



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
NO. 362, s. 2021

June 23, 2021

RE: ORIENTATION ON THE REVISED DEPED PEOPLE'S FREEDOM OF INFORMATION (FOI) MANUAL OF 2020

To: **ATTY. CLARISSE JOY C. ARNAEZ-LLABAN**
DR. GERVASIO R. SALINAS, JR.

1. Relative to Memorandum dated June 10, 2021, we are hereby informed on the schedule of Region XI on the orientation on the revised DepEd people's FOI manual of 2020;
2. As stated in the memorandum, there shall be two representatives from the Division Office from any of the following:
 - FOI Focal Person
 - Planning Officers
 - Information Officers
 - Records Officers
 - Admin Officers
 - Data Privacy Officers
3. In view thereof, you are hereby directed to represent the Division Office on this orientation scheduled on July 22, 2021, Thursday, 1:00PM to 4:00PM via zoom. Please refer to the enclosed memorandum for the registration process and meeting details;
4. For immediate dissemination and strict compliance of all concerned.

CRISTY C. EPE
Schools Division Superintendent





Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

MEMORANDUM

To : Schools Division Superintendents
Chief, Administrative Services Division – Regional Office
Chief, Policy, Planning, and Research Division – Regional Office
Head, Public Affairs Unit

Subject: Orientation on the Revised DepEd
People's FOI Manual of 2020

Date : June 18, 2021


As per unnumbered Memorandum dated June 10, 2021 regarding the Orientation on the Revised DepEd People's FOI Manual of 2020, Region XI shall identify three representatives from the Regional Office and two representatives per Schools Division Office from any of the following: FOI Focal Person, Planning Officer, Information Officer, Records Officer, Admin Officer, Data Privacy Officer. There shall be two school level representatives to be identified later.

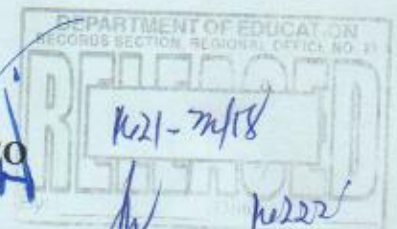
The orientation sessions will be conducted through the Zoom platform on July 22, 2021. The meeting details are the following:

Link: <https://tinyurl.com/FOIOrientation2021>
Password: foideped

Confirmation of attendance is needed. Please advise all identified participants to fill out the registration form through <https://tinyurl.com/FOIregistration2021> on or before July 2, 2021.

For compliance and wide dissemination.


ALLAN G. FARNAZO
Director IV



Incl.: Memorandum re Orientation on the Revised
DepEd People's FOI Manual of 2020

PAU /mgvg

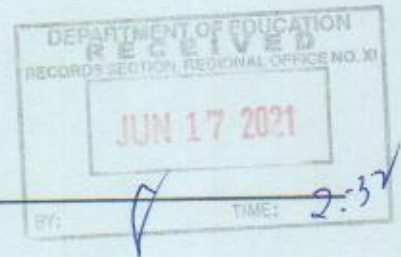


Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147





Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY



MEMORANDUM

TO : Regional Directors
School Division Superintendents
Public Elementary and Secondary School Heads

FROM : *Nepomuceno A. Malaluan*
ATY. NEPOMUCENO A. MALALUAN
Undersecretary and Chief of Staff

SUBJECT : Orientation on the Revised DepEd People's FOI Manual of 2020

DATE : June 10, 2021

In compliance with Executive Order No. 2, s. 2016 entitled "Operationalizing in the Executive Branch the People's Constitutional Rights to Information and the State Policies to full public disclosure and transparency in the Public Service," Data Privacy Act of 2012, and Ease of Doing Business and Efficient Government Service Delivery Act of 2018, the Department of Education (DepEd) recently revised its DepEd People's Freedom of Information (FOI) Manual and Implementing Details.

The revised DepEd People's FOI Manual is designed to establish standard procedures and provide guidance to the central, regional, schools division offices and schools in attending to and fulfilling the requests for information of any Filipino citizen. The revisions in the 2020 version of the Manual are based on the outcomes of the FOI workshops held in Batangas in 2018 and in SEAMEO-Innotech in 2019.

To ensure the smooth and efficient implementation of the Manual, an orientation will be conducted for select representatives from the Regional and Division Offices, including at the School Level. The orientation seeks to discuss the changes and enhancement made in FOI implementing agents, standard procedures, and number of days processing the requests.

The following are the schedules of the orientation:

CLUSTER	DATE AND TIME	PARTICIPANTS
Cluster 1 Regions I, II, III, IV-A, IV-B, CAR	July 8, 2021, Thursday 1:00 PM – 4:00 PM	• Three (3) representatives per Regional Office and two (2) representatives per Division Office from any of the following:



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Cluster 2 Regions V, VI, VII, VIII, NCR	July 15, 2021, Thursday 1:00 PM – 4:00 PM	<ul style="list-style-type: none">○ FOI Focal Persons○ Planning Officers○ Information Officers○ Records Officers○ Admin Officers○ Data Privacy Officers● Two (2) School Level representatives per region
Cluster 3 Regions IX, X, XI, XII, CARAGA, BARMM	July 22, 2021, Thursday 1:00 PM – 4:00 PM	

The orientation sessions will be conducted through the Zoom platform. The meeting details are the following:

Link: <https://tinyurl.com/FOIOrientation2021>

Password: foideped

Kindly confirm your attendance by filling out the registration form through <https://tinyurl.com/FOIregistration2021> on or before July 2, 2021.

For any questions and clarifications, please contact the FOI Secretariat at foi@deped.gov.ph.

Thank you very much.



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

Orientation on the Revised DepEd People's FOI Manual of 2020
July 8, 15, and 22, 2021
1:00 PM – 4:00 PM

AGENDA

Time	TOPIC	Lead Discussant
1:00 - 1:05 PM	Preliminaries	<i>FOI Secretariat</i>
1:05 - 1:10 PM	Welcoming Remarks	Atty. Nepomuceno A. Malaluan <i>Undersecretary and Chief of Staff</i>
1:10 - 1:15 PM	Orientation Objectives	Roger B. Masapol <i>Director IV, Planning Service</i>
1:15 - 1:45 PM	FOI General Information	<i>Presidential Communications Operations Office</i>
1:45 - 1:55 PM	Question & Answer	
1:55 - 3:05 PM	Discussion of the Revised FOI Manual	<i>FOI Secretariat Public Assistance and Action Center</i>
3:05 - 3:25 PM	Question & Answer	
3:25 - 3:45 PM	Relevance of Data Privacy Act of 2012 and Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and its Application to the Violations, Penalties and Liabilities of the Revised FOI Manual	<i>Office of Legislative Affairs, External Partnerships and Project Management Service</i>
3:45 - 3:55 PM	Question & Answer	
3:55 - 4:00 PM	Closing Remarks	June Arvin C. Gudoy <i>Director IV, Public Affairs Service</i>



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July 8, 15, and 22, 2021
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3:55 - 4:00 PM	Closing Remarks	June Arvin C. Gudoy <i>Director IV, Public Affairs Service</i>



Republic of the Philippines
Department of Education

25 MAY 2021

DepEd ORDER
No. 019, s. 2021

**REVISED DEPARTMENT OF EDUCATION PEOPLE'S FREEDOM
OF INFORMATION MANUAL AND IMPLEMENTING DETAILS**

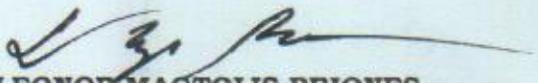
To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
School Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Revised Department of Education (DepEd) People's Freedom of Information (FOI) Manual and Implementing Details**, which shall be known as DepEd People's FOI Manual of 2020. This is pursuant to Executive Order No. 2 dated July 23, 2016 titled **Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies of Full Public Disclosure and Transparency in the Public Service and Providing Guidelines**.
2. The enclosed DepEd Order (DO) revokes DO 072, s. 2016 titled **DepEd People's Freedom of Information Manual and Implementing Details**.
3. The People's FOI Manual is designed to establish standard procedures and provide guidance to the central, regional, schools division offices and schools in attending to and fulfilling the requests for information of any Filipino citizen. The uniformity in monitoring and evaluation mechanisms. This enables easier identification of areas of improvement and guarantees that any future intervention to further improve the workflows of the implementation of FOI can be systematically integrated.
4. The revisions in the 2020 version of the Manual are based on the outcomes of the FOI workshops held in Batangas in 2018, and in SEAMEO-Innotech in 2019, which sought to standardize the FOI workflows in the various levels in governance of the DepEd, as well as harmonize the provisions of the Manual with Republic Act (RA) 11032 titled **Ease of Doing Business Act** and RA 10173 titled **Data Privacy Act**, and other various improvements.
5. All DepEd issuances, rules and regulations, and provisions, which are inconsistent with these guidelines are repealed, rescinded, or modified accordingly.



6. For more information, please contact the **Office of the Secretary**, Rizal Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at osec@deped.gov.ph or telephone number no. 8687-4177.

7. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:
As stated

Reference:
DepEd Order: No. (072, s. 2016)

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
CHANGE
LEGISLATION
MANUALS
MONITORING AND EVALUATION
POLICY
PROCEDURE
SCHOOLS

