

MEMORANDUM CIRCULAR NO. 2016- 2016-007  
Series of 2016

TO : ALL CONCERNED

SUBJECT : IMPLEMENTING DETAILS OF THE PEOPLE'S FREEDOM OF INFORMATION MANUAL

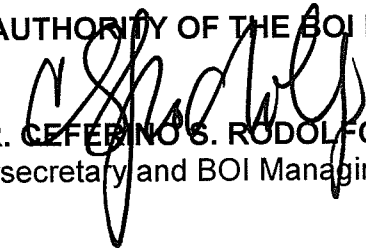
WHEREAS, Executive Order No. 2, series of 2016, operationalizing in the Executive Branch the people's constitutional right to information and the state policies to full public disclosure and transparency in the public service and providing guidelines therefore, was approved on 23 July 2016 and published on 27 July 2016.

WHEREAS, Section 16 of Executive Order No. 2, series of 2016, directs all government offices to formulate the implementing details of their respective People's Freedom of Information Manual taking into consideration their mandates and the nature of information in their custody or control within 120 calendar days from effectivity of the Order.

**NOW THEREFORE**, the Board, in its meeting of 23 November 2016 by virtue of Resolution No. 30-02, Series of 2016, with a quorum duly present, adopted the attached Implementing Details of the 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. 2016-007 has been approved by the BOI through Board Resolution No. 30-02 dated 23 November 2016.

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