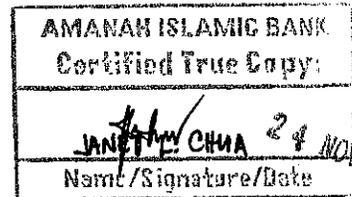




AMANAH ISLAMIC BANK

A subsidiary of the Development Bank of the Philippines

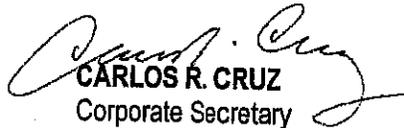


SECRETARY'S CERTIFICATE

I, **CARLOS R. CRUZ**, Corporate Secretary of the Al-Amanah Islamic Investment Bank of the Philippines (The "Bank"), hereby certify that the Board of Directors in its meeting via-referendum dated November 24, 2016 adopted the following:

RESOLVED, to **APPROVE** and **CONFIRM** the proposed Freedom of Information (FOI) Manual of Al-Amanah Islamic Investment Bank of the Philippines (AAIIBP), in compliance with Section 8 and Section 16 of Executive Order No. 2 dated July 23, 2016 directing every government office to prepare its own People's FOI Manual, which shall include the following provisions:

1. Location and contact information of the officer where the public can obtain important information or submit requests;
2. Person and office responsible for receiving requests for information;
3. The procedure for the filing and processing of the request;
4. The standard forms for the submission of requests and for the proper acknowledgement of requests;
5. The process for the disposition of requests;
6. The procedure for the administrative appeal of any denial for access to information; and
7. The schedule of applicable fees.


CARLOS R. CRUZ
 Corporate Secretary

REPUBLIC OF THE PHILIPPINES)
MAKATI CITY)

SUBSCRIBED AND SWORN TO BEFORE ME, on this 24 NOV 2016 day of _____ 2016, affiant exhibited to me his SCID No. 0969563 bearing his photograph and signature, issued on May 4, 2015 at Bocaue, Bulacan.

Doc. No. 19
Page No. 5
Book No. V
Series of 2016.


KAREN U. FERRERAS-CALUB
 Commission No. M-482
 Until December 31, 2016
 4th Floor, DBP Building
 Sen. Gil Puyat Ave., Makati City
 Roll No. 61517
 IBP No. 1031683/Feb. 16, 2016
 PTR No. 5368714/Feb. 15, 2016
 MCLE Compliance No. V-0018727

AAIIBP FREEDOM OF INFORMATION MANUAL

(As Amended on 24 August 2017)

A. Introduction

As provided in 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. In addition, Section 7, Article III of the Constitution guarantees the right of the people to information of public concern in 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.

Consistent with the constitutional provisions above, the Executive Order No. 2 (EO No. 2), series of 2016 aims to operationalize and provide guidelines in the Executive Branch on the people's right to information and the state policies to full public disclosure and transparency in the public service.

In support of the foregoing, the Al-Amanah Islamic Investment Bank of the Philippines (AAIIBP) hereby adopts this Freedom of Information (FOI) Manual, subject to limitations as provided in the following:

1. Republic Act No. 6848 (Charter of Al-Amanah Islamic Investment Bank of the Phil.)
2. Republic Act No. 1405 (Secrecy of Bank Deposits Act)
3. Republic Act. No. 6242 (Foreign Currency Deposit Act)
4. Republic Act No. 9510 (Credit Information System Act)
5. Republic Act No. 10173 (Data Privacy Act)
6. Republic Act No. 9160 (Anti-Money Laundering Act, as amended)
7. Republic Act No. 7394 (Consumer Act of the Philippines)
8. Inventory of Exceptions referred to in Section 4 of Executive Order No. 2, s 2016, as approved by the Office of the President **(Annex A)**
9. Other relevant laws

B. Purpose and Coverage

The purpose of this manual is to provide the process and procedures for FOI requests of the public pursuant to EO No. 2 and shall cover all requests for information directed to the Bank.

C. Definition of Terms

Bank. Refers to the Al-Amanah Islamic Investment Bank of the Philippines.

Document. Pertains to both paper and electronic format documents.

FOI Receiving Officer. For purposes of this manual, the Bank's Designated Consumer and Assistance Officer shall act as the FOI Receiving Officer (FRO) of the Bank. The FRO shall be responsible for the overall implementation and monitoring of the provisions of this manual.

Provided further, **Annex B** contains the list of FOI Receiving Officers and Offices that are responsible for receiving requests for information.

Information. Shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meeting, 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 achieved 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.

Information for Disclosure. Information promoting the awareness and understanding of policies, programs, activities, rules or revisions affecting the public, government agencies, and the community and economy. It also includes information encouraging familiarity with the general operations, thrusts, and programs of the government. In line with the concept of proactive disclosure and open data, these types of information can already be posted on government websites, such as data.gov.ph, without need for written requests from public.

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.

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.

Public Service Contractor. Shall be defined as a private entity that has dealing, contract, or a transaction of whatever form or kind with the government or a government agency or office that utilizes public funds.

Personal Information. Shall refer to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.

Sensitive Personal Information. As defined in the Data Privacy Act of 2012, shall refer to personal information:

- About an individual race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;
- About an individual health, education, genetic or sexual life of a person, or to any proceedings for any offense committed or alleged to have committed by such person, the disposal of such proceedings or the sentence of any court in such proceedings;
- Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and

- Specifically established by an executive order or an act of Congress to be kept classified

D. Protection of Privacy

While providing access to information, the Bank shall afford full protection to a person and its employees and officers' right to privacy, as follows:

1. The Bank shall ensure that personal information, particularly sensitive 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 Bank's policies and procedures or existing laws, rules or regulations.
2. The Bank shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure of personal information which unduly exposes the individual whose personal information is requested, to vilification, harassment or any other wrongful acts.
3. All Bank officers, employees or directors who will have access to information as provided in this manual, including other officers and employees, whether authorized or unauthorized, to personal information in the custody of the Bank, shall not disclose that information except as authorized by the Bank's policies and procedures or existing laws, rules or regulations.

E. Standard Procedure

1. Filing of Request for Information

All requests for information under this manual shall comply with the following requirements:

- a. The request must be in writing and accomplished using the prescribed request form **(Annex C)**;
- b. The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization; and
- c. The request shall reasonably describe the information requested and the reason for, and purpose of, the request for information.

In case the requesting party is unable to make a written request because of illiteracy or due to disability, he or she may make an oral request and the FRO shall reduce it in writing.

2. Receipt of Request for Information

The FRO or his/her authorized representative shall receive the requests and shall assess their compliance with the above requirements. The FRO shall hold office at the Head

Office of the Bank at Second Floor, Phidco Building, Veterans Avenue, Zamboanga City. Additionally, the FRO or his/her authorized representative may receive requests through its Makati Executive Office at the Fourth Floor, DBP Building, Sen. Gil Puyat corner Makati Avenue, Makati City, with contact number (02)893-5036.

For requests coursed through and submitted to Bank's branches, the Branch Head shall forward the request to the FRO for appropriate action.

The requests shall be stamped received indicating the date and time of the receipt of the written request, and the name, rank, title and position of the public officer who actually received it, with a corresponding signature and copy to be furnished to the requesting party. The FRO or his/her authorized representative shall input the details of the request on the Request Tracking System and allocate a reference number.

3. Evaluation of Request

After receipt of the request for information, the FRO shall evaluate the contents thereof. If the information requested is under custody of the Bank, the FRO shall observe the procedures prescribed in existing Bank policies and procedures on release of information.

Should the information being requested is already posted and publicly available on the Bank's website, the FRO shall inform the requesting party of the said fact and provide them the website link where the information is posted.

If the requested information is substantially similar or identical to a previous request by the same requester, the request shall be denied. However, the FRO shall inform the applicant of the reason for such denial in writing.

4. Approval and Transmittal of Requested Information to Requesting Party

Upon receipt of the requested information, the FRO shall transmit the requested documents with the necessary cover letter to the requesting party.

The FRO shall ensure that requests for information are resolved and/or acted upon within fifteen (15) working days upon receipt of such request.

Should the requested information need further details to identify or locate, the fifteen (15) working days will commence on the day after receipt of the required clarification from the requesting party.

If the information requested requires extensive search of the Bank's office records, facilities, examination of voluminous records, or other analogous cases, the FRO shall inform the requesting party of the extension setting forth the reasons for such extension.

In no case shall the extension exceed twenty (20) working days, unless exceptional circumstances warrant a longer period.

5. Denial of Request

In case of denial of the request after due evaluation, the FRO shall, within the prescribed period, notify the requesting party of 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.

F. Remedies in Case of Denial

1. A person whose request for access to information has been denied may avail himself of the remedies prescribed herein in writing using the prescribed Appeal format **(Annex D)**.

The requesting party may file an appeal to the FRO: Provided, that the same requesting party must file the written appeal within the fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.

2. The appeal shall be decided by the appropriate authorities upon the recommendation of the FOI Committee within thirty 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.

The denial of the appeal or the lapse of the period to respond to the requests may be appealed further to the Office of the President under Administrative Order No. 22, s. 2011.

G. Fees

1. Requests for information under this manual shall be at no cost to the requesting party. However, reasonable cost of reproduction shall be charged which should be the actual amount spent by the Bank in providing the information to the requesting party.

2. The prescribed fees are as follows:

Copies -P1.00/single sided page, P1.50/double sided page

Material Cost -Actual cost of items such as CD ROMs, flash drives, etc., will be charged for request for information in electronic format

The fees shall be paid once the requesting party has been notified of the approval of his/her request. Non-payment of costs shall be a ground for non-release of the requested

information. However, the Bank may exempt the requesting party from payment of fees upon request and stating valid reasons therefor.

H. Administrative Liability

1. The failure to comply with the provisions of this Manual shall be a ground for the following administrative penalties:
 - a. 1st Offense - Reprimand
 - b. 2nd Offense - Suspension of one day to thirty days
 - c. 3rd Offense - Suspension of one month to six months
 - d. 4th Offense - Dismissal from the service
2. The Revised Rules on Administrative Cases in the Civil Service shall be applicable in the disposition of cases under this Manual.

AAIIBP LIST OF FOI RECEIVING OFFICES AND OFFICERS

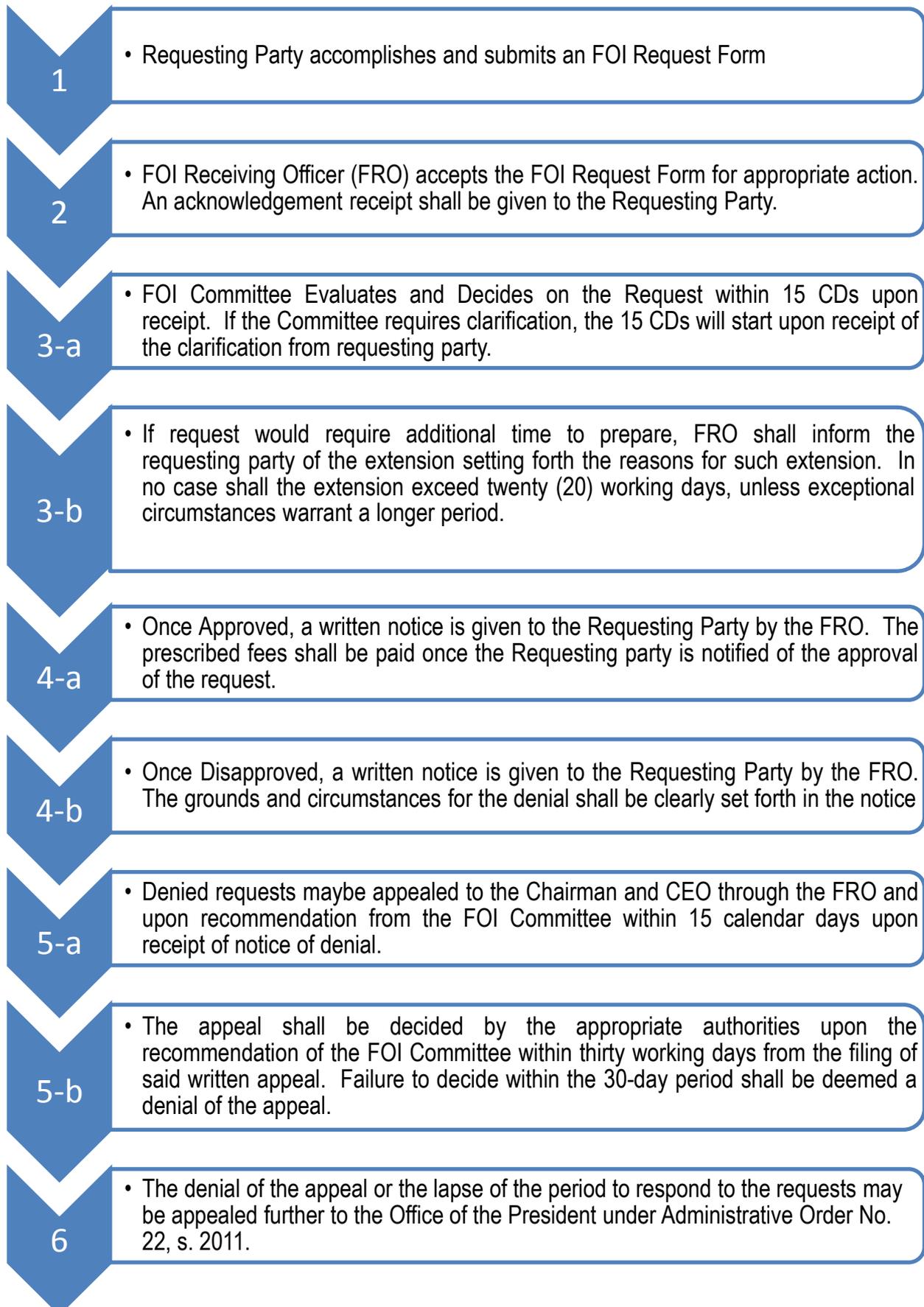
Offices	Responsible Officer	Address	Contact Nos., Email
Head Office	FOI Receiving Officer (FRO)	Second Floor, Phidco Building, Veterans Avenue, Zamboanga City. Makati Executive Office	(062) 991-4158 info@amanahbank.gov.ph
Makati Executive Office	Branch Head (FRO Authorized Rep.)	Fourth Floor, DBP Building, Sen. Gil Puyat corner Makati Avenue, Makati City,	(02) 893-4350 info@amanahbank.gov.ph
Makati Branch	Branch Head (FRO Authorized Rep.)	Ground Floor, Remittance Center, DBP Building, Sen. Gil Puyat corner Makati Avenue, Makati City,	(02) 893-5036 makatibr@amanahbank.gov.ph
Cagayan de Oro Branch	Branch Head (FRO Authorized Rep.)	V. Neri St., Cagayan de Oro City	(088) 272-2274 cagdeorobr@amanahbank.gov.ph
Cotabato Branch	Branch Head (FRO Authorized Rep.)	G/F Hua Hing Bldg., Sinsuat Ave., Cotabato City	(064) 421-2002 cotabatobr@amanahbank.gov.ph
Davao Branch	Branch Head (FRO Authorized Rep.)	G/F Nicolas Commercial Center, Quirino Ave., Davao City	(082) 227-8281 davaobr@amanahbank.gov.ph
General Santos Branch	Branch Head (FRO Authorized Rep.)	G/F JMP Bldg., Osmeña St., General Santos City	(083) 552-4013 gensanbr@amanahbank.gov.ph
Iligan Branch	Branch Head (FRO Authorized Rep.)	G/F Norpen Bldg., Roxas Avenue, Iligan City	(063) 221-3340 iliganbr@amanahbank.gov.ph
Jolo Branch	Branch Head (FRO Authorized Rep.)	G/F Honeybee Bldg, Serantes St., Jolo	(085) 341-8911 loc. 23473 jolobr@amanahbank.gov.ph
Marawi Branch	Branch Head (FRO Authorized Rep.)	G/F Pangadapun Bldg., Gomisa Ave. corner Datu Sampaco St., Marawi City	(02) 359-0108 marawibr@amanahbank.gov.ph
Zamboanga Branch	Branch Head (FRO Authorized Rep.)	G/F PHIDCO A Bldg, Veterans Avenue, Zamboanga	(062) 991-4158 zambobr@amanahbank.gov.ph

AAIIBP FOI Request Form

To be filled-up by Requesting Party	
Title of the Document (Pangalan ng Dokumento/Information)	
Coverage or Time Period (Mga Taon or Panahong Saklaw)	
Intended Purpose (Layunin):	
Name:	Date:
Signature:	Valid ID Presented (Proof of Identity):
Address:	Age:
Office/School:	Contact Info. (Mobile/Landline No/s., Email, etc.):
For AAIIBP FRO/Authorized Representative Use only (Acknowledgement Receipt)	
Name:	Releasing Time/Date:
Signature:	FOI Tracking Reference Number:
Designation/Position:	Reason/s for Disapproval
Date of Receipt:	
Decision of FOI Committee: <input type="radio"/> Approved <input type="radio"/> Disapproved	
TERMS OF USE: The document and information provided: (1) shall not be used for any purpose other than what is indicated in the FOI request as approved; (2) shall not be used for purposes contrary to law, morals, good customs, or public policy; and (3) shall not be reproduced for any commercial use. Any violation will be addressed accordingly.	

	FOI Tracking Reference Number:
	Releasing Date:
	FOI Receiving Officer:
TERMS OF USE: The document and information that will be provided: (1) shall not be used for any purpose other than what is indicated in the FOI request as approved; (2) shall not be used for purposes contrary to law, morals, good customs, or public policy; and (3) shall not be reproduced for any commercial use. Any violation will be addressed accordingly.	

AAIIBP FOI Flow Chart



AAIBP FOI Appeal Template

[date]

Office of the Chairman and Chief Executive Officer

Dear Sir/Ma'am:

I submitted a request for information dated _____ asking for _____. Attached is a copy.

On _____, I received a notice denying the request for the following reason: _____. Attached is a copy.

I would like to appeal this denial on the following ground: _____.

This appeal is being filed within fifteen (15) working days from receipt of the notice of denial.

Thank you.

Respectfully,

Requesting Party