



**MOVIE AND TELEVISION REVIEW AND CLASSIFICATION BOARD**  
MTRCB Bldg., No. 18 Timog Avenue, Quezon City

# **PEOPLE'S FREEDOM OF INFORMATION MANUAL**

(In compliance with Executive Order (E.O.) No. 02 or the 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.)

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## SECTION 1: OVERVIEW

1. **Purpose:** The purpose of this Movie and Television Review and Classification Board (MTRCB) Freedom of Information (FOI) Manual (Manual) is to provide the process to guide and assist the MTRCB in dealing with requests of information received under Executive Order (E.O.) No. 2 on Freedom of Information (FOI). (**Annex “A”**)
2. **Structure of the Manual:** This Manual shall set out the rules and procedures to be followed by the MTRCB when a request for access to information is received. The MTRCB Chairperson is responsible for all actions carried out under this Manual and may delegate this responsibility to the MTRCB Vice Chairperson, to the MTRCB Executive Director or to any of the MTRCB Board Members to a committee thereof. The MTRCB Chairperson may delegate a specific officer to act as the Decision Maker (DM), who shall have overall responsibility for the initial decision on FOI requests, (i.e. to decide whether to release all the records, partially release the records or deny access).
3. **Coverage of the Manual:** The Manual shall cover all requests for information directed to the MTRCB.
4. **FOI Receiving Officer:** The MTRCB’s Public Information Officer shall be the agency’s FOI Receiving Officer (FRO). The FRO shall hold office at MTRCB Building, No. 18 Timog Avenue, Diliman, Quezon City.

The functions of the FRO shall include receiving on behalf of the MTRCB all requests for information and forward the same to the appropriate office who has custody of the records; monitor all FOI requests and appeals; provide assistance to the FOI Decision Maker; provide assistance and support to the public and staff with regard to FOI; compile statistical information as required; and, conduct initial evaluation of the request and advise the requesting party whether the request will be forwarded to the FOI Decision Maker for further evaluation, or deny the request based on:

- a. That the form is incomplete; or
- b. That the information is already disclosed in the MTRCB's Official Website, mtrcb.gov.ph, foi.gov.ph, or at data.gov.ph.

Local offices of the MTRCB shall assign their respective FROs.  
**(Annex "C")**

5. **FOI Decision Maker:** There shall be an FOI Decision Maker (FDM), designated by the MTRCB Chairperson, with a rank of not lower than a Division Chief or its equivalent. In this connection, the MTRCB Executive Director is hereby designated as FDM, who shall conduct evaluation of the request for information and has the authority to grant the request, or deny it based on the following:
  - a. The MTRCB does not have the information requested;
  - b. The information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
  - c. The information requested falls under the list of exceptions to FOI; or
  - d. The request is an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the MTRCB.
6. **Central Appeals and Review Committee:** There shall be a central appeals and review committee composed of three (3) MTRCB Board Members, one (1) of which shall be a lawyer who shall act as the Chairperson of the Committee, designated by the Chairperson of the MTRCB to review and analyze the grant or denial of request of information. The Committee shall also provide expert advice to the MTRCB Chairperson on the denial of such request.
7. **Approval and Denial of Request to Information:** The Decision Maker shall approve or deny all request of information. In case where the Decision Maker is on official leave, the Chairperson of the MTRCB may delegate such authority to any MTRCB Board Member, who is not part of the Center Appeals and Review Committee.