



REPUBLIC OF THE PHILIPPINES
SENATE ELECTORAL TRIBUNAL

ADMINISTRATIVE ORDER NO. 10
Series of 2021

GUIDELINES ON ACCESS TO INFORMATION

In line with the policy of the State of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law, and in recognition of the right of the people to access information on matters of public concern, subject to limitations imposed by law, the Senate Electoral Tribunal (SET) hereby adopts the following *Guidelines on Access to Information*.

A. GENERAL PROVISIONS

1. **Disclosure of Information.** The SET shall regularly disclose, in the prescribed manner, true, accurate, and updated information such as, but not limited to the following:
 - a. Decisions or Resolutions in election contests filed before the Tribunal;
 - b. Rules of Procedure governing its processes and proceedings;
 - c. Issuances prescribing policies, rules and regulations; and
 - d. Information affecting the rights and obligations of its internal and external stakeholders.
2. **Non-disclosure of Sensitive Personal Information.** The processing and release of sensitive personal information shall be prohibited, unless otherwise allowed under Republic Act No. 10173, or the Data Privacy Act of 2012.
3. **Official Records.** Information and official records shall be classified either as (a) Confidential; or (b) Public Records.
4. **Confidential Information.** Information and official records classified as "confidential" shall not be accessed, examined, reproduced, or disclosed without first securing the necessary clearances prescribed by existing laws, rules and regulations.
5. **Public Records.** Public records shall be classified either as "General Public Circulation" or "Limited Public Circulation".

Information classified as "general public circulation" is readily available in the SET's official website.

Information classified as "limited public circulation" may be disclosed to or accessed by the public upon payment of applicable fees.

6. **Regulated Access.** Access to, examination, or reproduction of public records, documents and papers pertaining to official acts, transactions, or decisions, as well as information used as basis for policy development, among others, shall be regulated to:
 - a. Prevent disruption of the operations or proceedings of the SET;
 - b. Avoid unjustified interruption of the functions of the records custodians and other concerned employees; and
 - c. Protect from coercion, harassment, or any form of abuse the persons or groups of persons to whom requests for access or disclosure are directed.

B. PROCEDURE

1. **Written Request.** All requests for disclosure of and/or access to information or public records shall be in writing. It may be delivered to the Judicial Records Management Section (JRMS) through any of the following means: (a) personal delivery; (b) registered mail; (c) courier service; (d) electronic mail; or (e) facsimile.
2. **Proper Identification.** The request shall state the name and contact information of the requesting party, description of the information or public records requested, and the reason for, or purpose of, the request for information. The request shall be supported with a photocopy of a valid and current government or company identification card of the requesting party.
3. **Endorsement of Request.** Upon receipt of the request for access to information, the JRMS shall immediately endorse the same to the Service Group concerned for evaluation and recommendation.
4. **Recommended Action.** After evaluation, the Service Group Director or Officer-in-Charge concerned shall immediately submit their recommendation/s to the Office of the Secretary.
5. **Action on the Request.** Within a reasonable period from receipt of the recommended action, the Secretary of the Tribunal shall grant or deny, in whole or in part, the request, or take such appropriate action under the circumstances.
6. **Notice of the Action Taken.** Upon receipt of advice from the Secretary of the Tribunal, the JRMS shall immediately notify the requesting party of the action taken.

This Administrative Order shall remain in full force and effect unless earlier revoked or otherwise amended by the Chairperson of the Tribunal.

APPROVED, 27 May 2021.


ESTELA M. PERLAS-BERNABE
Chairperson

