



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

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MEMORANDUM

TO : **Regional Directors**
School Division Superintendents
Division Chiefs and Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

FROM : *Nepomuceno A. Malaluan*
ATTY. NEPOMUCENO A. MALALUAN
Undersecretary and Chief of Staff

SUBJECT : **Designation of Freedom of Information Receiving Officers and Decision Makers**

DATE : **August 10, 2021**

Towards achieving a smooth implementation of the request and the release of information pursuant to the enclosed DepEd Order No. 19, s. 2021 entitled *Revised Department of Education People's Freedom of Information Manual and Implementing Details*, FOI Receiving Officers (FOI ROs) and FOI Decision Makers (FOI DMs) shall be designated based on Sections VI(B) and VI(C) of the DepEd People's FOI Manual:

- a. For the Central Office, the Secretary shall designate the FOI RO from the Public Assistance Action Center. The Secretary shall also designate an FOI DM as well as an alternate FOI DM who shall act as FOI DM Officer-in-Charge in the event that the designated FOI DM is unable to fulfill the role, both with ranks of not lower than a Director.
- b. For Regional Offices, Regional Directors shall designate the FOI RO from the Records Section or Public Assistance Unit. Regional Directors shall also recommend an **FOI DM** as well as an alternate FOI DM who shall act as FOI DM Officer-in-Charge in the event that the designated FOI DM is unable to fulfill the role, both with ranks of not lower than a Division Chief, whose designations shall be approved by the Secretary.
- c. For Division Offices, Schools Division Superintendents shall designate the FOI RO from the Records Unit. Schools Division Superintendents shall also recommend an FOI DM as well as an alternate FOI DM who shall act as FOI DM Officer-in-Charge in the event that the designated FOI DM is unable to

