



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 Schools Division of negros oriental

**Office of the Schools Division
 Superintendent**

DIVISION MEMORANDUM

No. 619, s. 2020

URGENT!!

**DESIGNATION OF FREEDOM INFORMATION RECEIVING OFFICERS (FOI RO) AND
 DECISION MAKERS (DM)**

To: Assistant Schools Division Superintendent
 Chief, CID and SGOD
 Public Schools District Supervisors/Districts In-Charge
 Elementary and Secondary School Heads
 All Others Concerned

1. In compliance to Regional Memorandum No. 0688, s. 2021 entitled “Designation of Freedom Information Receiving Officers (FOI RO) and Decision Makers (DM),” which calls up for the smooth implementation of the request and release of information through DepEd Order NO. 19, s. 2021, which is the “Revised Department of Education People’s Freedom of Information Manual and Implementing Details” and DepEd People’s FOI Manual.
2. All School Heads shall designate an FOI RO from the Guidance Counselor’s or Registrar’s Office and must be submitted to their district office.
3. All Public Schools District Supervisors/District In-Charge are also directed to submit a list of their recommended FOI DM as well as their alternate FOI DM in the event that the designated FOI DM is unable to fulfill the role for their respective schools. The FOI DM and the Alternate FOI DM must be a School Head whose designation shall be approved by the Secretary.
4. The following template must be used in the submission of the district offices to division office on or before August 24, 2021 c/o tara.dapat@deped.gov.ph for consolidation and submission to the Central Office:

District	School	FOI Designation	Last Name, First Name, Middle Initial	Position	Contact Number/s	Email Address

5. Immediate dissemination and compliance of this Memorandum is desired.

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SENEN PRISCILLO P. PAULIN, CESO V
 Schools Division Superintendent
 Office of the Schools Division Superintendent
 8/20/2021

SPP/MSP/JMA/WdSR/TSD



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