



REPUBLIC OF THE PHILIPPINES
HUMAN SETTLEMENTS ADJUDICATION COMMISSION
Komisyon sa Adhudikasyon para sa Pananahang Pantao

HSAC MEMORANDUM CIRCULAR NO. 01
Series of 2021 (26 January)

**TO : ALL OFFICIALS, OFFICERS, AND EMPLOYEES OF HSAC
OTHER CONCERNED**

FROM : THE EXECUTIVE COMMISSIONER

SUBJECT : HSAC FREEDOM OF INFORMATION MANUALS

Pursuant to Executive Order No. 2, series of 2016 entitled “*Operationalizing in the Executive Branch the People’s Constitutional Right to Information and the State Policies of Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor,*” the **HUMAN SETTLEMENTS ADJUDICATION COMMISSION (HSAC)** hereby adopts and promulgate the enclosed FREEDOM OF INFORMATION MANUALS.

All offices, divisions, and Regional Adjudication Branches of the HSAC are instructed to adhere to and implement the provisions of the aforesaid manuals.

Further, in compliance with FOI-MC No. 1, S. 2020 (*Development of a One-Page FOI Manual*), the Public Affairs Division and all Regional Adjudication Branches are instructed to regularly produce an A4-sized HSAC Freedom of Information One-Page Manual to be made available to the public and post an A3-sized poster of the same in conspicuous places within their respective offices.

Attached herewith are the HSAC Freedom of Information Agency Manual (Implementing Details), HSAC Freedom of Information People’s Manual, and HSAC Freedom of Information One-Page Manual.

For your strict compliance.


Atty. MELZAR P. GALICIA
Executive Commissioner

PAD/RMDL/jhac