



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

August 12, 2021

DIVISION MEMORANDUM

No. 30, s. 2021

**DIVISION DESIGNATION OF FREEDOM OF INFORMATION RECEIVING OFFICERS AND
DECISION MAKERS FOR SCHOOLS DIVISION OFFICES AND SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public School Heads
All Others Concerned

1. In compliance to the Memorandum from the Office of the Undersecretary and Chief of Staff Atty. Nepomuceno A. Malaluan dated August 10, 2021, all Schools Division Superintendents and School Heads are tasked to designate their respective Freedom of Information (FOI) Receiving Officers and Decision Makers.
2. For the Schools Division Office, the following are hereby designate:

FOI RO	-	Lamberto P. Corpuz
		SEPS-SMME
Alternate FOI DM-		Bernardo A. Gargabite
		Chief Education Supervisor
FOI DM Officer-in-Charge-		Zurex T. Bacay
		Assistant Schools Division Superintendent
3. For Schools, School Heads shall designate the FOI RO from the Guidance counselor's office or Registrar's 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.
4. To facilitate the Regional Consolidation, the names of the designated FOI ROs and DMs shall be encoded directly by SDOs and Schools in the google sheet which may be accessed through the links <https://bit.ly/RO3FOIConsolidatedList> as well as to the Division Consolidation google sheet <https://tinyurl.com/List-of-FOI-ROS-and-Memo> on or before August 20, 2021.



Loyal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph

DSCM-QMS-QMR-QSF-008 Rev.03 (01.31.20)




Certificate No. 50500731 QM15



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5. Attached for reference is a copy of the Regional Memorandum dated August 11, 2021.
6. For information, feel free to contact Zurex T. Bacay, Assistant Schools Division Superintendent at CP No. 0917-152-0824 or at email address zurex.bacay001@deped.gov.ph.
7. Immediate and widest dissemination of this Memorandum is earnestly desired.


DANTE G. PARUNGAO, CESO VI
Officer in Charge
Schools Division Superintendent

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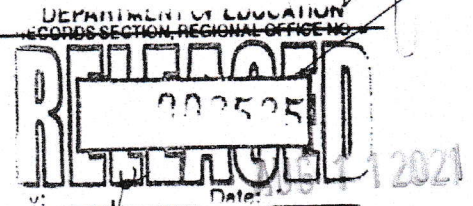
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Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM
No. 524, s. 2021

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

To: Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. In compliance to the Memorandum from the Office of the Undersecretary and Chief of Staff Atty. Nepomuceno A. Malaluan dated August 10, 2021, all Schools Division Superintendents and School Heads are tasked to designate their respective Freedom of Information (FOI) Receiving Officers and Decision Makers.
2. For Division Offices, Schools Division Superintendents shall designate the FOI RO from the Records Unit. Schools Division Superintendents 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, both with ranks of not lower than a Division Chief, whose designations shall be approved by the Secretary.
3. For Schools, School Heads shall designate the FOI RO from the Guidance counselor's office or Registrar's 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.
4. To facilitate the Regional Consolidation, the names of the designated FOI ROs and DMs shall be encoded directly by SDOs and schools in the Google Sheet which may be accessed through the link <https://bit.ly/RO3FOIConsolidatedList>. The deadline for the encoding is on August 25, 2021.
5. Attached for reference is a copy of the Memorandum from the Office of the Undersecretary and Chief of Staff Atty. Nepomuceno A. Malaluan dated August 10, 2021.
6. Compliance to this Memorandum is desired.

MAY B. ECLAR, PhD, CESO III
Regional Director

ORD1/pau2
August 11, 2021



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph

