



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

August 17, 2021

DIVISION MEMORANDUM

No. 302, s. 2021

DESIGNATION OF FREEDOM OF INFORMATION RECEIVING OFFICERS AND DECISION MAKERS

TO: OIC-Assistant Schools Division Superintendent
Curriculum Implementation Division Chief
School Governance and Operations Division Chief
Education Program Supervisors
Public Schools District Supervisors/DICs
School Heads
All others concerned

1. 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. DepEd has issued a Memorandum issued by the Office of the Undersecretary and Chief of Staff, Atty. Nepomuceno A. Malaluan as to this effect and Provision (d) of the document states:

“School Heads shall designate the **FOI RO** from the Guidance Counselor's Office or Registrar' 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.”

2. In the absence of a guidance counselor, a registrar or a Head Teacher in the school, **regular teachers** may be designated as FOI RO, FOI DM or FOI DM (Alternate).
3. All Schools are directed to accomplish the google form provided in this link: <https://tinyurl.com/FOISchool> until August 20, 2021. Each of the designated personnel shall accomplish the form individually.



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph

Doc. Code:	FM-OSDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	1



4. For your information, guidance and compliance.

RACHEL R. LLANA PhD, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph

Doc. Code:	FM-OSDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	2

