



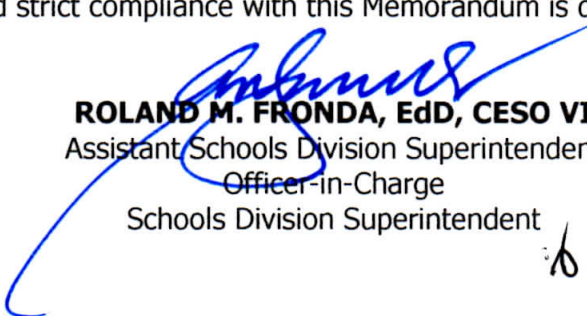
Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**  
No. 382, s. 2021

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

To: Assistant Schools Division Superintendent  
Chiefs of Division, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In compliance with Regional Memorandum no. 324, s. 2021 dated August 11, 2021 entitled **Designation of Freedom of Information Receiving Officers and Decision Makers**, School Heads are tasked to designate their respective School Freedom of Information Receiving Officers (FOI RO) and Decision Makers (FOI DM).
2. 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 in the event that the designated FOI DM is unable to fulfill the role for their respective schools, both with ranks not lower than Head Teacher, whose designation shall be approved by the Secretary.
3. To facilitate the Regional Consolidation, the names of the designated FOI ROs and DMs shall be directly encoded by the SDOs and schools in the Google Sheet which may be accessed through the link **bit.ly/RO3FOIConsolidatedList**. The deadline for encoding is on August 26, 2021.
4. Attached is RM no. 324, s. 2021 for reference and guidance.
5. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**ROLAND M. FRONZA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Schools Division Superintendent

SO9  
August 25, 2021



*"We Mould Heroes"*

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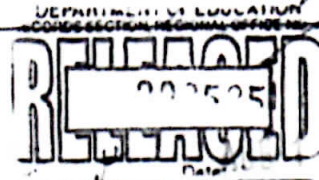


CSC PRIME-HRM BRONZE AWARD  
CSC Resolution No. 101160



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


REGIONAL MEMORANDUM  
No. \_\_\_\_\_, 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



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