

This is not an ADB material. The views expressed in this document are the views of the author/s and/or their organizations and do not necessarily reflect the views or policies of the Asian Development Bank, or its Board of Governors, or the governments they represent. ADB does not guarantee the accuracy and/or completeness of the material's contents, and accepts no responsibility for any direct or indirect consequence of their use or reliance, whether wholly or partially. Please feel free to contact the authors directly should you have queries.

GOOD PRACTICES In GCG's FOI Program

FOI Summit 5 December 2017



Office of the President of the Philippines
GOVERNANCE COMMISSION
FOR GOVERNMENT OWNED OR CONTROLLED CORPORATIONS

Background on the GCG

- Corruption in the GOCC Sector
- Passage of RA 10149
 - Mandate
 - Creation of GCG
- Coverage of RA 10149

GCG's FOI Program

Interim FOI Manual of GCG

- Policy: R.A. No. 10149 & E.) No. 2 (23 July 2016)
- Promotion of Openness in Government
 - Duty to publish
 - Filipino Language
 - DMS
- Protection of Privacy
- Procedure
- Administrative Liability

Good Practice #1

1. Transformation of GOCCs by 2022 is based on a citizen-centered and participatory governance approach. The FOI program is well-placed to facilitated the changes envisaged.
 - Performance Agreement Negotiation (PAN)
 - Whistleblowing Program
 - Integrated Corporate Reporting System (discussed at length later)

Good Practice #2

2. The GCG Instituted the adoption of the Quality Management System (ISO 9001:2008) in GOCCs to link regular strategy and operations review to process re-engineering

- Our Quality Policy: GCG is committed to transform the GOCC Sector into significant tool for enhanced economic growth and development.
- Adopting QMS is part of the Good Governance Conditions for GOCCs to be eligible for PBB. It is also a PES target for GOCCS. Verified by GOCC's ISO Certification.

Good Practice #3

3. The GCG has an electronic document management system for processing all data and information requests.

- Benchmark for the system: law firm/court docketing system
 - Vs. National Archive of the Philippines (NAP) System
- Process flow – Operations Manual
- R2KRN test results for GCG

Good Practice #3



Office of the President of the Philippines
GOVERNANCE COMMISSION
FOR GOVERNMENT OWNED OR CONTROLLED CORPORATIONS
Room 479, Mabini Hall, Malacañang Compound, Manila, Philippines 1005

GCG INTERNAL MEMORANDUM CIRCULAR NO. 2013 - 03

SUBJECT : GCG DOCKET SYSTEM

DATE : 01 March 2013

EXECUTIVE SUMMARY

- 1. Purpose.** – The GCG Docket System has been instituted to ensure that the filing or storing of records and data are properly made into the appropriate files on account, to prevent the mixing-up of the records/data, and more importantly, to provide a convenient means to retrieving such records/data.

Good Practice #3

R2KRN REQUEST

REQUESTOR	SUBJECT	REQUEST RECEIPT DATE AND TIME	RESPONSE DATE SENT AND TIME	PROCESSING DAYS (WORKING)
Philippine Center for Investigative Journalism (PCIJ)	Letter from PCIJ addressed to Chairman Samuel G. Dagpin requesting documents pertaining to PRRD's appointees to GOCCs and GCG FOI Manual	June 02, 2017 2:15 PM	June 23, 2017 8:00:00 AM	14 days

Best Practices #4

4. GCG's Document Classification and Distribution Reference (DCDR) matrix is essential for speedy access to and retrieval of records, documents and data

- GCG's classification system
 - Substantive vs Common documents (NAP) vs. mixed system
 - Security access to documents – WON restricted; FOI disclosure type

Best Practices #4

Document Classification and Distribution Reference										
Sub-Category List	CLASSIFICATION	Access Permission (AP)								
		OCP	CGO	OGC	CSO	AFO	ICTG	PMD	SMD	ENBANC
Corporate Governance Offices (CGO)										
Corporate Governance Office Operations Manual	Open	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
GOCC Corporate Profile	Restricted	Yes	Yes	Yes	Yes	No	No	No	Yes	No

The appropriate access permission right of each GCG offices is identified by the designated document process owner, and as approved by the Management Committee.

GCG OFFICES	AVAILABLE DOCUMENT SUB-CATEGORY
Administrative and Finance Office	96
Corporate Governance Office	23
Corporate Standards Office	11
Office of the General Counsel	5
Office of the Commission Proper	4

Best Practices #5

ICRS URL: <http://icrs.gcg.gov.ph/>

MENU X

ABOUT US

Integrated Corporate Reporting System

FINANCIAL OVERVIEW

SUMMARY OF FINANCIAL STATEMENTS

SIZE OF THE SECTOR

Total Assets of the Government Corporate Sector
Total Liabilities of the Government Corporate Sector
Liabilities of Closely-Monitored GOCCs
Net Worth of GOCCs
Program Funds

GOVERNMENT FINANCIAL SUPPORT TO GOCCs

Subsidies to the Government Corporate Sector
Equity Infusion to the Government Corporate Sector
Net Lending to the Government Corporate Sector

FINANCIAL RETURNS

Dividend Remittance
Total Net Income of the Government Corporate Sector

GOVERNANCE FRAMEWORK

STATE OWNERSHIP AND OPERATIONS

Republic Act No. 10149
Ownership and Operations Manual
Code of Corporate Governance
Fit and Proper Rule
Performance Evaluation System (PES)
Corporate Governance Scorecard (CGS) for GOCCs
Compensation and Position Classification System (CPCS)

OTHER POLICIES

Major Development Projects of GOCCs
No Gift Policy
Performance Evaluation of Directors (PED)
Whistleblowing Policy for the GOCC Sector
Integrated Corporate Reporting System (ICRS)

BOARD APPOINTMENTS

What We Look For
Terms of Appointment
Appointment Process
How to Apply
Pool of Eligibles

GOCC CLASSIFICATION

Classification of GOCCs by Sectors

PORTFOLIO OF GOCCs

Government Financial Institutions Sector
Trade, Area Development and Tourism Sector
Education and Cultural Sector
Gaming Sector
Energy and Materials Sector
Agriculture, Fisheries and Food Sector
Utilities and Communications Sector
Healthcare Services Sector



Best Practices #5

GOCC Profile

GOCC Governing Board

Performance Evaluation System



LAND BANK OF THE PHILIPPINES

Supervising Agency: Department of Finance (DOF)

Website: <https://www.landbank.com/>

Subsidiaries/Affiliates

LBP Insurance Brokerage, Inc. (LIBI)
12/F SSHG Law Centre Bldg. 105 Paseo de Roxas, Makati City
<http://lbp-insurance.com/index1.html>

LBP Leasing Corporation
15th Floor SYCIP Law Center, 105 Paseo de Roxas, Legazpi Village, Makati, Metro Manila
<http://www.lbpleasing.com/>

LBP Resources and Development Corporation
24/F LBP Plaza, 1598 M.H. del Pilar cor. Dr. J. Quintos Sts., Malate Manila, 1008 Metro Manila
<http://www.lbpresources.com/>

Masaganang Sakahan, Inc.
12/F Sycip Law Center, 105 Paseo De Roxas, Legaspi Village, Makati City



Office of the President of the Philippines
GOVERNANCE COMMISSION
FOR GOVERNMENT OWNED OR CONTROLLED CORPORATIONS

Thank you.



BRIEFER

GOVERNANCE COMMISSION'S DOCUMENT MANAGEMENT SYSTEM (DMS)

The GCG Document Management System (DMS) is an in-house developed application that supports the electronic implementation of the GCG Docket System (GCG *Internal Memorandum No. 2012-03*). Through the use of the DMS, the Governance Commission was able to standardize its practices on the control of the creation, authentication, and easy retrieval of documents, either in electronic format or physical copy.

The DMS was developed in an agile and user-centered design. This is to ensure that the users are directly involved in the development and enhancement of the system and by adhering with the principles of the Continuous Service Improvement, the GCG DMS was able to adapt and respond to the business requirements and needs of its clients.

As of now, the DMS can only be accessed within the GCG network, for security purposes. However, once the security on its infrastructure has been updated and improved, the Governance Commission will make the DMS accessible online.

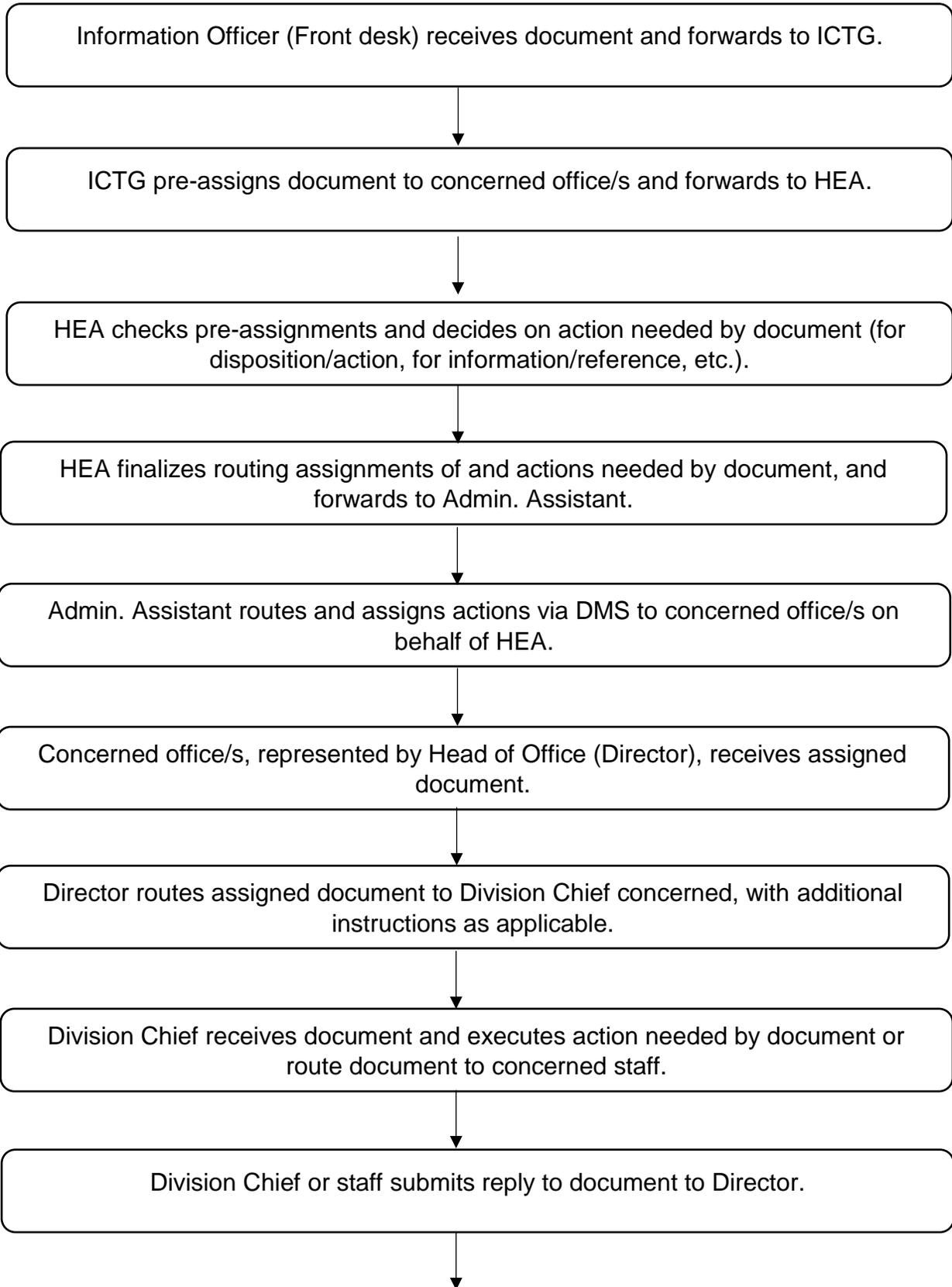
DOCUMENT PROCESSING

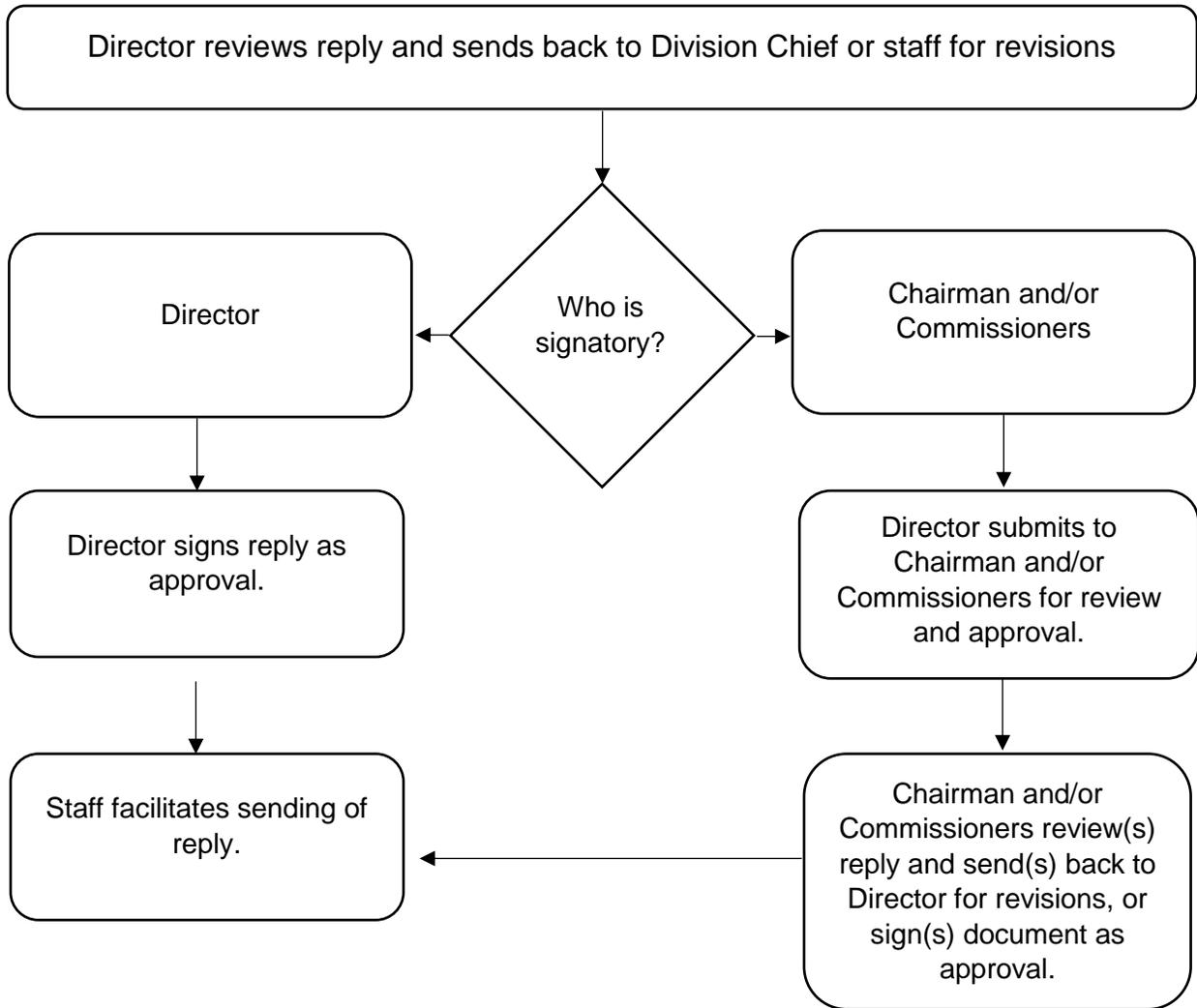
All official documents shall only be received by the Information Officers at the GCG's Front Desk. A unique barcode is assigned on each received document for identification and it shall be registered and properly classified in the DMS based from the approved Document Classification and Distribution Reference (DCDR). Once a document has been successfully classified and encoded, the official Acknowledgement Receipt letter shall be generated and provided as a proof of receipt.

The Governance Commission is implementing less paper routing. All received incoming documents with the instruction(s) or directive(s) from the Chairman's Chief of Staff are routed to respective offices through the use of the DMS. The DMS also serves as a tool to monitor and track the status of each document.

All official documents are digitized and uploaded in the DMS. Employees and officials of the Governance Commission are encouraged to use the DMS instead of printing or photocopying a document.

GCG PROCESS ON DECISION-MAKING FOR ROUTING DOCUMENTS





This is not an ADB material. The views expressed in this document are the views of the author/s and/or their organizations and do not necessarily reflect the views or policies of the Asian Development Bank, or its Board of Governors, or the governments they represent. ADB does not guarantee the accuracy and/or completeness of the material's contents, and accepts no responsibility for any direct or indirect consequence of their use or reliance, whether wholly or partially. Please feel free to contact the authors directly should you have queries.



BRIEFER

PROACTIVE DISCLOSURE

The Governance Commission for Government – Owned or –Controlled Corporations (GCG) was created by Republic Act No. 10149, “GOCC Governance Act of 2011,” to ensure that the governance of Government –Owned or –Controlled Corporations (GOCCs) is carried out in a *transparent, responsible* and *accountable* manner, among others. Hinged on this policy and as mandated by Section 5(c)(9) of RA No. 10149, GCG created the Integrated Corporate Reporting System (ICRS), a sector-wide uplink of crucial data and information on all GOCCs.

As may be gleaned upon, Corporate Governance Standards in GOCCs are meant to be no less rigorous than those of the Philippine Stock Exchange, Securities and Exchange Commission, Bangko Sentral ng Pilipinas and the Insurance Commission, as the case may be.

INTEGRATED CORPORATE REPORTING SYSTEM

As GCG’s key policy tool in pursuing good governance, transparency and accountability in the GOCC sector, the ICRS serves as the central web portal and database for all information and reports on the GOCC Sector. It is the central repository of GOCCs’ financial information, including financial statements and corporate operating budgets, and of non-financial information such as GOCC Charters, Performance Scorecards, and Organizational Structures. Information on GOCCs’ incumbent Appointive Directors are also included in the system. Consequently, GOCCs are required to become “an active and responsible member and contributor to the ICRS” under Section 44 of the Code of Corporate Governance for GOCCs (GCG Memorandum Circular No. 2012-07).

GCG issued Memorandum Circular No. 2014-02 regarding the Policies and Guidelines on the ICRS for the GOCC Sector which highlights its components: GOCC Monitoring System (GMS) and the GOCC Leadership Management System (GLMS).

The **GMS** pertains to the financial information about the GOCC, such as but not limited to the financial statements and corporate operating budgets while the **GLMS** pertains to non-financial information regarding the GOCC’s profile, such as but not limited to the latest version of the charter, performance scorecards, organizational structures, and information on incumbent Appointive Directors.

The ICRS Web Portal can be accessed through <http://icrs.gcg.gov.ph/>.