



Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
 DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division  
 Superintendent**

August 16, 2021

DIVISION MEMORANDUM  
 No. MS, s. 2021

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

To: Assistant Schools Division Superintendent  
 Chief, CID and SGOD  
 Public Elementary and Secondary School Heads  
 All Others Concerned

- Pursuant to Regional Memorandum No. 0688, s. 2021, the Department of Education (DepEd) 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 Division and Schools.
- In view of this, for Division Offices, the Schools Division Superintendent 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 Division Chief, whose designations shall be approved by the Secretary.
- For Schools, School Heads shall designate the FOI RO from the Guidance Counselor’s or Registrar’s Office. School Head shall 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.
- Schools are directed to submit the names of their FOI ROs, designated FOI DMs and alternate FOI DMs in the Division Office **on or before August 23, 2021** for consolidation using the following excel format:

School	FOI Designation	Last Name, First Name, Middle Name	Position	Office	Contact Number	Email Address

- Immediate dissemination of this Memorandum is desired.

**JOSEPH IRWIN A. LAGURA PhD**  
 Schools Division Superintendent

JIAL/CPC/ADMIN/ATM/alr



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