June 9, 2020

MEMORANDUM TO:

OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary Public School Principals
Unit Heads
All Concerned

REITERATION OF THE DEPED-NCR MEMORANDUM DATED MARCH 20, 2020 RE: FREEDOM OF INFORMATION REQUESTS

Please be informed that the Department of Education-National Capital Region issued Memorandum No. ROP-2020-160 re: Freedom of Information Requests, contents of which are self-explanatory.

Attached herewith is the full text of the said memorandum for information and guidance. Particular attention is invited to Item 2 thereof.

Immediate and urgent dissemination of this Memorandum is desired.

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

Maka-Diyos, Makatao, Makakalikasan at Makabansa
MEMORANDUM
No. ROP-2020-160

TO : Division Chiefs/Section Heads
FROM : The Director IV
SUBJECT : Freedom of Information Request
DATE : March 20, 2020

1. Executive Order No. 2, dated July 23, 2016 on the Freedom of Information, defines information as follows:

Information means 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 law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.

2. Pursuant to DepEd Order No. 72, s. 2016 or the DepEd Freedom of Information Manual, the following are designated to act on FOI request:

<table>
<thead>
<tr>
<th>Name &amp; designation</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Al Nemery Gangco</td>
<td>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</td>
</tr>
<tr>
<td>Public Affairs Unit</td>
<td>as Receiving Officer (RO)</td>
</tr>
</tbody>
</table>
### National Capital Region

**Department of Education**

#### Atty. Ariz D. Cawilan
- **Legal Unit**
- **Decision Maker**

**Regional Director**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>If the FOI Request is sent by electronic mail, the FOI RO shall print the request and do the same procedure. Acknowledge the email and send the scanned copy of the request bearing the “received” stamp.</td>
</tr>
<tr>
<td>4.</td>
<td>Determine whether the information falls within the inventory of exceptions.</td>
</tr>
<tr>
<td>5.</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Atty. Ariz D. Cawilan**

**Regional Director**

Determine whether to grant or deny the request

Resolve appeal of denial of FOI request

---

3. The process flow is attached for reference.

4. For information and compliance.

---

**Encl.: As stated**

---

Page 2 of 2/FOI request/memo