



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

11 Jun 2021

DIVISION MEMORANDUM
NO. 222, s. 2021

**REVISED DEPARTMENT OF EDUCATION PEOPLE'S FREEDOM
OF INFORMATION MANUAL AND IMPLEMENTING DETAILS**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors/PSDS
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel

1. This is to inform the field that the Department has already revoked DepEd Order 72, s. 2016 upon its issuance of DepEd Order 19, s. 2021, **Revised Department of Education People's Freedom of Information (FOI) Manual and Implementing Details**. DO 19, s. 2021 shall be known as DepEd People's FOI Manual of 2020.
2. The People's FOI Manual is designed to establish standard procedures and provide guidance to governance levels including division offices and schools in attending to and fulfilling the requests for information of any Filipino citizen.
3. With reference to DepEd People's FOI Manual of 2020, all delivery units of this Division are hereby directed to follow the action steps (enclosed herewith), to ensure its smooth implementation.
4. All are enjoined to refer to DepEd Order No. 19, s. 2021 for detailed information.
5. The Division fully implements the Equal Opportunity Principle in all its activities without regard to sex, color, religion, race, ethnicity, sexual orientation, gender identity, social/economic status, position, physical condition, political affiliation, or any other non-job specific characteristic.
6. For strict compliance.

OLGA C. ALONSABE
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

COMMITTEES

MANUALS





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Enclosure No. 2 to Division Memorandum No. ____, s. 2021

Action Steps and Target Schedule

	Steps Taken	Target Output	Responsible Individual/ Office	Target Schedule
1	Recommend employees to perform key roles: 1. FOI Decision Maker (DM) 2. Alternate FOI DM 3. FOI Receiving Officer (RO) 4. Alternate FOI RO	Recommendation for FOI DM, Alternate FOI DM, FOI RO and Alternate FOI RO (<i>item VI.B &C</i>)	Head of Office/ School	June 15, 2021
2	Prepare and submit to RO & CO list of recommended FOI DM & RO	Consolidated List transmitted to RO & CO	Division Records Officer	June 18, 2021
3	Follow up and secure copy of designation from CO	Designation Orders for FOI DM & RO	Division Records Officer	June 22, 2021
4	Conduct inventory and classification of Records and Information maintained by school/unit	Inventory Report of Records and Information maintained	Records Officer Designate and/or ICT Coordinator	June 25, 2021
5	Draft FOI Manual for School/Unit, with customization on applicable	School/Unit FOI Manual	Head of Office/ School	June 30, 2021

Instructions for STEP 1 Recommendation

1. School Heads are directed to recommend an FOI DM with alternate both with ranks not lower than Head Teacher position and an FOI RO who is incharge of school records. For schools without HT, you may recommend a Master Teacher or the highest teacher position in your school.
2. The designated Division Office FOI DM and alternate shall have a rank not lower than that of a Division Chief. Their designations shall be approved by the DepEd Secretary.
3. You may refer to the enclosed sample recommendation letter



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Enclosure No. 3 to Division Memorandum No. _____, s. 2021
Sample Recommendation Letter

Letter Head

Date

LEONOR M. BRIONES
Secretary
Department of Education
Pasig City, Metro Manila

Thru: **OLGA C. ALONSABE**
OIC-Schools Division Superintendent

Dear **Sec. Briones:**

Greetings!

This is to recommend the following employees to serve as this School's Receiving Officer and Decision Maker, for the proper implementation of DepEd People's Freedom of Information (FOI) Manual 2020.

Role	Name and Signature of Employee
FOI Decision Maker	
FOI Decision Maker (Alternate)	
FOI Receiving Officer	
FOI Receiving Officer (Alternate)	

**Employee hereby affixed his/her signature to conform that he/she is fully aware of the duties and responsibilities of the Role he/she will be designated to perform*

Affixed are their signatures to signify their awareness and acceptance of the responsibilities to be designated to them.

May you act this recommendation favorably.

Sincerely,

Signature
NAME OF SCHOOL HEAD
School Head/In-Charge (Designation)

Footer



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Summary of Duties and Responsibilities of Key Personnel for FOI

A. FOI Decision Maker- shall undertake the following actions leading to the determination of the response on the request:

- a. Coordinate with the relevant office or personnel to determine the existence of the requested information, and to direct the retrieval and submission of the same if available;
- b. Determine whether the period to respond needs to be extended should any of the grounds for extension be present;
- c. Determine whether the information falls under any of the inventory of exceptions
- d. In case the request is a subsequent identical or substantially similar request by the same requesting party, determine whether it constitutes an unreasonable request;
- e. In case the information requested constitutes or contains personal information, determine the appropriate measures to balance the requesting party's interest in disclosure and the duty to protect the privacy of the individual concerned; and
- f. Determine whether to grant or deny the request based on the law, facts, and circumstances.

B. FOI Receiving Officer - upon receiving an FOI request, the FOI RO shall:

- a. Provide reasonable assistance, free of charge, to enable requesting parties especially those with special needs to comply with the request requirements;
- b. Stamp the FOI request as "received", indicating the date and time of the receipt, the request reference number, the name of the FOI RO, and their signature. A copy thereof shall be furnished to the requesting party;
- c. In case the FOI Request is sent by electronic mail, the FOI RO shall print the request and follow the procedure for stamping the request as "received". The request shall be acknowledged by electronic mail, with a scanned copy of the printed request bearing the "received" stamp attached thereto;
- d. In case the FOI Request is sent by regular mail, the FOI RO shall follow the procedure for stamping the request as "received", and furnish a copy thereof to the requesting party through the contact details they provided, together with the notice of the disposition of the request when such has already been made;
- e. The FOI RO shall enter the request in the FOI Tracking System; and
- f. If the information requested is readily accessible to the FOI RO and known to them to be routinely made available to the public, the FOI RO shall release the same to the requesting party; otherwise, the FOI RO shall forward the receipt of the request, for appropriate action.

No request shall be refused acceptance unless the reason for the request is contrary to law or existing rules or regulations.

