



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF E  
Schools Division of  
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DIVISION MEMORANDUM  
No. 312, s. 2021

**SUBMISSION OF DESIGNATED FREEDOM OF INFORMATION OFFICERS IN  
SCHOOLS**

To : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All School Heads

1. The Revised Department of Education People's Freedom of Information Manual and Implementing Details obligates that all offices are in need of designated Freedom of Information Receiving Officers (FOI RO) and FOI Decision Makers (DMs).
2. With this, schools shall submit a list of FOI RO and FOI DMs.
3. The School Head shall designate an FOI RO coming from the Guidance Counselor's Office or the Registrar's Office and FOI DM and FOI DM Officer-in-Charge both with ranks not lower than Head Teacher.
4. The template for the submission can be accessed at <https://tinyurl.com/foitemplate>.
5. The said designation shall be submitted to the Schools Division Office - Legal Officer on or before August 25, 2021, Wednesday, at 5 PM thru email: nesley.cruz@deped.gov.ph
6. Immediate dissemination of this Memorandum is desired.

**EDNA FAURA-AGUSTIN**  
Schools Division Superintendent

Encl: Memorandum entitled Designation of Freedom of Information Receiving Officers and Decision Makers)  
Reference: DepEd Order No. 19, s. 2021

OSDS/LGL / SUBMISSION OF DESIGNATED FREEDOM OF  
INFORMATION OFFICERS IN SCHOOLS  
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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** : *Reponencya ni Malakanan*  
**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.

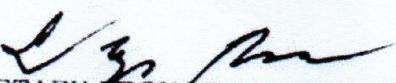
d. For Schools, School Heads shall designate the FOI RO from the Guidance Counselor's Office or Registrar's Office. School Heads shall also recommend an FOI DM as well as an alternate FOI DM who shall act as FOI DM Officer-in-Charge in the event that the designated FOI DM is unable to fulfill the role 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 FOI 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 coursued through their respective Division Offices. The Division Offices shall consolidate all School Level submissions, along with their own submissions. The template for the submission can be accessed through <https://tinyurl.com/foitemplate>. The submission shall be done via Google Drive (<https://tinyurl.com/foisubmission>) with the following naming system: **RegionNumber\_List-of-FOI-ROs-and-DMs** for the Regional Offices (e.g. RegionI\_List-of-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 [foi@deped.gov.ph](mailto:foi@deped.gov.ph).

Noted:



SECRETARY LEONOR MAGTOLIS BRIONES