IMPLEMENTATION OF DEPARTMENT OF EDUCATION PEOPLE’S FREEDOM OF INFORMATION (FOI) MANUAL OF 2016

To: SCHOOL HEADS, OFFICER-IN-CHARGE AND TEACHER-IN-CHARGE OF ELEMENTARY AND SECONDARY SCHOOL

1. Pursuant the Regional Memorandum No. 007, s. 2018 issued on January 8, 2018 entitled: "Implementation of Department of Education People’s Freedom of Information (FOI) Manual of 2016," School Heads, Officer-in-Charge and Teacher-in-Charge of the Elementary and Secondary Schools are hereby enjoined to implement the said Regional Memorandum which was issued in view of Department Order No. 72, s. 2016 issued on November 25, 2016; and, Executive Order No. 2 issued on July 23, 2017.

2. The implementation of the said Regional Memorandum shall be as follows but not limited to the following, to wit:
   a. The appointment of School’s FOI Receiving Officer and FOI Decision Maker;
   b. The creation of School’s Communication Flow in attending to clients and their request of information; and,
   c. The template to be used in responding to client’s request.

3. Upon the issuance of the school memorandum appointing the School’s FOI RO and FOI DM, the School Heads, Officer-in-Charge and Teacher-in-Charge shall submit their names and position with contact number/s to the Schools Division Office on January 16, 2017 for purposes of submitting our report to the Regional Office.

4. Attached are the copies of the Regional Memorandum No. 007, Communication Flow Chart of People’s Freedom of Information of the DepEd Regional Office; and, Templates of Communication in responding clients of their request, for guidance.

5. For strict compliance and wide dissemination.

Winnie E. Batoon, Ed. D.
Officer in Charge
Office of the Schools Division Superintendent

Ends:
Regional Memorandum
References:
Regional Memorandum issued on January 8, 2018
To be indicated in the Perpetual Index under the following subject:

Windows User: memorandum title
15 January 2018
DIVISION MEMORANDUM
No. D-0464 s. 2018

IMPLEMENTATION OF DEPARTMENT OF EDUCATION PEOPLES' FREEDOM OF INFORMATION (FOI) MANUAL OF 2016

To: Chiefs of Divisions
   Education Program Supervisors
   Public Schools District Supervisors
   All Public and Private Elementary and Secondary School Heads

1. The Department of Education People's Freedom of Information Manual and Implementing Details enclosed in DepEd Order No. 72, s. 2016 shall be actively implemented in all levels.

2. All schools division offices (SDOs) and each public school shall, upon receipt of this Memorandum, assign one FOI Receiving Officer (RO) and one FOI Decision Maker (DM) to attend to all requesting parties who would ask for access to information from the Department. For the Regional office, the FOI is Dr. Maria Gemima V. Galang, Administrative Officer V of the Public Affairs Unit, and the FOI is Dr. Mariblanca Cornelia Platos, OIC-Chief of the Administrative Division.

3. In compliance thereof, this Office hereby informs the field that the named personnel below are designated as follows:

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>NAME</th>
<th>POSITION</th>
<th>NAME OF SCHOOL/DIVISION</th>
<th>CONTACT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOI Receiving Officer (RO)</td>
<td>Merlyn E. Obenza</td>
<td>Administrative Assistant 111</td>
<td>Digos City Division</td>
<td>09092723845</td>
</tr>
<tr>
<td>FOI Decision maker (DM)</td>
<td>Francis Jude D. Alcomendras</td>
<td>Administrative Officer V-Admin</td>
<td>Digos City Division</td>
<td>09988681546</td>
</tr>
</tbody>
</table>

Encls: Attachments 1,2,3
References: Regional Memo No.007, s.2018
To be indicated in the Perpetual Index under the following subjects:
SUBJECT

08 January 2018
4. The schools division offices shall consolidate all the schools’ list of FOI ROs and DMs and submit the copy together with the schools division’s assigned FOI RO and DM to the Office of the Regional Director and submit the same copy via email to depedxpublicaffairs.unik@yahoo.com not later than January 15, 2018. The list shall include the name, position, name of school/division and contact number (preferably mobile number for direct access).

5. Attached are the communication flow chart of people’s FOI in the Regional Office (Attachment 1), sample template of form to be filled up in case the walk-in client has no written request (Attachment 2), and cover letter of documents to be released (Attachment 3). The schools division offices and all their schools may create own communication flow and template as long as it adheres to the guidelines in the Manual.

6. For strict compliance and wide dissemination.

WINNIE E. BATOO, CESE
Officer-In-Charge
Office of the Schools Division Superintendent

[Signature]

[Stamp]
REGIONAL MEMORANDUM
No. 007, s. 2018

IMPLEMENTATION OF DEPARTMENT OF EDUCATION PEOPLE’S
FREEDOM OF INFORMATION (FOI) MANUAL OF 2016

To: Schools Division Superintendents
    Chiefs of Divisions/Units/Sections

1. The Department of Education People’s Freedom of Information Manual and
   Implementing Details enclosed in DepEd Order No. 72, s. 2016 shall be actively implemented in
   all levels.

2. All schools division offices (SDOs) and each public school shall assign one FOI Receiving
   Officer (RO) and one FOI Decision Maker (DM) to attend to all requesting parties who would ask
   for access to information from the Department. For the Regional Office, the FOI RO is Dr. Maria
   Gemima V. Galang, Administrative Officer V of the Public Affairs Unit, and the FOI DM is Dr.
   Marielina Cornelia Platos, OIC-Chief of the Administrative Division.

3. The schools division offices shall consolidate all the schools’ list of FOI ROs and DMs and
   submit the copy together with the schools division’s assigned FOI RO and DM to the Office of the
   Regional Director and submit the same copy via email to depedxipublicaffairsunit@yahoo.com
   not later than January 15, 2018. The list shall include the name, position, name of school/division,
   and contact number (preferably mobile number for direct access).

4. Attached are the communication flow chart of people’s FOI in the Regional Office
   (Attachment 1), sample template of form to be filled up in case the walk-in client has no written
   request (Attachment 2), and cover letter of documents to be released (Attachment 3). The
   schools division offices and all their schools may create own communication flow and template
   as long as it adheres to the guidelines in the Manual.

5. For strict compliance and wide dissemination.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Director IV

Incl: As stated
Reference: DepEd Order No. 72, s. 2016
To be indicated in the Perpetual index:
   FOI

RDOS/mgvg

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RELEASED
By: N/A
Date: 1-9-18  Time: 11:55
COMMUNICATION FLOW CHART OF PEOPLE’S FREEDOM OF INFORMATION

FOR NOT READILY ACCESSIBLE INFORMATION

Written communication from a requesting party through:
- Personal delivery, electronic mail, mail courier

RECORDS SECTION

FOI RECEIVING OFFICER
(Receives FOI request)

Not later than the next day upon receipt of request

FOI DECISION MAKER
Coordinates with relevant office or personnel, determine whether the period to respond needs to be extended, determine whether to grant or deny the request of:
1. Personal information of government employees (c/o Admin)
   a. 201 Files
      i. Position Description Form
      ii. Personal Data Sheet (CSC Form 212)
      iii. Certificate of Basilication / Licenses
      iv. Medical Certificate (CSC Form 214)
      v. Random Drug Test Result
      vi. Neuro Psychiatric Test Result
      vii. Performance Rating: PSRF/OPCRF
      viii. Service Records
      ix. Leave Cards
      x. Daily Time Records (DTK)
      xi. NSCCO (Notice of Organization, Staffing and Classification Action)
      xii. PSBP-GSPD (Personal Services Separation and Planilla of Personnel)
      xiii. Payroll
      xiv. Payroll
   b. 201 Files
      i. 201 Files
      ii. 201 Files
   2. Copies of pending complaints (c/o Legal)

FOI RECEIVING OFFICER
(For release of request)

RD/ARD (for signature)

Within 15 working days upon receipt of request

RECORDS SECTION

WHEN AN FOI REQUEST IS DENIED, THE CLIENT MAY:

SUBMIT A WRITTEN APPEAL

RECORDS SECTION

Within 15 calendar days

FOI DECISION MAKER

Within 30 working days

REGIONAL DIRECTOR

If denial is sustained at the first level

FOR READILY ACCESSIBLE INFORMATION

Written communication from a requesting party through:
- Personal delivery, electronic mail, mail courier

RECORDS SECTION

FOI RECEIVING OFFICER

Release information to the Requesting Party

1. Basic education resources and BEIS data (c/o PPRD)
   a. Performance indicators
   b. Enrollment, physical facilities, special needs
   c. Personnel deployment & assignment
   d. Teaching assignment & area of specialization
   e. Resource requirements

2. List of newly approved private schools and other matters (c/o QA)
   a. Private schools issued with temporary permit & government recognition
   b. Private learning institutions serving IP learners
   c. Tandang Sora centers
   d. Private schools with approved tuition fees
   e. Public schools duly established, separated & converted into integrated schools

3. List of private SHS and non DepEd schools availing SIS voucher program (c/o CLMD)

4. List of private Junior HS, private ESC scheme

5. Issued DepEd Orders, Memoranda, Advisory (c/o Admin/Records)

6. 201 Files
   a. SALN (Statement of Assets, Liabilities, and Net worth)
   b. Directory of SDS and ASDS including OICS
   c. Recruitment Results (Ranking)

7. Copies of procurement contracts (c/o BAC Secretariat)

8. Copies of researches compiled (c/o PPRD)

Within 15 working days upon receipt of request

RD/ARD (for signature)

RECORDS SECTION

FOR official release
Attachment 3: Cover letter of documents to be released

(Date)

(Name & address of the requesting party)

Dear __________________:

We received your letter dated (Date) ______ requesting for (Name of documents). Attached is/are the copies of the said documents. The Department hopes that the documents you requested will be of great help to your endeavor.

Very truly yours,

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director
Attachment 2: Sample template of walk-in clients who would like to ask for public documents but have not prepared written request

(Date)

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director
Department of Education XI
F. Torres St., Davao City

Sir:

This is to request copy of ___________________________ (Name of document) ___________________________ which I will be using for ___________________________ (State purpose) ___________________________. The documents that I have received from the Department of Education will be used with good intention.

I am attaching photocopy of my two valid IDs.

Thank you,

(Signature above printed name)
Name
Address
Contact No.