malay, Aklan
Telephone Number: (036) 288 7361
Cellphone Number: 0998 182 0670 / 0927 886 8853
Email: cgscaticlan@coastguard.gov.ph

Coast Guard Station San Jose De Buenavista

Princesa St, Brgy 4, Pantalan San Jose de Buenavista , Antique
Telephone Number: (036) 540 8700
Cellphone Number: 0921 595 8352 / 0915 142 3593
Email: cgssanjosedebuenavista@coastguard.gov.ph

Coast Guard Station Iloilo

Farola, Fort San Pedro, Iloilo City
Telephone Number: (033) 335 4928
Cellphone Number: 0908 255 5930 / 0926 591 8077
Email: cgsiloilo@coastguard.gov.ph

Coast Guard District North Western Luzon

Poro Point, San Fernando City La Union
Telephone Number: (072) 607 4625
VSAT Telephone: 8700 to 8703
Cellphone Number: 0929 674 2136 / 0927 957 7497
Email: cgdnorthwesternluzon@yahoo.com

Coast Guard Station Salomague

Brgy Salomague, Cabugao, Ilocos Sur
Cellphone Number: 0917 820 9641 / 0908 360 7226
Email: cgdstation_salomague@yahoo.com

Coast Guard Station San Fernando

Brgy Poro Point, San Fernando City La Union
Cellphone Number: 0912 119 5509 / 0915 916 4592
Email: cgs_sanfernando@yahoo.com

Coast Guard Station Sual

No. 09 Poblacion St, Sual, Pangasinan
Cellphone Number: 0929 674 2205 / 0917 672 2434
Email: cgs_sual@yahoo.com

Coast Guard Station Currimao

Port of Currimao, Currimao, Ilocos Norte
Cellphone Number: 0929 674 2144 / 0927 439 5003
Email: pcgstation_currimao@yahoo.com

Coast Guard District South Eastern Mindanao

Km 11, Sasa, Davao City
Telephone Number: (082) 235 0002
VSAT Telephone: 8800 to 8803 / 8002 to 8003
Cellphone Number: 0921 743 94444 / 0915 122 6712
Email: cgdsem2015@gmail.com

Coast Guard Station Davao

Sta Ana Wharf, Sta Ana, Davao City
Telephone Number: (082) 227 8537
Cellphone Number: 0908 971 4322
Email: cgsdvo@coastguard.gov.ph

Coast Guard Station GenSan

Makar Wharf, General Santos City
Telephone Number: (082) 301 2112
Cellphone Number: 0929 674 2312 / 0917 631 8971
Email: cgsgensan@yahoo.com

Coast Guard Station Sarangani

Brgy Batuganding, Balut Island, Sarangani, Davao Del Sur
Cellphone Number: 09405 755 8254
Email: cgssar@yahoo.com

Coast Guard Station Mati

101 Burgos St., Mati Wharf, Mati, Davao Oriental
Telephone Number: (087) 388 397
Cellphone Number: 0929 674 2313
Email: cgs_mati@yahoo.com

Coast Guard Station Bislig

Espiritu St. Mangonoy, Bislig
Telephone Number: (086) 628 2365
Cellphone Number: 0929 686 4089 / 0906 341 1845
Email: cgs_bislig@yahoo.com

Coast Guard District Bicol

Government Center Site, Lawis, Legaspi City
Telephone Number: (052) 820 6346
VSAT Telephone: 8900 to 8903
Cellphone Number: 0929 674 2309 / 0936 970 4685
Email: cgd.bicol@yahoo.com

Coast Guard Station Albay

Pier Site, Legaspi City
Cellphone Number: 0921 524 6355

Coast Guard Station Catanduanes

Brgy Sta Cruz, Virac, Catanduanes
Cellphone Number: 0929 686 4105
Email: cgs_catanduanes@yahoo.com

Coast Guard Station Camarines Norte

Delos Reyes Blvd Mercedes Camarines Norte
Cellphone Number: 0929 686 4108
Email: cgscamnorte@yahoo.com

Coast Guard Station Sorsogon

Pier Site Brgy Talisay, Sorsogon
Cellphone Number: 0929 686 4288 / 0927 518 8810
Email: cgssorsogon@coastguard.gov.ph

Coast Guard Station Camarines Sur

Sto Domingo, Camaligan, Camarines Sur
Cellphone Number: 0929 686 2107 / 0927 548 4816
Email: cgscamarinessur@yahoo.com

Coast Guard Station Masbate

59-A Espinosa St., Pier Site, Masbate City
Cellphone Number: 0929 686 4290
Email: cgsmasbate@yahoo.com

Coast Guard District Northern Mindanao

Corrales Extension, Macabalan, Cagayan De Oro City
Telephone Number: (088) 880 5956
VSAT Telephone: 8000 003
Cellphone Number: 0917 706 2902
Email: cgdnm@coastguard.gov.ph

Coast Guard Station Cagayan de Oro

1280 Corrales Extension, Brgy Puntod, Port Area, Cagayan de Oro City
Cellphone Number: 0917 445 6565
Email: cgscagayandeorocity@coastguard.gov.ph

Coast Guard Station Surigao

Port Area Surigao City
Cellphone Number: 0926 692 4943

Email: cgssurigao@coastguard.gov.ph

Coast Guard Station Iligan

Port Area, Iligan City

Cellphone Number: 0917 640 2326

Email: cgsiligan@coastguard.gov.ph

Coast Guard Station Ozamis

2nd Flr Villaseran Bldg, Port Road, Ozamis City

Cellphone Number: 0917 692 8161

Email: cgsozamis@coastguard.gov.ph

Coast Guard Station Dapitan

Puluan Port, San Vicente, Dapitan City

Cellphone Number: 0935 523 5063

Email: cgsdapitan@coastguard.gov.ph

Coast Guard Station Butuan

G. Flores Ave, Butuan City

Cellphone Number: 0916 361 4261

Email: cgsbutuan@coastguard.gov.ph

Coast Guard District North Eastern Luzon

Brgy. 9 Minanga, Aparri, Cagayan

Telephone Number: (078) 888 0320

Cellphone Number: 0946 364 3289 / 0927 322 3997

Email: cgdnortheasternluzon@ymail.com

Coast Guard Station Basco

Brgy Kachanarianan, Basco, Batanes

Cellphone Number: 0929 674 2209

Email: cgs.basco@coastguard.gov.ph

Coast Guard Station Aurora

Aurora Trading Center Bldg., Sitio Setan, Brgy Suklayin Baler, Aurora

Cellphone Number: 0999 961 3148 / 0917 891 6804

Email: cgs.aurora@yahoo.com

Coast Guard Station Aparri

Brgy Minanga, Aparri, Cagayan

Cellphone Number: 0917 546 4658 / 0929 674 2140

Email: cgs.aparri@coastguard.gov.ph

Coast Guard District Eastern Visayas

Ebony Street, Port Area City, Leyte

Telephone Number: (053) 561 2890

Cellphone Number: 0929 674 2264 / 0917 759 1218

Email: coastguardevopn@gmail.com

Coast Guard Station Ormoc

Ebony St., Port Area, Ormoc City, Leyte

Cellphone Number: 0930 313 5188

Email: cgsormoc@yahoo.com

Coast Guard Station Catbalogan

Allen Ave., Pier II Catbalogan City

Cellphone Number: 0929 674 2268

Email: cgscatbalogan@yahoo.com

Coast Guard Station Maasin

Brgy Abgao, Port Area, Maasin City, Southern Leyte

Cellphone Number: 0927 505 0874 / 0929 678 6803

Email: cgdsolleyte@yahoo.com

Coast Guard Station Tacloban

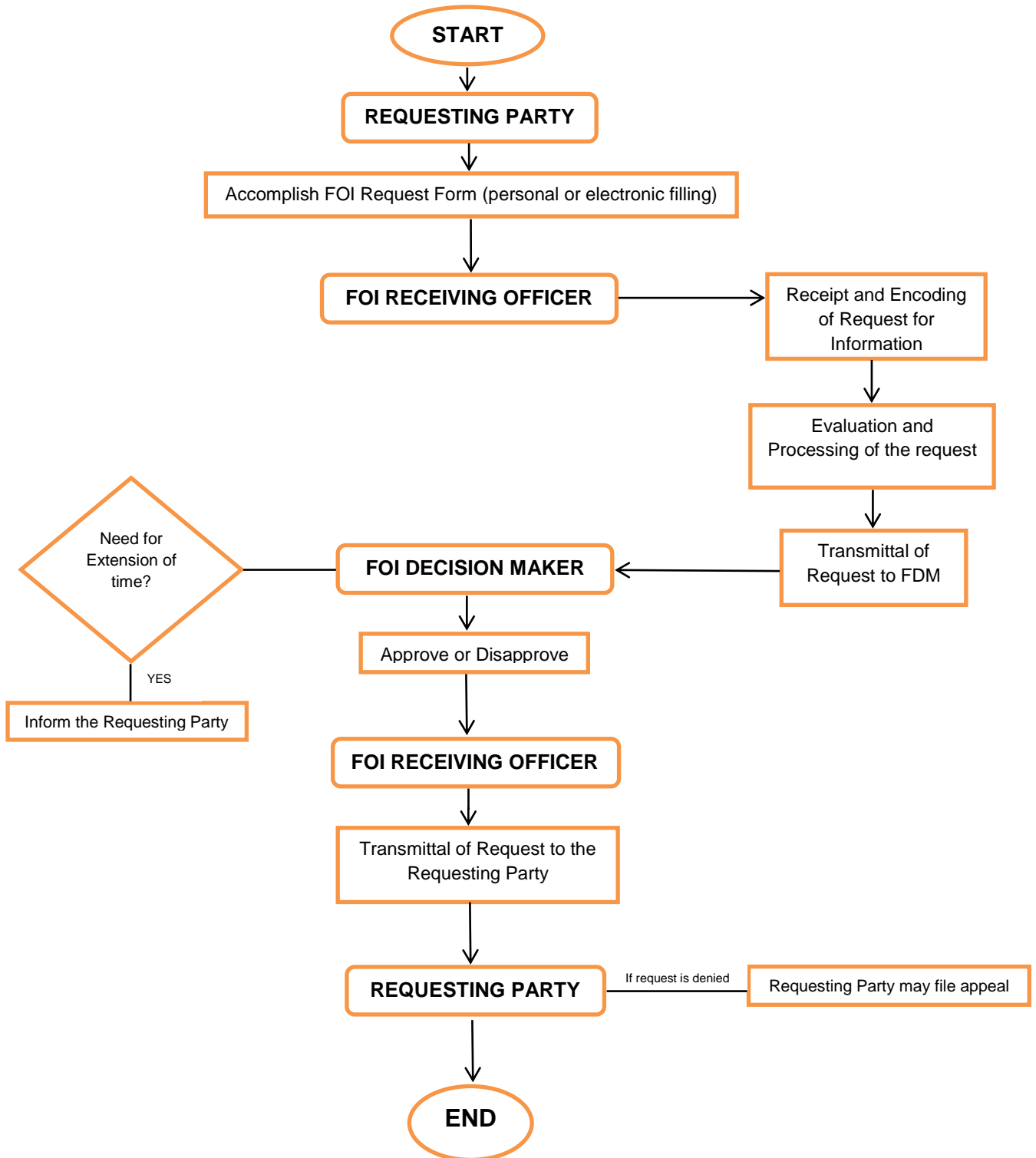
Market Site, Quezon Boulevard, Tacloban City

Cellphone Number: 0918 302 5999

Email: cgstacloban@yahoo.com

ANNEX "C"

FOI Request Flow Chart



ANNEX “D”
SUMMARIZED FOI REQUEST PROCESS

1. FILING OF FOI REQUEST FORM
<ul style="list-style-type: none">• FOI Receiving Officer (FRO) shall provide an FOI Request Form to the Requesting Party• The Requesting Party shall accomplish the FOI Request Form and Present a valid proof of identification or authorization of the Requesting Party• FRO shall check the completeness of the requirements to access information• FRO shall stamped the accomplished request “RECEIVED” indicating the date and time of the receipt of the request, and the name, rank and position of the receiver• FRO shall log and input the detail of the request in a Request Tracking System
2. EVALUATION
<ul style="list-style-type: none">• The FRO shall evaluate the contents of the request<ul style="list-style-type: none">➤ If the request is not in the custody of the PCG, the FRO shall refer the request to the concerned Agency➤ If the request is already available online, the FRO shall provide the website link where the information is located➤ If the request is included to the list of exceptions provided by the existing laws, the FRO shall deny the request
3. PROCESSING AND TRANSMITTAL OF REQUEST TO THE FDM
<ul style="list-style-type: none">• After the evaluation, the FRO shall process and consolidate the necessary information• FRO shall forward the consolidated information to the FDM for its approval or denial• FRO shall record the date, time and name of the FDM staff who actually received the request
4. APPROVAL OR DISAPPROVAL OF THE REQUEST
<ul style="list-style-type: none">• The FDM shall decide whether to release the records wholly, partially or to deny the request• In any case that the requested information requires extensive search of the Organization’s Records, the FDM shall request for a 20 days extension of time.
5. TRANSMITTAL OF INFORMATION TO THE REQUESTING PARTY
<ul style="list-style-type: none">• The FRO shall notify the Requesting Party whether his request is approved or denied<ul style="list-style-type: none">➤ If the request is approved and shall be issued to the Requesting Party, the FRO shall notify the applicant within the prescribed. Prior to the release of information, the FRO shall ensure that the records are complete.➤ If the request is denied, the FRO shall notify the applicant of the denial in writing or mail. The notice shall include reason of such denial• Information to be released shall be logged in the Request Tracking System.

ANNEX "E"
FOI REQUEST FORM



PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area,
1018 Manila

FOI REQUEST FORM

Date/ (Petsa): _____

Title of the Document/ (Titulong Dokumento): _____

Date/ (Taong Saklaw): _____

Purpose/ (Layunin): _____

Name/ (Pangalan): _____

Address/ (Tirahan): _____ **Contact No:** _____

Proof of Identity/ (Katibayan ng Pagkakakilanlan)

Voters ID: _____ Driver's License: _____

Passport No: _____ Others (specify): _____

How would you like to receive the information? / Paraan ng pagtanggap ng impormasyon?

Email: _____ Pick-up/ Office Hours: _____

Requestor Signature/ (Lagda): _____

CLAIM SLIP

Name of Applicant/ (Pangalan ng Aplikante): _____

Title of the Document/ (Titulo ng Dokumento): _____

Received by/ (Natanggap ni): _____

Date and Time Received/ (Petsa at Oras ng Pagtanggap): _____

Date of Claim/ (Petsa ng Pagkuha): _____

Certified by/ (Taong nagpatunay):

FOI Receiving Officer