

Republic of the Philippines

Department of Education

OFFICE OF THE SECRETARY

446412

MEMORANDUM

TO

Regional Directors

School Division Superintendents Division Chiefs and Unit Heads

Public Elementary and Secondary School Heads

All Others Concerned

FROM

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

fulfill the role, both with ranks of not lower than a Division Chief, whose designations shall be approved by the Secretary.

d. For Schools, School Heads shall designate the FOI RO from the Guidance Counselor's Office or Registrar's Office. School Heads 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 for their respective schools, both with ranks of not lower than Head Teacher, whose designations shall be approved by the Secretary.

All Regional Offices, Division Offices, and Schools are directed to submit on or before August 27, 2021, a consolidated list of their FOl ROs for the information of the FOI Committee, and their designated FOI DMs and alternate FOI DMs for the approval of the Secretary, together with their respective positions, office address, office contact number/s, and email address. School Level submissions shall be coursed through their respective Division Offices. The Division Offices shall consolidate all School Level submissions, along with their own submissions. The template for the submission bc accessed can through https://dupurisem.https://pic. The submission shall be done via Google Drive (https://linyari.com/fosuhun.ssicn) following with the naming RegionNumber_List-of-FOI-ROs-and-DMs for the Regional Offices (e.g. RegionI Listof-FOI-ROs-and-DMs); and DivisionName_List-of-FOI-ROs- and-DMs for the Division Offices (e.g. IlocosNorte_List-of-FOI-ROs- and-DMs).

Should there be changes on the list of FOI ROs and DMs in Regional Offices, Division Offices, and Schools, please inform and send the updated list to the FOI Secretariat.

For questions and/or clarifications, please contact the FOI Secretariat through email at foundered per pin.

DEPARTMENT OF EDUCATION RECORDS SECTION, REGIONAL OFFICE - C.

Noted: Department of Education SECRETARY LEONOR MAGTOLIS BRIONES August 11, 2021 To: Regional Office **All Schools Division Offices** Attached is a copy of the memorandum on the Designation of Freedom of Information Receiving Officers and Decision Makers with the instruction on the submission of consolidated lists of FOI RO, DOI DMs and alternate DMs on or before August 27, 2021, for immediate compliance. FLORANTE E. VERGARA Schools Division Superintendent Officer-In-Charge Office of the Assistant Regional Director ORD/LU/vbf/mcbs