

Updated as of January 2022  
Games and Amusements Board (GAB)

# **GAMES AND AMUSEMENTS BOARD**



## **Freedom of Information (FOI) People's Manual**

Updated as of January 2022

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## SECTION I: OVERVIEW

1. **Purpose:** The purpose of this People's FOI Manual is to provide the process to guide and assist the Games and Amusement Board (GAB) as an agency of the government, including its Central and regional offices, in dealing with requests of information received under Executive Order (E.O) No. 2 on Freedom of Information (FOI). (**Annex "B"**)
2. **Structure of the Manual:** This Manual shall set out the rules and procedures to be followed by the GAB Central and Regional Offices, when a request for access to information is received. The GAB Members of the Board are responsible for all actions carried out under this Manual and delegate this responsibility to specific others. The GAB Members of the Board may delegate a specific officer to act as the FOI Decision Maker (FDM) and shall have overall responsibility for the initial decision on FOI request, (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 GAB Central and Regional Offices.
4. **FOI Receiving Officer:** There shall be a Head FOI Receiving Officer (FRO) designated at the GAB. The FRO shall hold office at the GAB Central Office located at 2nd Floor Legaspi Towers 200, Paseo de Roxas 1226, Makati City, Philippines.

The functions of the Head FRO shall include receiving on behalf of the GAB, including its Central and Regional Offices, all requests for information and forward the same to the appropriate office which has custody of the records; monitoring of all FOI requests and appeals; providing assistance to the FOI Decision Maker; providing assistance and support to the public and staff with regard to FOI; compiling statistical information as required; and, conducting initial evaluation of the request to advise the requesting party whether the request will be forwarded to the FOI Decision Maker for further evaluation, or be denied based on the following grounds:

- a. That the form is incomplete; or
- b. That the information is already disclosed in the GAB's Official website ([www.gab.gov.ph](http://www.gab.gov.ph)) or at Open Data ([www.gov.ph/data](http://www.gov.ph/data)).

Regional Offices of the GAB shall also assign their respective FROs. (**Annex "C"**)

5. **FOI Decision Maker:** There shall be an FOI Decision Maker (FDM), designated by the GAB Members of the Board, 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 GAB 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