



DIVISION MEMORANDUM
No. 196 s. 2021

DESIGNATION OF SCHOOL'S FREEDOM OF INFORMATION RECEIVING OFFICERS AND DECISION MAKERS

To: School Governance and Operations Division
Curriculum Implementation Division
Public Elementary and Secondary School Heads
This Division

1. Pursuant to the 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)*, this Divisions requires all schools to designate School's Freedom of Information Receiving Officers (FOI RO) and Freedom of Information Decision Makers (FOI DM).
2. School Heads shall designate the Freedom of Information Receiving Officers (FOI RO) from the Guidance Counselor's or Registrar's Office. School Heads shall also recommend Freedom of Information Decision Makers (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, whose designation shall be approved by the Secretary.
3. For schools without guidance counselor and registrar the school head shall choose among of the teachers to occupy the said position.
4. Submission of names of the designated school's FOI RO and FOI DM will be on August 26, 2021 through <https://bit.ly/FOITangub>.
5. Immediate dissemination of this Memorandum to all concerned is enjoined.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent 

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