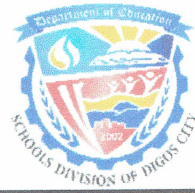




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 048-D, s. 2018

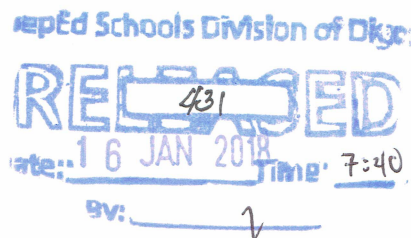
January 15, 2018

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. BATON, Ed. D.
Officer in Charge
Office of the Schools Division Superintendent



Encls: Regional Memorandum
References: Regional Memorandum issued on January 8, 2018
To be indicated in the Perpetual Index under the following subjects:
SUBJECT: Implementation of Department of Education People's Freedom of Information (FOI) Manual of 2016

Windows User: memorandum title
15 January 2018



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 040-A s. 2018

January 11, 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 Comelia Piatos, 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:

ASSIGNMENT	NAME	POSITION	NAME OF SCHOOL/DIVISION	CONTACT NUMBER
FOI Receiving Officer (RO)	Merlyn E. Obenza	Administrative Assistant 111	Digos City Division	09092723645
FOI Decision maker (DM)	Francis Jude D. Alcomendras	Administrative Officer V-Admin	Digos City Division	09988681546

Encs: Attachments 1,2&3

References: Regional Memo No.007, s.2018

To be indicated in the Perpetual Index under the following subjects:
SUBJECT

DepED: Implementation of FOI-RO/DM of FOI manual 2016
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 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).
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. BATON, CESE

Officer -In -Charge

Office of the Schools Division Superintendent



DepEd Schools Division of Division Office

RELEASED 316

12 JAN 2018 2:08





Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
TANGGAPANG PANREHIYON XI
Lungsod ng Dabaw



January 8, 2018

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. Mariblanca Cornelia Piatos, 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

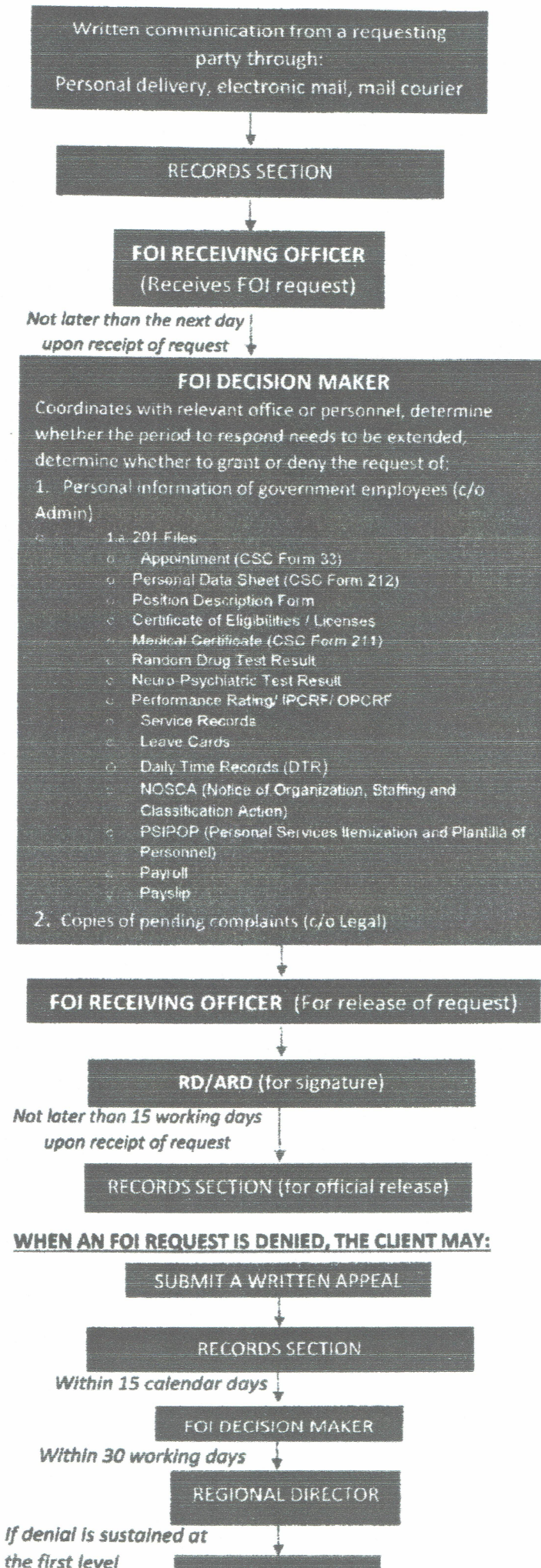
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DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RELEASED

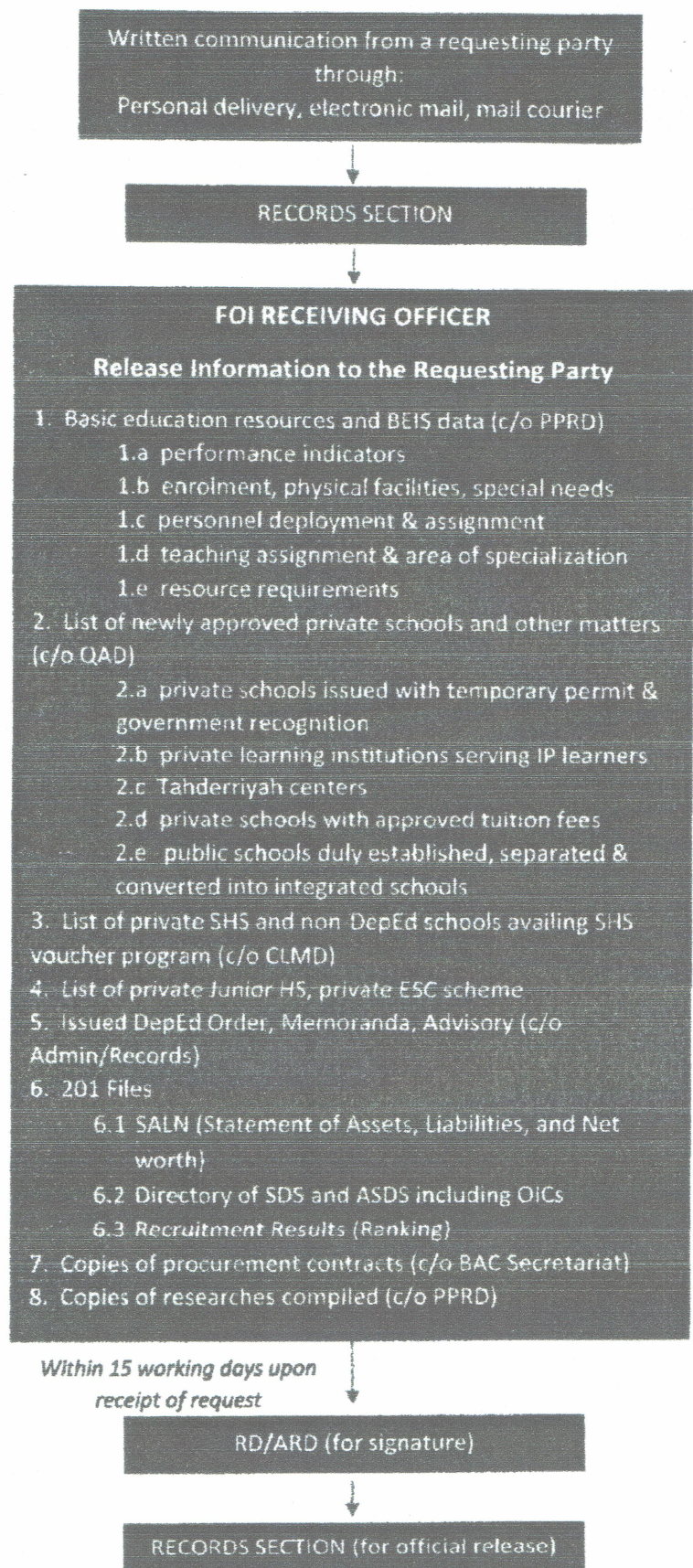
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Date: 1-9-18 Time: 11:35

COMMUNICATION FLOW CHART OF PEOPLE'S FREEDOM OF INFORMATION

FOR NOT READILY ACCESSIBLE INFORMATION



FOR READILY ACCESSIBLE INFORMATION



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.