June 11, 2020

MEMORANDUM TO:

OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Heads
Officers-In-Charge
Public Schools Only

SCHOOLS DIVISION OFFICE
Markina City
RECORDS UNIT

RELEASED
Date: June 15, 2020
Time: 6:09 PM
By: Agnes C. Franco
Records Unit

DESIGNATION OF “RECEIVING OFFICER” AND “DECISION MAKER” IN THE DIVISION LEVEL RELATIVE TO FREEDOM OF INFORMATION REQUESTS

Pursuant to the recently issued Regional Memorandum No. 160 s. 2020 re: Freedom of Information (FOI) requests and aligned with Sections 9 and 10 of DepEd Order No. 72 s. 2020 or the DepEd Freedom of Information Manual, the field is hereby informed of the designation of the following officers who shall be responsible for all requests for “information”, as defined by Executive Order No. 2 dated July 23, 2016 as:

“any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, magnetic or other tapes, electronic data, computer stored data, or any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to the law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government.”

Maka-Diyos, Makatao, Makakalikasan at Makabansa
Accordingly, hereunder are the designation details with the corresponding functions, duties and powers:

<table>
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<th>Name and Designation</th>
<th>Duties</th>
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| MR. BIENVENIDO N. CONTAPAY  
Records Unit  
- As Receiving Officer (RO) | 1. Provide reasonable assistance to enable requesters especially those with special needs to comply with the request requirements.  
2. Stamp the FOI request as “received” indicating the date and time of the receipt, the request reference number, name of the FOI RO, and his signature. Furnish the requesting party.  
3. If the FOI request is sent by electronic mail, the FOI shall print the request and do the same procedure. Acknowledge the email and send the scanned copy of the request bearing the “received” stamp.  
4. Determine whether the information falls within the inventory of exceptions.  
5. If the information requested contains personal information, determine appropriate measures to balance the requester’s interest in disclosure and the duty to protect privacy of the individual concerned. |
| ATTY. CEASAR AUGUSTOS E. CEBUJANO  
Legal Services Unit  
- As Decision Maker (DM) | Determine whether to grant or deny the request. |
| OFFICER-IN-CHARGE  
Office of the Schools Division Superintendent | Resolve appeal of denial of FOI request. |

Immediate and wide dissemination of this Memorandum is desired.

SHERYLL T. GAYOLA(Sgd.)  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent