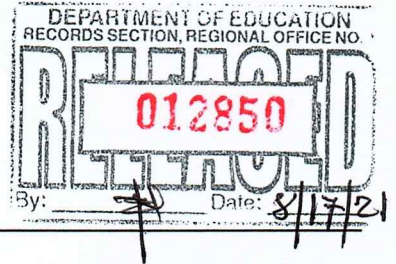




Republic of the Philippines
Department of Education
 REGION I



Office of the Regional Director


AUG 17 2021

REGIONAL MEMORANDUM
 No. 901, s. 2021

**DESIGNATION OF FREEDOM OF INFORMATION RECEIVING OFFICERS
 AND DECISION MAKERS**

To: All Schools Division Superintendents
 All School Heads

1. The Office of Atty. Nepomuceno A. Malaluan, Undersecretary and Chief of Staff, DepEd Central Office issued the attached memorandum requiring the submission of designated Freedom of Information Receiving Officers (FOI-R01) and Freedom of Information Decision Makers (FOI-DM). This is pursuant to DepEd Order No. 19 s., 2021 entitled Revised Department of Education People's Freedom of Information Manual and Implementing details.
2. In this regard, you are hereby directed to accomplish the instructions provided in item **c** and **d** of the said memorandum. The deadline for submission and the link where the template for submission can be accessed as well as the manner of submission were also provided.
3. For immediate dissemination and strict compliance.


TOLENTINO G. AQUINO
 Director IV *Handwritten initials*

Reference: None
 To be indicated in the Perpetual Index
 under the following subject:

Freedom of Information	Receiving Officers
Designation	Decision Makers

ORD-LU/ rja/RMLU0012
 August 16, 2021



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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 : *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



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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 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 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.

Noted:


SECRETARY LEONOR MAGTOLIS BRIONES

Level of Governance	Region	Division	School	FOI Designation	Last Name, First Name, Middle Initial	Position	Office	Contact Numbers	Email Address
	Region I	N/A	N/A	Decision Maker	Dela Cruz, Juan A.	Planning Officer	Public Assistance Unit	(072) 607 8137	juan.delacruz@deped.gov.ph
	Region I	Ilocos Norte	N/A	Alternate Decision Maker	Cruz, Jose A.	Information Officer	Records Unit	(072) 607 8233	jose.cruz@deped.gov.ph
			Ilocos Norte				Guidance Counselor's Office		
School	Region I	Ilocos Norte	Elementary School	Receiving Officer	Santos, Rosa B.	Admin Officer		(072) 849 1235	rosa.santos@deped.gov.ph

Approved by:

 Name and Signature
 Regional Director / Schools Division Superintendent

