



**People's Freedom of Information Manual  
Construction Industry Authority of the Philippines**

CERTIFIED TRUE PHOTOCOPY  
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for MA. CARLA D. ILARDE  
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**MEMORANDUM ORDER NO. 17-1741**  
**Series of 2017**

**SUBJECT: CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES  
(CIAP) PEOPLE'S FREEDOM OF INFORMATION MANUAL**

**WHEREAS**, Executive Order (EO) No. 02 (s. 2016) entitled "Operationalizing in the Executive Branch of the People's Constitutional Right to Information and the State Policy to Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor";

**WHEREAS**, Section 16 of the same law provides, all government offices in the Executive Branch are directed to formulate their respective implementing details taking into consideration their mandates and the nature of information in their custody or control;

**WHEREAS**, Section 4 of DTI Department Order (DO) 17-02 (s. 2017), provides that all attached agencies and corporations of DTI are directed to prepare their respective FOI People's Manual and its corresponding Implementing Guidelines;

**WHEREAS**, Construction Industry Authority of the Philippines (CIAP), an attached agency of the DTI, tasks to promote, accelerate, and regulate the growth and development of the construction industry;

**WHEREAS**, In compliance with the above laws, the CIAP strengthens its commitment to release information in its control involving public interest, subject to limitations as provided by the Constitution, applicable laws, rules, regulations and procedures;

**WHEREAS**, the CIAP formulated the People's Freedom of Information (FOI) Manual as follows:

**SECTION 1: Organizational Overview**

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The Construction Industry Authority of the Philippines (CIAP) is a government agency attached to the Department of Trade and Industry (DTI) for policy and program coordination. It was created in 28 November 1980 by Presidential Decree (PD) No. 1746 tasked to promote, accelerate, and regulate the growth and development of the construction industry. It acts as a central agency for cohesive industry policy formulation, coordination with other government agencies on matters affecting the industry, and implementation of programs to address industry problems. As such, the CIAP is composed of representatives from the government and private



sectors headed by the Secretary of Trade and Industry as Chairman, the Secretaries of the Departments of Public Works and Highways, Transportation and Communication, Labor and Employment, the Chairmen of the CIAP's implementing boards, namely, Philippine Contractors Accreditation Board (PCAB), Philippine Overseas Construction Board (POCB), Philippine Domestic Construction Board (PDCB), Construction Manpower Development Foundation (CMDF), the President of the Philippine Contractors Association (PCA), Inc., and a representative of the private construction sector appointed by the President of the Philippines as members.

The CIAP exercises jurisdiction and supervision over the following boards which act as its implementing arms and perform the following functions:

- a) PCAB – exercising regulatory powers and other functions of the defunct Philippine Contractors Licensing Board (PCLB) created under Republic Act (RA) No. 4566 (the Contractors' License Law); composed of a Chairman and two (2) members all appointed by the President.
- b) POCB – vested with powers and functions related to the export of construction services; created under P.D. 1167 (Overseas Construction Incentives Decree); composed of a Chairman and four (4) members all appointed by the President.
- c) PDCB – mandated to formulate, recommend, and implement policies, guidelines, plans and programs for the efficient implementation of public and private construction in the country; created under P.D. 1746; composed of a Chairman and four (4) members all appointed by the President.
- d) CMDF – vested with powers to undertake manpower development programs for the construction sector; created under P.D. 1746 composed of a Chairman and four (4) members all appointed by the DTI Secretary.
- e) Construction Industry Arbitration Commission (CIAC) – vested with original and exclusive jurisdiction over construction disputes except labor; created under E.O. 1008, composed of a Chairman and two (2) members all appointed by the CIAP Board.

The CIAP has an Executive Office headed by an Executive Director who is responsible for ensuring effectiveness and proper coordination of the CIAP's policies and programs, particularly by its implementing boards. The CIAP Executive Office has technical, administrative, finance and management support services for CIAP and its boards. Each implementing board has its own Secretariat also headed by an Executive Director.

In the performance of its mandates, there are information and data provided by and to clients or the public that should be kept strictly confidential or can be shared to third parties only in accordance with the guidelines set forth in the Freedom of Information (FOI) Manual of CIAP.

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## 1.1. PURPOSE

The purpose of this CIAP FOI Manual (Manual) is to provide the process in dealing with requests for information received under Executive Order No. 2, s. of 2016, on Freedom of Information (FOI).

## 1.2. STRUCTURE

This Manual provides for the proper management of the information kept by the CIAP and its Implementing Boards which may be disseminated to the public under circumstances provided hereunder. The Head of the agency shall be responsible for all actions carried out under this Manual and may delegate this responsibility to Heads of respective Boards who shall act as the Decision Maker and shall have the overall responsibility for the initial decision on the request.

## 1.3. COVERAGE

The Manual shall cover all requests for the information directed to CIAP and its Implementing Boards as follows:

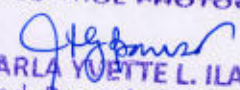
- a. Philippine Contractors Accreditation Board (PCAB)
- b. Philippine Overseas Construction Board (POCB)
- c. Philippine Domestic Construction Board (PDCB)
- d. Construction Manpower Development Foundation (CMDF)
- e. Construction Industry Arbitration Commission (CIAC)

## 1.4. FOI RECEIVING OFFICER

There shall be an FOI Receiving Officer (FRO) designated at the CIAP. The FRO shall preferably come from the Public Assistance or Information Office, or its equivalent. The FRO shall hold office at CIAP Office located at 2<sup>nd</sup> and 5<sup>th</sup> Floors Executive Building Center, #369 Sen Gil Puyat Avenue, corner Makati Avenue, Makati City.

The functions of the FRO shall, among others, perform to receive on behalf of CIAP all requests for information and facilitate such request; ensure that the FOI request form is completely accomplished; provide assistance and support with regard to FOI; process all requests and forward to the concerned office (within and outside CIAP) as may be appropriate; provide assistance in ensuring all requests are responded to within the prescribed time; monitor all FOI requests and appeals; provide assistance to the FOI Decision Maker; provide assistance in ensuring all request are responded to within the prescribed time; compile statistical information as required; and, conduct initial assessment 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 AGENCY's Official Website, [foi.gov.ph](http://foi.gov.ph), [data.gov.ph](http://data.gov.ph), [dti.gov.ph](http://dti.gov.ph) or at [ciap.dti.gov.ph](http://ciap.dti.gov.ph).

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