

**[ DENR ADMINISTRATIVE ORDER NO. 97-24, July  
30, 1997 ]**

**DENR POLICY ON THE RELEASE OR DISCLOSURE OF  
INFORMATION**

Consistent with the provisions of the Philippine Constitution which promotes transparency in all official transactions of the government involving public interest, Rules Implementing Republic Act 6713 (Code of Conduct and Ethical Standards for Public Officers and Employees), Memorandum Circular No. 78, Series of 1964 (Security of Classified Matter in Government Departments and Instrumentalities), Memorandum Circular No. 89, Series of 1993 (National Government Policy on Accessibility and Transparency), the following policies are hereby adopted on the release or disclosure of DENR information:

*SECTION 1. Objectives.* — This policy and guidelines aim to:

- 1.1 provide public access to all official data or information as results of official acts, transactions, or decisions of the Department involving public interest, and research data used in policy development and related activities;
- 1.2 promote the timely delivery and/or retrieval of reliable, processed, or validated data and/or information.
- 1.3 encourage the constructive and legitimate use of information in promoting public interest and national development goals; and
- 1.4 safeguard the unauthorized acquisition of classified, confidential or sensitive data and/or information that may be used against national security or interest by unauthorized individuals or entities.

*SECTION 2. Scope.* — These policies shall be implemented without prejudice to existing government policies on communication security. These include the following:

- 2.1 All DENR-generated documents, records, communications, and other related materials, whether prepared by any of its officers or employees as part of their regular functions or duties, or by any non-government entity commissioned by the DENR to undertake the preparation of certain documents;
- 2.2 Data or information or documents submitted by DENR clientele concerning their application or proposal for Environment and Natural Resources (ENR) management and other DENR activities; and
- 2.3 Information, opinions, statements of DENR officials, functionaries, employees and consultants given during interviews and/or press conferences.

*SECTION 3. Procedural Guidelines. —*

3.1 DENR Written Documents

3.1.1 All DENR written documents shall be classified or categorized in as follows and in accordance with Annexes 1 and 2:

- a. For general/public circulation (PC)
- b. For limited circulation (LC)
- c. Restricted Documents (RD)
- d. Confidential Documents (CD)
- e. Top Secret/Secret Documents (TS/S)

3.1.2 Generally, all documents classified as PC (for General/Public Circulation) should be made available to the public even without any formal or written request. A copy of the documents classified as PC shall be turned over by the originating office to either the Public Information Division, Records Management and Documentation Division, or the Library, for dissemination. Inquiries through the telephone may be entertained only if the information requested is classified as PC.

3.1.3 Documents classified as LC (for Limited Circulation) are made available to concerned parties, subject to the submission of a formal or written request stating therein the purpose, and/or payment of reproduction fee, if necessary. This classification generally refers to completed technical or detailed reports prepared by DENR personnel. Approval of the request shall be under the discretion of the Director concerned or his/her designated officer/s.

3.1.4 Documents classified as RD (Restricted Documents) are for internal use only, i.e. within DENR, and can only be accessed by other interested parties through a formal or written request stating therein the purpose. This classification generally refers to documents that are preliminary in nature and are awaiting approval or decision by the DENR official concerned. Approval of the request shall be under the discretion of the Director concerned, after the requesting party has signed a certification that the information will be used solely for the purpose specified.

3.1.5 Documents classified as Confidential or CD are solely available to concerned DENR officials/personnel and therefore, cannot be accessed, handled, reproduced by unauthorized persons. Data or Information submitted by the DENR clientele concerning their applications/ proposals for ENR management and other DENR activities shall be classified as CD. Disclosure of such information rests on the discretion of the Secretary or his/her designated officer, or upon order of higher official or the courts.

3.1.6 Documents classified as Top Secret/Secret or TS/S are those, which when revealed indiscriminately, could endanger national security or seriously injure the interest or prestige of the nation. Access to such documents is reserved to the Department Head and other concerned higher officials and cannot be disclosed