



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

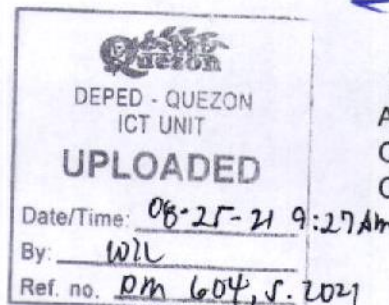
24 August 2021


**DIVISION MEMORANDUM**  
DM No. 604, s. 2021

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

**To: OIC-Assistant Schools Division Superintendents,  
CID and SGOD Chiefs,  
Unit/Section Heads,  
Public Schools District Supervisors,  
Elementary and Secondary School Heads/TICs/OICs  
All Others Concerned**

1. Attached herewith is the Memorandum from the Department of Education, Office of the Secretary about the Designation of Freedom of Information Receiving Officers and Decision Makers, for you guidance and reference.
2. Schools are directed to **submit on or before August 27, 2021**. The submission shall be done via Google Sheet (<https://tinyurl.com/DepEdQuezon-List-of-FOI>).
3. Immediate dissemination of this Memorandum is desired.



  
**ELIAS A. ALICAYA JR. EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

asdmio08/24/2021

DEPEDQUEZON-TM-SDS-04-009-003



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Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)







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 :** *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

ASDS OFFICE <b>RECEIVED</b>	
Date/Time: 8/11/21	By: <i>[Signature]</i>
SDS OFFICE <b>RECEIVED</b>	
Date/Time: _____	By: _____
11 AUG 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:

- 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.
- 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.
- 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.

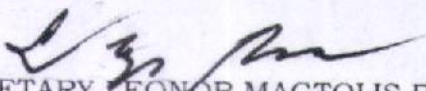
- d. For Schools, School Heads shall designate the FOI RO from the Guidance Counselor's Office or Registrar's Office. School Heads shall also recommend an FOI DM as well as an alternate FOI DM who shall act as FOI DM Officer-in-Charge in the event that the designated FOI DM is unable to fulfill the role 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 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](mailto:foi@deped.gov.ph).

Noted:

  
SECRETARY LEONOR MAGTOLIS BRIONES



DEPARTMENT OF EDUCATION  
OFFICE OF THE SECRETARY

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By: *mayla* Time: \_\_\_\_\_  
Doc. # *440412*





## Fwd: [Memorandum] Designation of FOI Receiving Officers and Decision Makers

DepEd Quezon <quezon@deped.gov.ph>  
To: SDS Office <sdo.quezon.sds@deped.gov.ph>

Wed, Aug 11, 2021 at 11:38 AM

----- Forwarded message -----

From: **Freedom of Information** <foi@deped.gov.ph>

Date: Wed, Aug 11, 2021 at 11:13 AM

Subject: [Memorandum] Designation of FOI Receiving Officers and Decision Makers

To: DepEd RO I <region1@deped.gov.ph>, <region2@deped.gov.ph>, Department of Education Regional Office III <region3@deped.gov.ph>, DepEd Region IV-A CALABARZON <region4a@deped.gov.ph>, mimaropa region <mimaropa.region@deped.gov.ph>, <region5@deped.gov.ph>, DepEd VI Western Visayas <region6@deped.gov.ph>, DepEd Region VII Central Visayas <region7@deped.gov.ph>, DepEd RO VIII <region8@deped.gov.ph>, DepEd RO-IX ZamPen <region9@deped.gov.ph>, Department of Education Region 10 <region10@deped.gov.ph>, DepEd RO XI <region11@deped.gov.ph>, DepEd XII Soccsksargen <region12@deped.gov.ph>, Cordillera Autonomous Region <car@deped.gov.ph>, CARAGA <caraga@deped.gov.ph>, <ncr@deped.gov.ph>, <min.ed.barmm@gmail.com>, DepEd SDO Ilocos Norte <ilocos.norte@deped.gov.ph>, DepEd SDO Ilocos Sur <ilocos.sur@deped.gov.ph>, DepEd SDO La Union <la.union@deped.gov.ph>, DepEd SDO Pangasinan 1 <pangasinan1@deped.gov.ph>, DepEd SDO Pangasinan 2 <pangasinan2@deped.gov.ph>, DepEd Alaminos City <alaminos.city@deped.gov.ph>, DepEd SDO Batac City <batac.city@deped.gov.ph>, DepEd SDO Candon City <candon.city@deped.gov.ph>, DepEd Dagupan <dagupan.city@deped.gov.ph>, <laoag.city@deped.gov.ph>, DepEd SDO San Carlos City <sancarlos.city1@deped.gov.ph>, DepEd SDO San Fernando City <sanfernando.city1@deped.gov.ph>, DepEd Urdaneta City <urdaneta.city@deped.gov.ph>, DepEd Vigan City <vigan.city@deped.gov.ph>, DepEd SDO Batanes <batanes@deped.gov.ph>, DepEd SDO Cagayan <sdo.cagayan@deped.gov.ph>, DepEd SDO Isabela <isabela@deped.gov.ph>, DepEd SDO Nueva Vizcaya <nuevavizcaya@deped.gov.ph>, DepEd SDO Quirino <quirino@deped.gov.ph>, DepEd SDO Cauayan City <cauayancity@deped.gov.ph>, DepEd SDO Ilagan <ilagan@deped.gov.ph>, DepEd SDO Santiago City <santiago.city@deped.gov.ph>, DepEd SDO Tuguegarao <tuguegarao@deped.gov.ph>, DepEd SDO Aurora <aurora@deped.gov.ph>, DepEd Bataan <bataan@deped.gov.ph>, DepEd SDO Bulacan <bulacan@deped.gov.ph>, DepEd SDO Nueva Ecija <nueva.ecija@deped.gov.ph>, DepEd SDO Pampanga <pampanga@deped.gov.ph>, DepEd Tarlac <tarlac@deped.gov.ph>, DepEd SDO Zambales <zambales@deped.gov.ph>, DepEd SDO Angeles City <angeles.city@deped.gov.ph>, DepEd Balanga City <balanga.city@deped.gov.ph>, DepEd SDO Cabanatuan City <cabanatuan.city@deped.gov.ph>, DepEd SDO Gapan City <gapan.city@deped.gov.ph>, DepEd SDO Mabalacat City <mabalacat.city@deped.gov.ph>, DepEd Malolos City <malolos.city@deped.gov.ph>, DepEd SDO Meycauayan City <meycauayan.city@deped.gov.ph>, DepEd SDO Olongapo City <olongapo.city@deped.gov.ph>, DepEd SDO San Fernando City <sanfernando.city3@deped.gov.ph>, DepEd San Jose City <sanjose.city@deped.gov.ph>, DepEd SDO Munoz Science City <munozonecity@deped.gov.ph>, DepEd Tarlac City <tarlac.city@deped.gov.ph>, DepEd SDO Batangas <deped.batangas@deped.gov.ph>, DepEd SDO Cavite Province <deped.cavite@deped.gov.ph>, DepEd SDO Laguna <laguna@deped.gov.ph>, DepEd SDO Quezon <quezon@deped.gov.ph>, DepEd SDO Rizal <rizal@deped.gov.ph>, DepEd SDO Antipolo City <antipolo.city@deped.gov.ph>, DepEd Bacoor City <bacoor.city@deped.gov.ph>, Division Batangascity <division.batangascity@deped.gov.ph>, DepEd SDO Binan City <deped.binancity@deped.gov.ph>, division cabuyao <division.cabuyao@deped.gov.ph>, DepEd Calamba City <calamba.city@deped.gov.ph>, DepEd Cavite City <cavite.city@deped.gov.ph>, DepEd Dasmariñas City <dasmariñas.city@deped.gov.ph>, SGOD DASMAR CITY <sgod.dasmacity@deped.gov.ph>, DepEd Imus City <imus.city@deped.gov.ph>, SGOD Imus <sgod.imus@deped.gov.ph>, DepEd SDO Lipa City <deped.lipacity@deped.gov.ph>, DepEd Lucena City <lucena.city@deped.gov.ph>, DepEd Division of San Pablo City <sanpablo.city@deped.gov.ph>, DepEd Sta. Rosa City <santarosa.city@deped.gov.ph>, DepEd Tanauan City <tanauan.city@deped.gov.ph>, DepEd Tayabas City <tayabas.city@deped.gov.ph>, General DepEd SDO General Trias <division.gentri@deped.gov.ph>, <sulu@deped.gov.ph>, DepEd Surigao City <surigao.city@deped.gov.ph>, <panabo.city@deped.gov.ph>, <agusan.delnorte@deped.gov.ph>, <isabela.city@deped.gov.ph>, <sajosedeimonte.city@deped.gov.ph>, DepEd Apayao <apayao@deped.gov.ph>, <sarangani@deped.gov.ph>, <pagadian.city@deped.gov.ph>, <valenzuela.city@deped.gov.ph>, DepEd Eastern Samar <eastern.samar@deped.gov.ph>, <roxas.city@deped.gov.ph>, <talissay.city@deped.gov.ph>, <danao.city@deped.gov.ph>, <occidental.mindoro@deped.gov.ph>, DepEd Makati <makati.city@deped.gov.ph>, <carcar.city@deped.gov.ph>, <mandaue.city@deped.gov.ph>, <marawi.city@deped.gov.ph>, <cebu@deped.gov.ph>, <marikina.city@deped.gov.ph>, DepEd Zamboanga City <zamboanga.city@deped.gov.ph>, <davao.city@deped.gov.ph>, <sorsogon.city@deped.gov.ph>, <misamis.occidental@deped.gov.ph>, <tabaco.city@deped.gov.ph>, <pasig.city@deped.gov.ph>, <tacloban.city@deped.gov.ph>, <sorsogon@deped.gov.ph>, <ilagan.city@deped.gov.ph>, DepEd Baybay City <baybay.city@deped.gov.ph>.



<tangub.city@deped.gov.ph>, <dapitan.city@deped.gov.ph>, DepEd Caloocan City <caloocan.city@deped.gov.ph>, <marinduque@deped.gov.ph>, <bukidnon@deped.gov.ph>, <pasay.city@deped.gov.ph>, <laonao.delsur1b@deped.gov.ph>, <valencia.city@deped.gov.ph>, DepEd Bais City <bais.city@deped.gov.ph>, <kalinga@deped.gov.ph>, <palawan@deped.gov.ph>, DepEd Silay City <silay.city@deped.gov.ph>, DepEd Koronadal City <koronadal.city@deped.gov.ph>, DepEd Las Pinas City <laspinas.city@deped.gov.ph>, <antique@deped.gov.ph>, <camarines.sur@deped.gov.ph>, <catanduanes@deped.gov.ph>, <generalsantos.city@deped.gov.ph>, <tagum.city@deped.gov.ph>, <surigao.delsur@deped.gov.ph>, <zamboanga.delsur@deped.gov.ph>, <kabankalan.city@deped.gov.ph>, DepEd Cebu City <cebu.city@deped.gov.ph>, <paranaque.city@deped.gov.ph>, <south.cotabato@deped.gov.ph>, <baguio.city@deped.gov.ph>, <bayugan.city@deped.gov.ph>, <lamitan.city@deped.gov.ph>, <cotabato.city@deped.gov.ph>, <basilan@deped.gov.ph>, <bogo.city@deped.gov.ph>, <passi.city@deped.gov.ph>, <masbate@deped.gov.ph>, <naga.city1@deped.gov.ph>, <iloilo.city@deped.gov.ph>, DepEd Dinagat Islands <dinagat.islands@deped.gov.ph>, DepEd Capiz <capiz@deped.gov.ph>, <davao.delsur@deped.gov.ph>, <iriga.city@deped.gov.ph>, <calbayog.city@deped.gov.ph>, DepEd Abra <abra@deped.gov.ph>, DepEd Guimaras <guimaras@deped.gov.ph>, <ozamis.city@deped.gov.ph>, <bago.city@deped.gov.ph>, <gingoog.city@deped.gov.ph>, <lanao.delsur1a@deped.gov.ph>, DepEd Escalante City <escalante.city@deped.gov.ph>, DepEd Navotas City <navotas.city@deped.gov.ph>, <compostela.valley@deped.gov.ph>, <maguindanao2@deped.gov.ph>, DepEd Iloilo <iloilo@deped.gov.ph>, <legazpi.city@deped.gov.ph>, <lanao.delnorte@deped.gov.ph>, <ormoc.city@deped.gov.ph>, <bohol@deped.gov.ph>, <lanao.delsur2b@deped.gov.ph>, DepEd Negros Oriental <negros.oriental@deped.gov.ph>, DepEd Iligan City <iligan.city@deped.gov.ph>, <sanjuan.city@deped.gov.ph>, <tagbilaran.city@deped.gov.ph>, <dipolog.city@deped.gov.ph>, <southern.leyte@deped.gov.ph>, <oroquieta.city@deped.gov.ph>, DepEd Siargao <siargao@deped.gov.ph>, DepEd Maasin City <maasin.city@deped.gov.ph>, <benguet@deped.gov.ph>, DepEd Malabon City <malabon.city@deped.gov.ph>, DepEd Zamboanga Sibugay <zamboanga.sibugay@deped.gov.ph>, <tawitawi@deped.gov.ph>, <samar@deped.gov.ph>, DepEd Bislig City TV <bislig.city@deped.gov.ph>, <zamboanga.delnorte@deped.gov.ph>, <northern.samar@deped.gov.ph>, <lapulapu.city@deped.gov.ph>, <naga.city@deped.gov.ph>, <davao.oriental@deped.gov.ph>, DepEd Albay <albay@deped.gov.ph>, <taguig.pateros@deped.gov.ph>, <agusan.delsur@deped.gov.ph>, DepEd El Salvador City <elsalvador.city@deped.gov.ph>, <maguindanao1@deped.gov.ph>, <ligao.city@deped.gov.ph>, <camarines.norte@deped.gov.ph>, <lacarlota.city@deped.gov.ph>, <aklan@deped.gov.ph>, <mandaluyong.city@deped.gov.ph>, <tanjay.city@deped.gov.ph>, DepEd Oriental Mindoro <oriental.mindoro@deped.gov.ph>, <calapan.city@deped.gov.ph>, <cotabato@deped.gov.ph>, DepEd Tacurong City <tacurong.city@deped.gov.ph>, DepEd Biliran <biliran@deped.gov.ph>, <lanao.delsur2a@deped.gov.ph>, <mt.province@deped.gov.ph>, <tandag.city@deped.gov.ph>, <toledo.city@deped.gov.ph>, <manila@deped.gov.ph>, <cagayandeoro.city@deped.gov.ph>, DepEd Guihulngan City <guihulngan.city@deped.gov.ph>, <masbate.city@deped.gov.ph>, DepEd Surigao Del Norte <surigao.delnorte@deped.gov.ph>, <mati.city@deped.gov.ph>, deped division of bacolod city <bacolod.city@deped.gov.ph>, <malaybalay.city@deped.gov.ph>, <ifugao@deped.gov.ph>, <leyte@deped.gov.ph>, <cabadbaran.city@deped.gov.ph>, <siquijor@deped.gov.ph>, <sanjosedelmonte.city@deped.gov.ph>, <negros.occidental@deped.gov.ph>, <kidapawan.city@deped.gov.ph>, <borongan.city@deped.gov.ph>, <davao.delnorte@deped.gov.ph>, <igacos@deped.gov.ph>, <cadiz.city@deped.gov.ph>, <catbalogan.city@deped.gov.ph>, <digos.city@deped.gov.ph>, DepEd Sultan Kudarat <sultan.kudarat@deped.gov.ph>, <quezon.city@deped.gov.ph>, <bayawan.city@deped.gov.ph>, <dumaguete.city@deped.gov.ph>, <sagay.city@deped.gov.ph>, <muntinlupa.city@deped.gov.ph>, <romblon@deped.gov.ph>, <naga.cebua@deped.gov.ph>, <north.cotabato@deped.gov.ph>, <butuan.city@deped.gov.ph>, <tabuk.city@deped.gov.ph>, <puertoprincesa.city@deped.gov.ph>

Dear Sir/Ma'am:

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 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.
- b. 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.
- c. 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](mailto:foi@deped.gov.ph).

Thank you very much.

—  
**Freedom Of Information (FOI) Secretariat**  
Room M122, Mabini Building, DepEd Complex, Pasig City  
(02) 8633 7213

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**ICT UNIT**

**SDO-Quezon Province**

**Sitio Fori, Brgy. Talipan, Pagbilao, Quezon**

**Tel. # (042)784-0321, (042)784-0366, (042)784-0164, (042)784-0391**

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**2 attachments**

 **Designation of FOI Receiving Officers and Decision Makers.pdf**  
803K

 **[Template] List of FOI ROs and DMs.xlsx**  
11K