

**MEMORANDUM CIRCULAR NO. 2016- 006**  
**Series of 2016**

**TO : ALL CONCERNED**

**SUBJECT : PEOPLE'S FREEDOM OF INFORMATION MANUAL**

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WHEREAS, Executive Order No. 2, series of 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 therefore, was approved on 23 July 2016 and published on 27 July 2016.

WHEREAS, Section 8 of the Executive Order No. 2, series of 2016, directs all government offices to prepare their own People's FOI Manual within 120 calendar days from effectivity of the Order.

**NOW THEREFORE**, the Board, in its meeting of 05 October 2016 by virtue of Resolution No. 27-02, Series of 2016, with a quorum duly present, adopted the attached People's Freedom of Information Manual.

It shall take effect fifteen (15) days following its publication in a newspaper of general circulation.

**BY AUTHORITY OF THE BOI BOARD**

  
**DR. CEFERINO S. RODOLFO**  
Undersecretary and BOI Managing Head

**SECRETARY'S CERTIFICATE**

This is to certify that Memorandum Circular No. 2016 - \_\_\_\_ has been approved by the BOI through Board Resolution No. 27-02 dated 05 October 2016.

**Executive Director EFREN V. LEAÑO**  
Board Secretary

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