



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

Office of the Schools Division  
Superintendent

25 AUG 2021

DIVISION MEMORANDUM

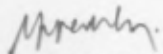
No. 429, s. 2021

**URGENT!!**

**CLARIFICATIONS AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 619, S. 2021  
RE: DESIGNATION OF FREEDOM INFORMATION RECEIVING OFFICERS (FOI RO) AND  
DECISION MAKERS (FOI 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. **All School Heads**, for their respective schools, must recommend 1 FOI RO (either Registrar or Guidance Counselor), 1 FOI DM and 1 FOI Alternate DM both with ranks not lower than Head Teacher, for the approval of the Secretary and to be submitted to the district office for consolidation.
2. Correction on the submission: Districts should submit the final list using [https://bit.ly/FOI\\_NEGORDIVISION](https://bit.ly/FOI_NEGORDIVISION) on or before August 26, 2021.
3. Submission to the Central Office will be on August 27, 2021 so it is imperative that all districts should have submitted their list of names.
4. Immediate dissemination and compliance of this Memorandum is desired.

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

8/24/2021

SPP/MSP-JMA/AdSR/TSD



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:** (035)225-2838 / 225-2376 / 422-7644  
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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.

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

SPD/MSP-304/WSP/780



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20 AUG 2021



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

AUG 12 2021


**REGIONAL MEMORANDUM**

No. 0688, s. 2021

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

**TO :** Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. The Department of Education (DepED) in achieving a smooth implementation of the request and release of information through DepEd Order No. 19, s. 2021 entitled "Revised Department of Education People's Freedom of Information Manual and Implementing Details" and DepEd People's FOI Manual shall designate Freedom of Information Receiving Officers (FOI ROs) and Decision Makers (FOI DMs) in the Region, Division and Schools.
2. In view of this, for Division Offices, the Schools Division Superintendents shall designate the FOI RO from the Records Unit and 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.
3. For Schools, School Heads shall designate the FOI RO from the Guidance Counselor's 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 designation shall be approved by the Secretary.
4. 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.
5. School level submissions shall be coursed through their respective Division Offices of which the Division Offices shall consolidate all School Level submission, along with their own submissions.
6. 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 : Division Offices DivisionName\_List-of-FOI-Ros-and-DMs (e.g. Ilocos Norte\_List-of-FOI-Ros-and-DMs).
7. Should there be changes on the list of FOI Ros and DMs in Division Offices and Schools, please inform and send the updated list to the FOI Secretariat.
8. For questions and/or clarifications, please contact the FOI Secretariat through email at [foi@deped.gov.ph](mailto:foi@deped.gov.ph).
9. Immediate dissemination and Compliance of this Memorandum are desired.

  
**SALUSTIANO T. JIMENEZ, JD., Ed.D., CESO V**  
Director IV, Regional Director



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